Coach/Sponsor Duties:

- Responsible for administering and overseeing all team activities home and away.
- Coach is required to have a parent meeting after final team has been selected.
- Coach is required to have a parent meeting prior to leaving for Far East.
- Coach is required to provide scores and game statistics to the media.
- The host coach is responsible for filing all ejection reports that may occur during their home contest with the Regional office, their administration and athletic director.
- The Coach is responsible for notifying administration and the school nurse when additional medical attention was required at practice or a game. The nurse will be responsible for filing the Accident Incident Report (AIRS) and administration will be responsible for filing a Serious Incident Report (SIR).
- Coaches will immediately notify administration of serious incidents that occur with their athletes at any time during the season. Administration is responsible for filing the Serious Incident Reports (SIRS).
- Coaches will have available the Medical Release Form for each athlete any time team members are present.
- Coaches are required to maintain a daily attendance roster.
- Responsible for the safety and well-being of athletes to include:
  1. Conducting physical fitness pre-assessments for athletes
  2. Conducting practices and games in a safe physical environment
  3. Use of current knowledge of proper pedagogy and methods of instruction
  4. Use of safe and appropriate equipment
  5. Matching of athletes in practices by size, experience and ability
  6. Education and prevention of harassment, discrimination, bullying, and hazing by coaching staff and athletes.
- Provide appropriate emergency care as required
ENCLOSURE 1

- Responsible for developing a site emergency plan (practice and contests) and filing it with administration and athletic director
- Developing a player packet for distribution at the pre-season meeting outlining team policies, goals, expectations, responsibilities, lettering policies, practice and game schedules and any other pertinent information to include emergency contact information.
- Subject to disciplinary action when ending a game prior to the end of regulation time
- Responsible to teach and model good citizenship and sportsmanship
- Coaches are required to follow all rules as stated in the respective sport rule book.
- Required to travel on the bus with the team to the contest and on the return.
- The coach/sponsor must provide responsible and adequate supervision of athletes at all times. Adequate supervision includes from the time students arrive for practices, games or other team events, to include between events such as practices or games, overnight or until the activity officially commences and they are released back to their parent/guardian or approved designee.
- The coach/sponsor must be present when team members are present to include all meetings, practices, scrimmages and athletic competitions.
- Coach will need to fill out the travel roster with the correct information to obtain tickets for flight/bus/train travel.
- Coaches receiving Extra Duty Compensation (EDC) must be certified according to the: NFHS Required Courses:
  Fundamentals of Coaching, Sports First Aid, Concussion, Sudden Cardiac Arrest, Bullying and Hazing and Inappropriate Behaviors, Introduction to Pitch Smart (Baseball and Softball). Football- Blocking, Tackling and Equipment (Ordered)
Far East Academic Event Sponsor / Adult Participant

Code of Conduct & Responsibilities

The function of an educator (or adult participant) is to provide rigorous opportunities for students to extend learning and promote participation in Far East Academic Events in support of the Blueprint, Community Strategic Plan, Goal 5, 5.1e “Promote, Foster, and Support Partnerships to Provide Multi-Dimensional Opportunities: In order to facilitate real world experiences that empower students to plan for their futures and develop credentials, we will partner with host nations, commands, universities, and businesses to facilitate enriching experiences”.

The educator shall uphold the honor and dignity of the educational profession. In all personal contact with student participants, other adult participants, athletic directors, school administrators, the media, and the public, the educator shall strive to set an example of the highest ethical and moral conduct.

- The educator will be available to assist in any way possible throughout the event and will be in attendance at all activities at the event.
- The educator shall be aware that he or she has a tremendous influence, for either good or ill, on the education of student participants.
- The educator shall take an active role in the prevention of drug, alcohol and tobacco abuse in support of student safety.
- The educator will not use alcohol while in contact with student participants during the Far East events. Supervisory time is 24 hours/day. He/she will not use any tobacco products while in contact with students.
- The educator will not leave students unsupervised with non DoDEA adults en route to the event, during the event, or during the return travel.
- The educator will be familiar with the Student Code of Conduct and Behavior Expectations. If any violation or report of a violation occurs, the educator will contact an Event Director immediately.
- The educator will note any and all violations of rules and behavior expectations by student participants and report these immediately to the Event Director and Area Representative who, in turn, will report to the Far East Academic Program Coordinator for further investigation or documentation.
- The educator cannot take any dependent children to the events unless the student is a participant in the event.
- The educator supports and encourages students to complete school work during the academic event.
- The educator 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 educator will stay in close contact with the Event Director during the event to ensure anything unforeseen will be addressed in a timely manner.

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

Educator Printed Name ____________________________ Signature & Date ____________________________

Administrator Printed Name __________________________ Signature & Date ____________________________

Administrator signature equates to school-level approval to travel is granted.
SUBJECT: Department of Defense Education Activity (DoDEA) Pacific High School Chaperones

1. PURPOSE. To establish Standard Operating Procedures (SOP) as guidelines for determining the number of chaperones for DoDEA Pacific Far East travel.

2. APPLICABILITY. This SOP applies to all DoDEA Pacific Far East academic, athletic, and Junior Reserve Officer Training Corps (JROTC) events.

3. BACKGROUND. Consistency is needed to assure that student safety is safeguarded while operating within established budgets. It is recognized that traveling with students on flights has different challenges than traveling with students on busses, trains, ferries, etc. Therefore, a distinction is made between air and other travel.

4. RESPONSIBILITY.

   a. If travel is by air for any length of time or surface transportation in excess of 5 hours one way:
      1. Enforce 1:10 ratio
      2. If there is a second chaperone (or adult on orders), that person will assist with night supervision as an additional duty.
      3. If there is a second chaperone (or adult on orders), that person will assist with a mixed gender team or students from another team as needed.

   b. If less than 10 students with mixed gender:
      1. Host location will assure an adult is available for evening supervision. That person can be from another team or from the host school. Chaperones may be supervising students that do not attend their school if/when gender specific supervision is required.
      2. Host location will provide chaperones as needed.

   c. If students attend an event with no adult from the complex participating:
      1. A DoDEA employee (eg. Substitute) may escort the student(s) to an identified transfer location (such as the airport) and deliver/transfer supervision of the student(s) to an identified/approved chaperone (or adult on orders).
      2. This approved chaperone (or adult on orders) will assume responsibility for the student(s) at the airport or other transfer point.

   d. If surface travel is less than 5 hours one way:
      1. The 1:10 ratio may be modified by the Area POC.
      2. If there is a second chaperone (or adult on orders), that person will assist with night duty as an additional duty.
3. If there is a second chaperone (or adult on orders), that person will assist with a mixed gender team or students from another team as needed.

Before participating, the second adult must have a favorably completed background check and also sign the chaperone agreement with the following expectations:

- Supervision of students at all times as assigned
- No alcohol during the event or tobacco usage while with students.

5. **EFFECTIVE DATE.** This SOP is effective May 30, 2014.

6. **EXPIRATION DATE.** This SOP will remain in effect indefinitely and will be updated in accordance with any new or amended Interservice Support Agreements (ISA).

[Signature]

Dr. Linda L. Curtis
Director, DoDEA Pacific
I, ___________________________ (Insert Subject/Witness Name), in accordance with 28 U.S.C. Section 1746, make the following statement:

PURPOSES AND USES: The information supplied will be used as a part of the record in an investigative file. The record may be furnished to designees of agencies and departments of the federal government who are involved with this investigation. The record may also be disclosed to any agency of the Federal Government having oversight or review authority with regard to Department of Defense, to the Federal intelligence agencies, or others as published in the Federal Register.

1. 

2. 

3. 

4. 

5. 

6. 

7. 

8. 

I declare, under the penalty of perjury under the laws of the U.S., that the foregoing statement is true and accurate.

__________________________  ______________________________
Date  Subject/Witness Name/Signature
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 and all of their calls. 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)
Participation in high school co-curricular activities is a privilege extended to students who agree to abide by the standard rules of conduct governing the program. Participants are expected to maintain the highest standards. All host school and military installation rules must be observed. All tournament / event schedules and planned activities must be promptly attended. The following behavior is not acceptable. Other negative behavior not specifically mentioned will be dealt with according to the severity of the behavior.

1. Possession or use of drugs, alcohol, or tobacco products, including e-cigarettes

2. Possession or use of weapons, or look alike weapons

3. Abusive, vulgar language or behavior

4. Hazing, fighting or other physical, violent acts

5. Criminal misconduct, theft, vandalism, etc.

6. Sexual misconduct

7. Misuse of government equipment/facilities; misuse of the possessions of other participants

8. Personal attire/dress that is non-compliant with host school or installation dress code. Violation of any installation regulations or host nation requirements

9. Travel in non-approved vehicles such as friends and/or students from other schools

10. Unauthorized absence from designated locations (i.e., billeting, activity, or during travel), including curfew violations. Participants may only depart the company of the traveling group with specific written permission from parents that identify a responsible adult to accompany their child.

Parents or guardians will be responsible for any additional fees resulting in an early return for disciplinary reasons. Fees may include flight or train.

Parents or guardians are responsible for any expenses associated for withdrawing their student from a Far East event for unauthorized reasons after students have been selected and placed on the final travel roster.

Possible expenses may include but are not limited to the following:

1. Airline ticket
2. Train ticket
3. Reservation change fees
4. Shared room fees
5. Non-refundable deposits
DoDEA Pacific
Student Code of Conduct & Cancellation Policy

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

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

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

1. Removing the student for disciplinary reasons
2. Removal due to the student not performing up to an acceptable academic level past the eligibility check
3. Participating in a school or district event, match, or game after being placed on the Far East final roster

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

Student Name

Student Signature & Date

Parent/Guardian

Parent/Guardian Signature & Date

Coach/Sponsor/AD/AcaD

Coach/Sponsor/AD/AcaD Signature & Date

The coach/sponsor will keep a copy of this signed throughout the season / event.
DoDEA Pacific Far East Programs
Student Release Form

During an Academic, athletic, or JROTC FE event, if a student leaves the supervision of the designated DoDEA adult, this form must be completed.

Name of Student: ___________________________  Event: ___________________________

Date & Time:________________________

Reason and explanation for the student's departure from the event:
_______________________________________________________________________________________________
_______________________________________________________________________________________________
_______________________________________________________________________________________________

Will the student be returned today?  YES or NO

If not returning to the event (NO), explain who will supervise the student and how the student will be transported back to school:
_______________________________________________________________________________________________
_______________________________________________________________________________________________
_______________________________________________________________________________________________

Has the school principal pre-approved this action and approval has been communicated via the Far East Program Coordinator (Academic/Athletic/JROTC) with the Event Director?  YES or NO

If NO, Event Director and/or ISS must contact School Principal and FE Program Coordinator PRIOR TO THE RELEASE OF ANY STUDENT.

If returning to the event (YES), sign-out and sign-in the student with the designated DoDEA adult:

<table>
<thead>
<tr>
<th>Adult Signing-Out Student Printed Name:</th>
<th>DoDEA Designated Adult’s Printed Name:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sign-Out:</td>
<td>Confirmed (initial and time):</td>
</tr>
<tr>
<td>Sign-In:</td>
<td>Confirmed (initial and time):</td>
</tr>
</tbody>
</table>

Additional Details:

Send Completed Form to the Far East Program Coordinator and School Principal
SUBJECT: Department of Defense Education Activity (DoDEA) Pacific Region and District Interscholastic Athletics (includes Junior Reserve Officer Training Corps (JROTC)) and Co-Curricular Academics Activities Official Travel

1. PURPOSE. To establish a Standard Operating Procedure (SOP) to approve, schedule, and fund travel, lodging, and per diem as authorized, for students and adults to attend DoDEA Pacific Region, District, and Non-Sponsored Official Interscholastic Athletics (includes JROTC) and Co-Curricular Academics Activities. The following types of activities may be authorized to support student excellence:

   a. Pacific Region Far East (FE) Official Scheduled Interscholastic Athletics (includes JROTC) and Co-Curricular Academics Activities

   b. District Official Scheduled Interscholastic Athletics (includes JROTC) and Co-Curricular Academics Activities

   c. Non-Sponsored Official Interscholastic Athletics (includes JROTC) and Co-Curricular Academics Activities

2. APPLICABILITY. This SOP applies to the DoDEA Pacific Region and Pacific Region Districts.

3. BACKGROUND. Consistency and standardization is needed to assure that policies and procedures are followed relative to DoDEA Pacific Region and District Interscholastic Athletics (includes JROTC) and Co-Curricular Academic Activities funding and travel. This SOP complies with the DoDEA Pacific Director Memorandum, Subject: Efficiency Review on Curricular and Co-Curricular Program, dated December 3, 2013. This SOP does not supersede this Memorandum but only clarifies and expands its implementing procedures.
4. RESPONSIBILITIES AND PROCEDURES:

<table>
<thead>
<tr>
<th>a. DoDEA Pacific Region Far East (FE) Programs Official Scheduled Interscholastic Athletics (includes JROTC) and Co-Curricular Academics Activities</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Participants:</strong> DoDEA Pacific East, Pacific West, and Pacific South (Guam Only for JROTC, Academics, and Cheerleading) Districts and International Schools that are officially invited and approved by the Pacific Region Director of Student Excellence to participate in DoDEA Pacific Region FE Interscholastic Athletics (includes JROTC) and Co-Curricular Academics Activities.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Approving Authority</th>
<th>DoDEA Pacific Region Director of Student Excellence</th>
</tr>
</thead>
<tbody>
<tr>
<td>Managed By</td>
<td>DoDEA Pacific Region Academics, Athletics, and JROTC Program Coordinators</td>
</tr>
<tr>
<td>Schedule</td>
<td>Must be approved and scheduled on the DoDEA Pacific Region FE Interscholastic Athletics (includes JROTC) and Co-Curricular Academic Activities Master Schedule</td>
</tr>
<tr>
<td>Funding Source</td>
<td>Students</td>
</tr>
<tr>
<td></td>
<td>Adults</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Adults</td>
<td>Pacific Region manages the Extra Duty Compensation (EDC) and Extra Assignment (EDA) for FE Event Directors, Academic Directors, and Athletic Directors.</td>
</tr>
<tr>
<td>---</td>
<td>---</td>
</tr>
<tr>
<td>Non-DoDEA Schools</td>
<td>International Schools that are invited and approved to participate in FE Programs Official Interscholastic Athletics (includes JROTC) and Co-Curricular Academic Activities must fund all their travel expenses that include transportation from/to the activity location's servicing airport and to/from the activity. They must fund their own lodging. While at the activity site, the International School is authorized to use transportation during the activity that is funded by the District if the transportation is provided to all activity participants.</td>
</tr>
</tbody>
</table>

### b. DoDEA Pacific East, Pacific South, and Pacific West Districts Official Scheduled Interscholastic Athletics (includes JROTC) and Co-Curricular Academics Activities

*Participants: DoDEA Pacific East, Pacific West, and Pacific South Districts and International schools that are officially invited and approved by the DoDEA Pacific District Superintendent to participate in DoDEA Pacific Region District Interscholastic Athletics (includes JROTC) and Co-Curricular Academics Activities.*

<table>
<thead>
<tr>
<th>Approving Authority</th>
<th>DoDEA Pacific East, Pacific West, and Pacific South District Superintendents</th>
</tr>
</thead>
<tbody>
<tr>
<td>Managed By</td>
<td>DoDEA Pacific East, Pacific West, and Pacific South District Academics and Athletics (includes JROTC) Points of Contact in Coordination with the DoDEA Pacific Region Academics, Athletics, and JROTC Program Coordinators</td>
</tr>
<tr>
<td>Schedule</td>
<td>Must be approved and scheduled on the District Interscholastic Athletics (includes JROTC) Master Schedule and Academics Planning Document.</td>
</tr>
</tbody>
</table>
The District Superintendent must approve the athletic schedule for each District’s sport season and any changes to the District athletic schedule. The District Athletic Program Point of Contact should provide the District Athletic Schedule for the next school year no later than 1 June and any updates to the DoDEA Pacific Region Athletic Programs Coordinator and for JROTC activities the DoDEA Pacific Region JROTC Programs Coordinator. Competitions cannot exceed the maximum number of games, matches, or meets established for each authorized DoDEA Pacific Region Sport as approved by the DoDEA Pacific Region Director of Student Excellence.

- Principals must follow District travel and approval protocols and forward required documentation to their District Superintendent to review and approve for athletic travel. Upon approval, the activity will be added to the District Athletic Schedule and provided to the DoDEA Pacific Region Athletic Programs Coordinator and for JROTC activities the DoDEA Pacific Region JROTC Programs Coordinator.

- For District academics events the District Superintendent will approve events in accordance with their protocols.

<table>
<thead>
<tr>
<th>Funding Source</th>
<th>Students</th>
<th>Adults</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Air Travel and/or Train – the District funds the most cost-effective mode of travel. The Pacific Region funds student travel for District activities listed on the FE Activities Master Schedule.</td>
<td>District funds and schedules local transportation to and from the servicing airport/train station, to and from the activity site, and during the activity as required.</td>
</tr>
<tr>
<td></td>
<td>Air Travel and/or Train – the District funds the most cost-effective mode of travel. The Pacific Region funds adult travel for District activities listed on the FE Activities Master Schedule.</td>
<td>District funds and schedules local transportation to and from the servicing airport/train station, to and from the activity site, and during the activity as required.</td>
</tr>
<tr>
<td></td>
<td>District funds Official TDY Orders with authorized current Per Diem and Lodging Rates for the event location. The Pacific Region funds Per Diem and lodging for activities listed on the FE Activities Master Schedule. Permissive Orders are not authorized.</td>
<td>District accomplishes TDY Orders and processes Travel Vouchers. The DoDEA Pacific District Superintendent must approve all special authorizations that include excess baggage and assignment of chaperones. For District activities listed on the FE Activities Master Schedule, the DoDEA Pacific Region Academics, Athletics, or JROTC Program Coordinator must approve all special authorizations that include excess baggage and chaperone assignments.</td>
</tr>
</tbody>
</table>
**c. DoDEA Pacific East, Pacific South and Pacific West Non-Sponsored Official Interscholastic Athletics (includes JROTC) and Co-Curricular Academics Activities Co-Curricular Academic and Athletics Activities**

*Participants: Pacific East, Pacific West, and Pacific South Districts and International schools that are officially invited and approved by the DoDEA Pacific District Superintendent to participate in DoDEA Pacific Region District Non-Sponsored Official Interscholastic Athletics (includes JROTC) and Co-Curricular Academics Activities. For these Non-Sponsored Official activities, the Principal identifies these activities to their District Superintendent to approve for participation and funding.*

<table>
<thead>
<tr>
<th>Approving Authority</th>
<th>DoDEA Pacific East, Pacific West, and Pacific South District Superintendents</th>
</tr>
</thead>
<tbody>
<tr>
<td>Managed By</td>
<td>DoDEA District Academics and Athletics (Includes JROTC) Points of Contact in Coordination with the DoDEA Pacific Academics, Athletics, or JROTC Program Coordinators</td>
</tr>
</tbody>
</table>
- The District Superintendent will approve no more than **one Non-Sponsored Official** Interscholastic Athletics (includes JROTC) Activity **per sport and one Non-Sponsored Official Co-Curricular Academics Activity**.
- Competitions cannot exceed the maximum number of games, matches, or meets established for each authorized DoDEA Pacific Region Sport as approved by the DoDEA Pacific Region Director of Student Excellence.
- Principals must follow District travel and approval protocols and forward required documentation to their District Superintendent to review and approve. Upon approval, the District Point of Contact will provide the updated District Athletic Schedule to the DoDEA Pacific Region Athletic Coordinator or for JROTC activities the DoDEA Pacific JROTC Programs Coordinator. For academic activities, approval documentation should be provided to the DoDEA Pacific Region Academics Coordinator.

<table>
<thead>
<tr>
<th>Funding Source</th>
<th>Students</th>
<th>District funds and schedules local transportation to and from the servicing airport/train station, to and from the activity site, and during the activity as required.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adults</td>
<td>Students fund their travel.</td>
<td>District funds and schedules local transportation to and from the servicing airport/train station, to and from the activity site, and during the activity as required.</td>
</tr>
<tr>
<td>Adults</td>
<td>To accept a Gift of Travel Donation, a request must be submitted and approved by HQ DoDEA. This requires a minimum of two months to process. For DoDEA employees, they may submit air travel or train costs to accompany the students for reimbursement. Student participation is voluntary.</td>
<td>District funds and schedules local transportation to and from the servicing airport/train station, to and from the activity site, and during the activity as required.</td>
</tr>
<tr>
<td>Adults</td>
<td>District funds Official TDY Orders to authorize travel and to reimburse the traveler for Per Diem, most cost effective Lodging, and most cost effective travel.</td>
<td>District accomplishes TDY Orders and processes Travel Vouchers. The District Superintendent must approve all special authorizations that include excess baggage and assignment of chaperones.</td>
</tr>
<tr>
<td>Non-DoDEA Schools:</td>
<td>District provides Substitute Usage Codes to Principals</td>
<td>Principal schedules substitutes and accomplishes all compensation documentation</td>
</tr>
<tr>
<td>Non-DoDEA Schools:</td>
<td>International Schools invited to participate in an official Non-Sponsored Official Activity must fund all travel that includes transportation from/to the activity location's servicing airport and to/from the activity. They must fund their own lodging and are authorized to use transportation during the activity that is funded by the District, if provided to all participants.</td>
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</tr>
</tbody>
</table>
ENCLOSURE 8

5. EFFECTIVE DATE. This SOP is effective September 30, 2017.

6. EXPIRATION DATE. This SOP will remain in effect indefinitely until superseded and will be updated in accordance with any new or amended DoDEA academics, athletics, or JROTC policies and procedures.

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

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

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

<table>
<thead>
<tr>
<th>Student Name</th>
<th>Student Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>Sponsor Name</th>
<th>Sponsor Signature</th>
</tr>
</thead>
<tbody>
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<td></td>
<td></td>
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</tbody>
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<table>
<thead>
<tr>
<th>Event / Sport(s)</th>
<th>School Year</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>
ENCLOSURE 10

NASPAA Code of Conduct

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

1. Announcers shall understand their role is to provide pertinent information in a timely manner and do so professionally and not attempt to be bigger than the game or event by doing play-by-play or by providing commentary in an effort to entertain or to draw attention to himself or herself.

2. Announcers shall understand, because they have a tremendous influence on the crowd and that cheerleading or antics designed to incite the crowd for the purpose of gaining an advantage for their team, is inappropriate.

3. Announcers shall promote good sportsmanship and a positive environment by what they say and how they act.

4. Announcers shall treat the opponents and their fans as guests, not the enemy.

5. Announcers shall respect the individuals who are responsible for the conduct and administration of athletic games and events, such as coaches, officials and administrators, and avoid making any comments that reflect positively or negatively on them.

6. Announcers shall respect the participants of all teams and remain neutral when introducing the starting participants, announcing substitutions and the outcome of plays or performances of the participants.

7. Announcers shall be competent. This means following approved announcing guidelines, expectations and policies, such as emergency procedures, provided by the administration or the host facility.

8. Announcers shall be prepared, such as being familiar with correct pronunciations of participants’ names, knowing rules of the sport, the officials’ signals and how the game is played.

9. Announcers shall exhibit professional behavior; represent their school, organization or association with respect/dignity at all times by what they say, how they act and how they appear.
ENCLOSURE 10

10. Announcers shall avoid using alcohol and tobacco products at the venue.

*I have read and understand the above NASPAA Code and will follow the principles as described.

*My understanding is that my ‘job’ in announcing the games will continue if the above is followed. If not followed, my position as game announcer can be terminated.

_________________________________  ________________________________
Printed Name of Announcer        Signature/Date

_________________________________  ________________________________
School Administrator Printed Name  Signature/Date