



## DoDEA Pacific Region

### Far East Academic/Athletic 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 in 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.*

**ENCLOSURE 2**

**DECLARATION UNDER PENALTY OF PERJURY**

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

**ENCLOSURE 3**

**NATIONAL FEDERATION OF HIGH SCHOOL COACHES  
CODE OF ETHICS**

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

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

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

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

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

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

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

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

The coach shall respect and support contest officials 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.

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(Coach, Sponsor, or Chaperone) (Signature AND DATE)

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(Principal) (Signature AND DATE)



## Student Code of Conduct & Cancellation Policy

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



ENCLOSURE 4-2



# 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  
Withdrawal Form



Parents or guardians are responsible for any expenses associated for withdrawing their student from a Far East event for unauthorized reasons after team members / applicants 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

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

Please indicate the reason for withdrawing your student from this event:

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If a fee is incurred due to your students withdrawal from an event an invoice will be sent to you at the conclusion of the event.

I have read and agree to abide by the above Withdrawal Policy.

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Student Signature & Date

\_\_\_\_\_  
Parent/Guardian

\_\_\_\_\_  
Parent/Guardian Signature & Date

\_\_\_\_\_  
Principal

\_\_\_\_\_  
Principal Signature & Date

ENCLOSURE 6



## 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:

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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:

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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:

Adult Signing-Out Student Printed Name:	DoDEA Designated Adult's Printed Name:
Sign-Out:	Confirmed (initial and time):
Sign-In:	Confirmed (initial and time):

Additional Details:

*Send Completed Form to the Far East Program Coordinator and School Principal*



ENCLOSURE 7-1

DEPARTMENT OF DEFENSE EDUCATION ACTIVITY  
PAC REGION  
UNIT 35007  
APO AP 96376-5007

October 4, 2019

MEMORANDUM FOR PACIFIC (PAC) REGION DISTRICT SUPERINTENDENTS

SUBJECT: Department of Defense Education Activity (DoDEA) PAC Region and District Academics, Athletics, and Junior Reserve Officer Training Corps (JROTC) Activities Official Travel

1. Supersedes PAC Region Director of Student Excellence, Standard Operating Procedure (SOP) 17-PAC-001, 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, September 30, 2017.
2. PURPOSE. To establish procedures to approve, schedule, and fund travel, lodging, and per diem for students and adults to attend DoDEA PAC Region and District Official Academics, Athletics, and JROTC activities. The following curricular, co-curricular, and extracurricular activities may be approved to challenge and prepare students to maximize their academic growth and well-being for college, career, and life:
  - a. **PAC Region Far East (FE) Official Academics, Athletics, and JROTC Activities**
  - b. **District Official Academics, Athletics, and JROTC Activities**
  - c. **District Official Non-DoDEA or Intra-District Academics, Athletics, and JROTC Activities**
3. APPLICABILITY. This memorandum applies to the DoDEA PAC Region and PAC Region Districts.
4. BACKGROUND. Consistency and standardization is needed to ensure that policies and procedures are followed for DoDEA PAC Region and District Academic, Athletics, and JROTC Activities approval, funding and travel. This PAC Region Director Memorandum complies with the DoDEA PAC Region Director Memorandum, Subject: Efficiency Review on Curricular and Co-Curricular Program, dated December 3, 2013. This PAC Region Director Memorandum does not supersede but only clarifies and expands the above implementing procedures.

**ENCLOSURE 7-2**

**5. RESPONSIBILITIES AND PROCEDURES:**

**a. PAC Region FE Official Academics, Athletics, and JROTC Activities**

*Participants: DoDEA PAC East, PAC West, PAC South (Guam for JROTC, Academics, and Designated Interscholastic Athletics Activities) Districts, and Non-DoDEA Schools that are officially invited and approved by the PAC Region Director of Student Excellence to participate in DoDEA PAC Region FE Academics, Athletics, and JROTC Activities.*

Approving Authority	DoDEA PAC Region Director of Student Excellence		
Managed By	DoDEA PAC Region Academics, Athletics, and JROTC Program Coordinators		
Schedule	Must be approved by the DoDEA PAC Region Director of Student Excellence and scheduled on the DoDEA PAC Region FE Academics, Athletics, and JROTC Master and PAC Region JROTC Schedules		
Funding Source	Students	Air Travel and/or Train – PAC Region funds the most cost- effective mode of travel. Students fund their lodging and meals.	Districts fund and schedule long haul buses and local bus transportation to and from the servicing airport/train station, to and from the activity site, and during the activity as required.
	Adults	Air Travel and/or Train – PAC Region funds the most cost- effective mode of travel.	Districts fund and schedule long haul buses and local bus transportation to and from the servicing airport/train station, to and from the activity site, and during the activity as required.
		PAC Region funds Adult Official TDY Orders with authorized Per Diem and Lodging Rates. Permissive TDY orders are not authorized.	District accomplishes TDY Orders and processes Travel Vouchers upon receipt from traveler. The DoDEA PAC Region Academics, Athletics, or JROTC Program Coordinator must approve all special authorizations such as excess baggage and Volunteer Chaperone and Coach assignments.
		PAC Region provides FE Substitute Usage Codes to Principals.	Principals schedule substitutes and accomplish all compensation documentation.

**ENCLOSURE 7-3**

	Adults	PAC Region manages the Extra Duty Assignment (EDA) compensation for FE Event Directors, Academic Directors, and Athletic Directors.	Principals accomplish FE EDA contracts and submit payment documentation to the DoDEA PAC Region Academics, Athletics, or JROTC Program Coordinators for final payment.
	Non-DoDEA Schools	<p>Non-DoDEA Schools that are invited and approved to participate in FE Official Academics, Athletics, and JROTC Activities must fund all their travel expenses to include transportation from/to the activity location's servicing airport and to/from the activity. They must fund their own lodging.</p> <p>While at the activity site, the Non-DoDEA School is authorized to use transportation during the activity that is funded by the District if the transportation is provided to all activity participants and space is available.</p>	

**b. District Official Academics, Athletics, and JROTC Activities**

*Participants: DoDEA PAC East, PAC West, and PAC South Districts and Non-DoDEA Schools that are officially invited and approved by the DoDEA PAC Region District Superintendent to participate in DoDEA PAC Region District Academics, Athletics, and JROTC Activities.*

Approving Authority	DoDEA PAC East, PAC West, and PAC South District Superintendents
Managed By	DoDEA PAC East, PAC West, and PAC South Districts Academics, Athletics, and JROTC Liaison in coordination with the DoDEA PAC Region Academics, Athletics, and JROTC Program Coordinators
Schedule	Must be approved and scheduled on the DoDEA PAC District Athletics, JROTC Activities Master Schedule, and the Academic Activities Planning Document

**ENCLOSURE 7-4**

- The District Superintendent must approve the athletic schedule for each District’s sport season and any changes to the District athletic schedule. JROTC Drill and Marksmanship activities approved by the PAC Region JROTC Programs Coordinator should be reflected on this District Schedule. The District Academics, Athletics, and JROTC Liaison should provide the District Athletic Schedule for the next school year no later than 1 June and any updates to the DoDEA PAC Region Athletic Programs Coordinator and for JROTC activities to the DoDEA PAC Region JROTC Programs Coordinator. Competitions cannot exceed the maximum number of games, matches, or meets established for each authorized DoDEA PAC Region Sport as approved by the DoDEA PAC 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 PAC Region Athletic Programs Coordinator and for JROTC activities the DoDEA PAC Region JROTC Programs Coordinator.
- For District academics events the District Superintendent will approve events in accordance with their protocols.

Funding Source	Students	Air Travel and/or Train – the District funds the most cost-effective mode of travel for District activities. EXCEPTION: The PAC Region funds student travel for District activities listed on the FE Master or JROTC Schedules.	Districts fund and schedule long haul buses and local bus transportation to and from the servicing airport/train station, to and from the activity site, and during the activity as required.
Funding Source	Adults	Air Travel and/or Train – the District funds the most cost-effective mode of travel for District activities. EXCEPTION: The PAC Region funds adult travel for District activities listed on the FE Activities Master or JROTC Schedules.	Districts fund and schedule long haul buses and local bus transportation to and from the servicing airport/train station, to and from the activity site, and during the activity as required.

**ENCLOSURE 7-5**

		<p>District funds Official TDY Orders with authorized current Per Diem and Lodging Rates for the event location.  <b>EXCEPTION:</b> The PAC Region funds Per Diem and lodging for activities listed on the FE Activities Master or JROTC Schedules.</p> <p>Permissive Orders are not authorized.</p>	<p>District accomplishes TDY Orders and approves Vouchers. PAC District Superintendent approves all special authorizations such as excess baggage and chaperones. For District events listed on the FE Master and JROTC Schedules, the DoDEA PAC Region Academics, Athletics, or JROTC Program Coordinator approves special authorizations and chaperones.</p>
	<p>Adults</p>	<p>District provides Substitute Usage Codes to Principals. The PAC Region provides Substitute Usage Codes to Principals for activities listed on the FE Activities Master or JROTC schedules.</p>	<p>Principal schedules substitutes and accomplishes all compensation documentation</p>
		<p>Principals assign Extra Duty Assignment (EDA) compensation in accordance with District guidance for District activities</p>	<p>Principal accomplishes EDA contracts and payment documentation as directed by EDA protocols for payment</p>
	<p>Non-DoDEA Schools</p>	<p>Non-DoDEA Schools invited and approved to participate in District Official Activities must fund all travel to include transportation from/to the activity location's servicing airport and to/from the activity. They must fund their own lodging.</p> <p>While at the activity site, the Non-DoDEA School is authorized to use transportation during the activity that is funded by the District if the transportation is provided to all activity participants and space is available.</p>	

**c. District Official Non-DoDEA and Intra-District Academics, Athletics, and JROTC Activities**

*Participants: PAC East, PAC West, and PAC South Districts and Non-DoDEA Schools that are officially invited and approved by the DoDEA PAC District Superintendent to participate in DoDEA PAC Region District Non-DoDEA and Intra-District Academics, Athletics, and JROTC Activities. For these official activities, the Principal identifies these activities to their District Superintendent to approve for participation and funding in accordance with Attachment 1 Forms and Protocols.*

Approving Authority	DoDEA PAC East, PAC West, and PAC South District Superintendents
Managed By	DoDEA PAC East, PAC West, and PAC South District Academics, Athletics, and JROTC Liaison in Coordination with the DoDEA PAC Region Academics, Athletics, and JROTC Program Coordinators

- For each fiscal year, the District Superintendent will approve no more than **one District Official Non-DoDEA or Intra-District** Athletics and JROTC Athletic Activity submitted by a school for each **sport and one District Official Non-DoDEA or Intra-District** Academics Activity for each school sponsored Club. The District Superintendent will coordinate the request prior to approval with the host District Superintendent for Intra-District activities. The District Superintendent determine based the number of adults and the number of days adults and students will not attend school.
  
- Competitions cannot exceed the maximum number of games, matches, or meets established for each authorized DoDEA PAC Region Sport as approved by the DoDEA PAC 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. Requests will use the attached PAC Region forms (See Attachment 1). Upon approval, the District Academics, Athletics, and JROTC Liaison will provide the updated District Athletic Schedule and the approved request to the DoDEA PAC Region Athletic Coordinator or for JROTC activities the DoDEA PAC Region JROTC Programs Coordinator. For academic activities, approval documentation should be provided to the DoDEA PAC Region Academics Coordinator.
  
- Gifts intended to defray student costs must be donated and accepted in accordance with DoDEA AI 1015.01, Student Activity Funds Management and Administration, and DoDEA AI 7241.01, Acceptance of Gifts for Schools Operated by the DoDEA.

Funding Source	Students	Students fund their travel, lodging, and meals. Student participation is voluntary.	District funds and schedules long haul buses and local transportation to and from the servicing airport/train station, to and from the activity site, and during the activity as required.
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**ENCLOSURE 7-7**

	Adults	Air Travel and/or Train – the District funds the most cost-effective mode of travel for authorized adults as determined by the District Superintendent.	Districts funds and schedules long haul buses and local transportation to and from the servicing airport/train station, to and from the activity site, and during the activity as required.
	Adults	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.	District accomplishes TDY Orders and approves Travel Vouchers. The District Superintendent must approve all special authorizations that include excess baggage and assignment of chaperones.
		District provides Substitute Usage Codes to Principals	Principal schedules substitutes and accomplishes all compensation documentation
	Non-DoDEA Schools:	Non-DoDEA Schools invited to participate in an official Non-Sponsored Official Activity must fund all travel to include 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 and space is available.	

6. EFFECTIVE DATE. This memorandum is effective October 4, 2019.

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

LOIS J. RAPP  
 Director Student Excellence  
 DoDEA Pacific

Attachment:

District Official Non-DoDEA and Intra-District Academics, Athletics, and JROTC Activities Request TEMPLATE

**Describe Total Cost of the Trip for Students: Transportation (State Mode of Travel):  
Enclosure 7-8 Attachment 1-1**

Department of Defense Education Activity (DoDEA) PAC Region and  
District Academics, Athletics, and Junior Reserve Officer Training Corps (JROTC) Activities  
Official Travel Guidance

**District Official Non-DoDEA or Intra-District Activity Request Form**

Check One:

Academics

Athletics

JROTC

REQUEST FROM:

REQUEST FOR DISTRICT SUPERINTENDENT:

1. Name of Coach or Adult Sponsor:

Phone Number:

Email Address:

2. Description of Activity:

Athletic (State Sport)

Academic

JROTC

3. Location of Activity:

4. Date(s) of Activity: Start:

Finish:

5. Requested Travel Dates: Depart:

Return:

6. Describe purpose and the value to be gained for students attending the activity:

7. Number of Students Participating in the Activity: Total:                      Males:                      Females:

8. Name(s) of Volunteer Chaperone(s)/Volunteer Coach/Volunteer Assistant Coach/Adults  
Traveling with Students:

**Enclosure 7-9 Attachment 1-2**

9.

Lodging:

Meals:

Incidentals (State Amount and Type):

10. Describe How the Costs Will Be Paid. All donations must be approved IAW HQ DoDEA policies:

I understand the supervision responsibilities and terms of the Adult Code of Conduct, the Student Code of Conduct, Coach/Sponsor Duties, and the National Federation of High School Coaches Code of Ethics for adults and students participating in District Official Non-DoDEA or Intra-District Academics, Athletics, and JROTC) Activities. I agree to such terms and responsibilities. I also understand the responsibility to file the travel voucher DoD Form 1351-2 within five (5) days after the completion of the trip.

Printed Name of Coach/Sponsor:

Signature of Coach/Sponsor:

Date:

**Enclosure 7-10 Attachment 1-3**

**PRINCIPAL ENDORSEMENT:**

I have reviewed and endorse this request for approval

Printed Name of Principal:

Signature of Principal:

Date:

**SUPERINTENDENT APPROVAL/DISAPPROVAL**

This Activity Has Been Coordinated with the Host District Superintendent:

Yes

No

This District Official Non-DoDEA Activity is:

Approved

Disapproved

Comments:

Printed Name of Superintendent:

Signature of Superintendent:

Date:

**ENCLOSURE 8**

**Competition with Participants Older Than 19 Years**

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

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

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

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Student Name

Student Signature

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Sponsor Name

Sponsor Signature

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Event / Sport(s)

School Year



**ENCLOSURE 9-1**

**DEPARTMENT OF DEFENSE EDUCATION ACTIVITY  
PACIFIC REGION OFFICE  
UNIT 35007  
APO AP 96376-5007**

January 16, 2020

**DoDEA PACIFIC ATHLETIC AND ACTIVITY TRAVEL GUIDANCE FOR PACIFIC EAST DISTRICT**

**1. REFERENCES**

- a. DODM 4500.36, Acquisition, Management, and Use of DoD Non-Tactical Vehicles, July 7, 2015, Incorporating Change 1, Effective December 20, 2018.
- b. DOD 1342.6-M, Administrative and Logistic Responsibilities for DoD Dependent Schools, August 1995
- c. DoDEA Administrator's Guide, Part 1, April 2010
- d. DoDEA Administrative Instruction 4500.02, Student Transportation Services, August, 2018

2. **PURPOSE:** To emphasize SAFETY above all other concerns, standardize instructions, and assign responsibilities.

3. **APPLICABILITY:** Over-night trips shall be restricted to DoDEA Pacific and/or DoDEA Pacific East District sanctioned curricular, co-curricular and Far-East student activities of DoDEA Pacific East District secondary schools. All trips are subject to the availability of funding.

4. **GENERAL:** The District recognizes that overnight trips can be a sensitive issue because of expense, time spent away from families, time outside of the classroom, and the perception of an advantage given to either the traveling or home teams. The District further recognizes that the reality of our installations' geographic dispersion means that the rules for departure times may differ for different schools. The safety and security of passengers transported on DoDEA overnight buses is the Pacific East District's primary concern. All traveling teams must be prepared to spend one or more additional nights at a safe haven location due to severe weather/road closures, natural disaster, or security. Trips must be planned according to the directives below. Any exceptions to this SOP must be fully justified in writing and approved by the District Athletic Director/Community Superintendent.

5. **AUTHORIZED BUS DEPARTURE TIMES:** The following departures will be adhered to unless weather/road conditions dictate otherwise. In this case, the Student Transportation Officer (STO) at origin or destination after consulting with the District Athletic Director/Community Superintendent & school principal will determine departures.

<b>ENCLOSURE 9-2</b>
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FALL (September –

November)

		TRAVELING TO			
		Misawa	Kanto	Iwakuni	Sasebo
FROM	Misawa		00:15 Day of Event		
	Kanto	00:15 Day of Event		00:15 Day of Event	
	Iwakuni		00:15 Day of Event		10:00 Day of Event
	Sasebo		00:15 Day of Event	10:00 Day of Event	
		RETURNING FROM			
		Misawa	Kanto	Iwakuni	Sasebo
TO	Misawa		NO RESTRICTION		
	Kanto	NO RESTRICTION		NO RESTRICTION	
	Iwakuni		NO RESTRICTION	NO RESTRICTION	NO RESTRICTION
	Sasebo		NO RESTRICTION	NO RESTRICTION	NO RESTRICTION

WINTER (December – March)

		TRAVELING TO			
		Misawa	Kanto	Iwakuni	Sasebo
FROM	Misawa		NLT 15:30 Day Prior to Event		
	Kanto	00:15 Day of Event		00:15 Day of Event	
	Iwakuni		00:15 Day of Event		10:00 Day of Event
	Sasebo		00:15 Day of Event	10:00 Day of Event	
		RETURNING FROM			
		Misawa	Kanto	Iwakuni	Sasebo
TO	Misawa		NLT 15:30*		
	Kanto	NLT 15:30*		NO RESTRICTION	
	Iwakuni		NO RESTRICTION	NO RESTRICTION	NO RESTRICTION
	Sasebo		NO RESTRICTION	NO RESTRICTION	NO RESTRICTION

\*Teams not able to depart by 15:30 may be required to stay the night and depart next morning NET 0500

SPRING (April - May)

		TRAVELING TO			
		Misawa	Kanto	Iwakuni	Sasebo
FROM	Misawa		00:15 Day of Event		
	Kanto	00:15 Day of Event		00:15 Day of Event	
	Iwakuni		00:15 Day of Event		10:00 Day of Event
	Sasebo		00:15 Day of Event	10:00 Day of Event	
		RETURNING FROM			
		Misawa	Kanto	Iwakuni	Sasebo
TO	Misawa		NO RESTRICTION		
	Kanto	NO RESTRICTION		NO RESTRICTION	NO RESTRICTION
	Iwakuni		NO RESTRICTION	NO RESTRICTION	NO RESTRICTION
	Sasebo		NO RESTRICTION	NO RESTRICTION	NO RESTRICTION

<b>ENCLOSURE 9-3</b>
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## 6. RESPONSIBILITIES

- a. DODEA Pacific East District Superintendent/Community Superintendent shall:
  - i. Provide program oversight.
  - ii. Approve/disapprove curricular/co-curricular trips.
  
- b. DODEA Pacific East District Transportation Supervisor shall:
  - i. Supervise the Student Transportation Office (STO) employees responsible for daily requirements of the Student Transportation Program.
  - ii. Ensure quality assurance measures are in place for contract oversight related to the transportation program.
  - iii. Acquire and provide training as needed to staff.
  - iv. Ensure all transportation routes are effective and efficient.
  - v. Provide the DoDEA DLC a minimum of three (3) days to approve and fund requests for curricular/co-curricular support.
  - vi. Report serious incidents in accordance with DoDEA Regulation 6055.01.
  
- c. DODEA Principals, Secondary School Administrators shall:
  - i. Appoint an Athletic Director and/or Event Coordinator for the purpose of requesting and coordinating transportation support.
  - ii. Certify that events are authorized and/or acquire DSO Approval.
  - iii. Responsible for monitoring student loading/unloading zones when students are coming and going from school sites. The DoDEA Principles are ultimately responsible for the well-being of students from time they leave or arrive from a bus stop during a school day.
  - iv. Administering discipline is the responsibility of the principal for any school. A school bus or any device operating to provide student transportation will function as an extension of the school. Transportation personnel may assist with providing information such as videos, statement or pictures, but will not be involved in forming disciplinary actions.
  - v. Assist with optimization of student transportation services by participating in studies such as the consolidation of bell times, to ensure DoDEA is providing the most cost efficient and effective services to stakeholders.
  
- d. Athletic Directors/Event Coordinators shall:
  - i. Serve as the school's single point of contact for the activity/event.
  - ii. Serve as the liaison between the School and the Student Transportation Office.
  - iii. Confirm Administrator approval of, and then submit transportation requests and requirements to the Student Transportation Office in a timely manner.
  - iv. Assist Student Transportation Officer Personnel to ensure that student and adult travelers are trained in bus safety and evacuation procedures.

<b>ENCLOSURE 9-4</b>
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- e. DODEA Pacific East District Student Transportation Offices shall:
  - i. Responsible for the safety and daily operational requirements related to the transportation program.
  - ii. Report any discrepancies to the District Transportation Supervisor (DTS).
  - iii. Coordinate and prepare routes, bus stops, and loading zone procedures as necessary
  - iv. When a STO is not present, it is the responsibility of the principal to ensure transportation requirements are met utilizing installation or school level personnel.
  - v. Immediately inform the DoDEA District Force Protection Officer of security related incidents affecting the transportation operations, to include, but not limited to bus operations, or bus stops. Security incidents do not include behavior or age associated conduct, unless the behavior or conduct was to deliberately violate the law or place others persons in danger.
  
- 7. Direct requests for clarification of these policies first to the DODEA Pacific East District Transportation Supervisor, and then, if necessary, to the District Athletic Director/Pacific East District Superintendent.



LOIS J. RAPP  
Director, DoDEA Pacific

<b>ENCLOSURE 10-1</b>
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**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 10-2**

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