



FEAC Manual

2006 - 2007

Far East Activities Council

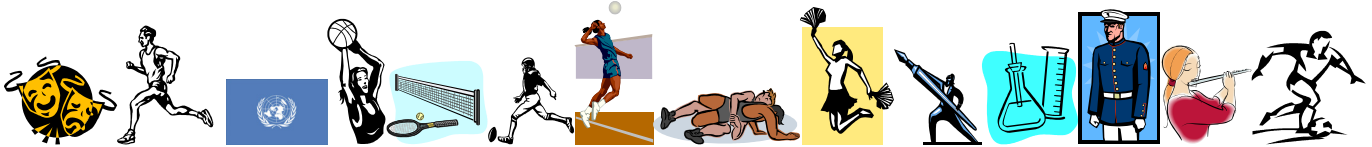


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I. FAR EAST ACTIVITIES COUNCIL

Introduction

The DoDDS-Pacific/DDESS-Guam Director's office supports instruction and co-curricular activities in the Japan, Korea, Okinawa, and Guam districts. An extensive program of athletic tournaments and non-athletic events is provided to allow students in each of the districts to meet in a regional Pacific competition. The DoDDS-Pacific Director created the Far East Activities Council (FEAC) to coordinate these activities.

Far East Activities Council History

A task group of educators from DoDDS schools in the Japan, Korea, and Okinawa districts met September 9-10, 1997, at the New Sanno Hotel in Tokyo, Japan to establish the Far East Activities Council. The initial meeting of the Far East Activities Council (FEAC) convened December 3-4, 1997, followed by a second meeting on February 5-6, 1998. Two meetings of the FEAC were scheduled during school year 1998-1999 to refine the operation of activities and develop the Far East Activities Schedule. The FEAC meets twice per school year, once in the fall and once in the spring, to discuss the conduct of the activities and to schedule the following year's activities.

Far East Activities Council Mission Statement

The Far East Activities Council (FEAC) recognizes the significant contributions of co-curricular activities to curricular programs. As such, FEAC works to extend and enrich competitive and collaborative opportunities in the Pacific region for all high school students.

Far East Activities Council Objectives

The Far East Activities Council (FEAC) will:

- Develop an annual school year activity schedule.
- Solicit input and concerns from administration, teachers, and staff regarding Far East Activities.
- Consider the impact of events on host school, visiting schools, and communities.
- Discuss feasibility of funding for existing and proposed Far East events.
- Forward concerns and recommendations to the DoDDS-Pacific/DDESS-Guam Area Director.
- Review and revise the FEAC Operations Manual.

A final authorized list of events and tournaments will be published and disseminated by the DoDDS-Pacific/DDESS-Guam Area Director's Office prior to the end of the current school year.

Recommendations to the Council

Suggestions and recommendations for changes in the scheduling of Far East Activities, the Standard Operating Procedures for Far East Activities, and other Far East Activities issues should be submitted in writing to the appropriate representatives of the four districts. These representatives will collect background information on the suggestion or recommendation and present the information at the next Far East Activities Council meeting.

Far East Activities Council Membership

Far East Activity Council (FEAC) membership includes the DoDDS-Pacific/DDESS-Guam Student Activities Coordinator, a district superintendent (or designee), school administrators, and sponsors representing athletics and activities. The DoDDS-Pacific/DDESS-Guam Director appoints the district superintendent representative.

The Japan District maintains three positions on the Far East Activity Council to include one administrator, coach, and sponsor. The Korea and Okinawa Districts each have two positions that rotate among administrators, coaches, and activity sponsors. The Guam District will have one representative on the council. The DoDDS-Pacific/DDESS-Guam Director, based upon recommendations from the district superintendents, determines these selections.

Far East Activity Council tenure is a minimum of two school years (successive appointments are permitted). Membership will be announced in May for the following school year. A rotation matrix of these positions is below.

Rotation of Membership Positions

SY	JAPAN	KOREA	OKINAWA	GUAM	SUPERINTENDENTS
SY 03-04	Admin Rep	Admin Rep	Admin Rep	TBD	To be announced
	Coach Rep	Coach Rep	Coach Rep		
	Sponsor Rep	Sponsor Rep	Sponsor Rep		
SY 04-05	Admin Rep (returnee)	NA	Admin Rep (returnee)	TBD	To be announced
	Coach Rep (TBA)	Coach Rep (TBA)	Coach Rep (returnee)		
	Sponsor Rep (returnee)	Sponsor Rep (returnee)	NA		
SY 05-06	Admin Rep (TBA)	Admin Rep (TBA)	NA	TBD	To be announced
	Coach Rep (returnee)	Coach Rep (returnee)	Coach Rep (TBA)		
	Sponsor Rep (TBA)	NA	Sponsor Rep (TBA)		
SY 06-07	Admin Rep (returnee)	Admin Rep (returnee)	NA	TBD	To be announced
	Coach Rep (TBA)	Coach Rep (TBA)	Coach Rep (returnee)		
	Sponsor Rep (returnee)	NA	Sponsor Rep (returnee)		
SY 07-08	Admin Rep (TBA)	NA	Admin Rep (TBA)	TBD	To be announced
	Coach Rep (returnee)	Coach Rep (returnee)	NA		
	Sponsor Rep (TBA)	Sponsor Rep (TBA)	Sponsor Rep (TBA)		
SY 08-09	Admin Rep (returnee)	NA	Admin Rep (returnee)	TBD	To be announced
	Coach Rep (TBA)	Coach Rep (TBA)	NA		
	Sponsor Rep (returnee)	Sponsor Rep (returnee)	Sponsor Rep (returnee)		
SY 09-10	Admin Rep (TBA)	Admin Rep (TBA)	NA	TBD	To be announced
	Coach Rep (returnee)	Coach Rep (returnee)	Coach Rep (TBA)		
	Sponsor Rep (TBA)	NA	Sponsor Rep (TBA)		
SY 10-11	Admin Rep (returnee)	Admin Rep (returnee)	NA	TBD	To be announced
	Coach Rep (TBA)	Coach Rep (TBA)	Coach Rep (returnee)		
	Sponsor Rep (returnee)	NA	Sponsor (returnee)		
SY 11-12	Admin Rep (TBA)	NA	Admin Rep (TBA)	TBD	To be announced
	Coach Rep (returnee)	Coach Rep (returnee)	NA		
	Sponsor Rep (TBA)	Sponsor Rep (TBA)	Sponsor Rep (TBA)		

Frequency of Meetings

The Far East Activity Council will meet in the fall and spring of each school year and at other times as determined by the DoDDS-Pacific/DDESS-Guam Area Director.

II. FAR EAST ACTIVITIES COUNCIL PROCEDURES

Scheduling of Far East Activities

The selection of host schools and scheduling of Far East Activities will be made during the spring meeting of the Far East Activities Council. Additional coaches, sponsors, activities directors or administrators may be invited to augment the Far East Activities Council during the spring meeting to help plan the Far East Activities Schedule for the next school year. These additions will serve in a non-voting status.

Operation of Far East Activities

Operational guidelines for Far East Activities differ for each activity. Official rules and regulations for most events are available. A Standard Operating Procedure (page 7 of this manual) developed by the DoDDS-Pacific/DDESS-Guam Area Director's Office, provides guidance for Far East events and assists the director in planning and organizing the event. The DoDDS-Pacific/DDESS-Guam Area Director's Office and Far East Activities Council members will coordinate with the host schools to implement the SOP.

Monitoring of Far East Activities

The DoDDS-Pacific/DDESS-Guam Student Activities Coordinator will monitor Far East Activities. The host school principal will monitor and supervise the event's tournament director and overall conduct of the event in compliance with established DoDEA and Far East Activities Council guidelines.

Authorized Participants and Sponsors for Far East Activities

The Far East Activities Council will recommend the maximum number of students and sponsors/coaches for each Far East Activity. Schools may send a reduced number of participants. Governing rules for each activity determine the minimum number of participants.

Two adults are authorized to travel with participating students to Far East events. Participating schools must send one school employee as a sponsor/coach, whose primary responsibility is with the students. The second adult is the chaperone, whose primary responsibility is to support the sponsor or coach throughout the event. Every attempt should be made to secure a non-DoDDS/DDESS employee as the adult chaperone. Either the coach/sponsor or the chaperone must be the same gender as the student participants. The sponsor and the adult chaperone must sign the "*Code of Ethics*" which can be found on page 16 in this manual. The chaperone must also sign the "*Adult Chaperone Rules and Responsibilities at Far East Activities*" form (Attachment D). These signed forms will be kept on file in the office. This "*Code of Ethics*" must be signed by the sponsor when the extra duty contract is signed. The chaperone must sign this in a timely manner but no later than departure for the event or when this person begins duties as the chaperone, whichever comes first. It is the responsibility of the sponsor or coach to communicate to parents and students, that the adult chaperone has the necessary authority to act or respond to any unusual circumstances and emergencies. Both the primary sponsor/coach and the second adult must be identified on the Power of Attorney of each student participant. Both the DoDDS representative and second adult chaperone will be issued official travel orders. **These authorized adults may not have dependent children accompany them to the event or activity unless the dependents are competing members of the schools' sports team or group.** If a non-DoDDS/DDESS individual cannot be secured as an adult chaperone, an additional DoDDS/DDESS employee may travel as the adult chaperone but only with approval from the district superintendent. As a general rule one adult should accompany every ten students attending a Far East event. The district superintendent must approve adults in addition to the required sponsor and chaperone.

Invitation to Far East Activities

Far East Activities event and tournament directors are responsible for ensuring schools are invited according to the invitation priority order identified below. In the event billeting is not available to house all invited participants, the DoDDS-Pacific/DDESS-Guam Area Director's Office will determine which schools will participate. If invited schools do not respond to the invitation within 30 calendar days, the host school administrator or event director should contact the administrator of the non-respondent school to determine if the school intends to participate in the event.

DODDS/DDESS-only Events

Tennis, cross country, wrestling, and all non-athletic Far East events are DODDS/DDESS events only.

Invitation Priority

1. DoDDS-Pacific/DDESS-Guam Area High Schools
2. Schools that participate with existing leagues with DoDDS-Pacific/DDESS-Guam schools (KPASSP, KAIAC, OAC, IIAAG).
3. Other schools that have recent participation in the activity.
4. Other schools participating for the first time.

School Size Determination*

When the Far East event or activity is organized with a large school division and a small school division, the placement of a school in a division will be made as follows.

Large School Division (AA)	Small School Division (A)
Coed schools with 300 or more students (grades 9-12)	Coed schools with 299 or fewer students (grades 9-12)
Non-coed schools with 150 or more students	Non-coed schools with 149 or fewer students

**For football only –*

Schools with an enrollment of 360+ will be a “large school.” Those with an enrollment less than 360 will be a “small school.”

Small schools may compete in the large school division activities. However, large schools may only compete in the large school (AA) division. *(This does not apply for football.)*

The principal of each participating school must report enrollment numbers before the Friday of the first week of school. Schools must declare intent to participate in either small (A) or large school (AA) classification to the DoDDS-Pacific/DDESS-Guam Student Activity Coordinator. This declared intent will remain in effect for all Far East events in which the school participates that current school year.

III. FAR EAST ACTIVITIES STANDARD OPERATING PROCEDURES

This Far East Activity Standard Operating Procedure (SOP) must be followed in planning and conducting all Far East events.

Host School Planning

The host school must establish partnerships with installation and community leaders for the logistical support of the event prior to requesting a Far East event. Consideration should be given to minimize the costs incurred by participants in any Far East event.

Event Requirements

Host schools should ensure:

1. Use of school classrooms, gymnasiums, auditoriums and installation community centers and clubs, as well as a room with a computer, telephone and fax to support the work of tournament coaches/sponsors.
2. Access to installation facilities (i.e. recreation centers, gymnasiums, theaters, clubs and dining facilities). Attempts should be made to provide access for event participants where appropriate for non-I.D. cardholders.
3. Availability of emergency medical care and routine medical treatment for participants. A determination on the level of medical support for non-DOD sponsored participants is necessary to prevent any misunderstandings during the event. School nurses should be on call.
4. Refrain from official or mandatory prayer at any time during Far East events. DoDDS maintains a strict policy of neutrality about religion. It neither proposes to advance nor to retard religious exercise.
5. For non-athletic Far East events it is expected that students will participate throughout the entirety of the event, including the final day. For athletic events every attempt should be made to have teams compete throughout the entirety of the event. At a minimum all teams will compete through the next-to-last day of the event, with at least half of the participating teams competing on the last day.

Billeting Requirements

Participants should be provided clean, safe billeting arrangements at a reasonable cost. Whenever possible, access to refrigerators, microwave ovens, and washer & dryers should be provided. On base billeting is preferred with hotel style rooms as first choice. Barracks, excess base housing, schoolrooms, community centers or gymnasiums are acceptable. Home stay can be considered as an alternative. The host school should strive to provide the most comfortable accommodations possible.

Dining Requirements

Tournament Directors should arrange healthy dining arrangements at a reasonable cost. Options such as the military dining facility, on base restaurants, the school cafeteria, and home stay meals should be considered. The host school should explore local School-Home Partnerships (community partnerships) to sponsor pizza parties and other activities.

Transportation Requirements

The host school should ensure that adequate transportation is provided during the entirety of the event.

The host school should:

1. Arrange ground transportation to and from the airport/train/ferry station.
2. Encourage participants to walk to and from event activities, if within a reasonable distance.
3. Arrange local ground transportation if a base shuttle is not available.

Options for Evening Activities

If the Far East event or tournament does not include evening activities, some options should be considered for the participants and their sponsors/coaches. These options include school-sponsored dances, movies and teen club sponsored activities.

Time Line for Far East Activities

Far East event directors should follow the timeline identified below:

<u>First month of school</u>	Finalize Far East Directors for events scheduled during the current school year. For events scheduled in the fall, administrators should select event directors prior to June 1st of the previous school year.
<u>75 calendar days prior to scheduled event</u>	Invitations and information packets must be sent to all eligible schools, with a copy to the DoDDS-Pacific/DDESS-Guam Student Activities Coordinator. Invitations and information packets for events scheduled in the fall must be sent by the 15th of September.
<u>45 calendar days prior to event</u>	Participating schools (with the exception of fall events) should state intent to participate, (including the number of participants, coaches, and chaperones) and pay entry fees. Timely payment of entry fees is required. Names, gender, social security/passport numbers (issuing country), photos (if required), arrival/departure dates and times, and other necessary information should be sent to the event director as specified in the invitation/ information packet. Event directors will contact the Student Activities Coordinator (SAC) at the DoDDS-Pacific / DDESS-Guam area office with the event format. The SAC will either approve the format or, if not approved, will work with the event director in making adjustments or modifications.
<u>30 calendar days after event conclusion</u>	The after action report must be submitted through the principal to the DoDDS-Pacific/DDESS-Guam Student Activities Coordinator.

Host School Invitation and Information Packet

The Far East event format should be described in sufficient detail to provide participating schools with enough information to plan for their participation. The invitation should state the required arrival and departure dates for participating schools, the starting date and time for the events, and the location(s) of the event. In addition, the invitation should identify the Far East event director, telephone/FAX number, e-mail address, host school address and other information necessary for the participating schools to confirm participation to the host school. All schools should plan to arrive the day prior to the first day of the Far East event, and depart the day after the event concludes. Any exceptions must be approved by the district superintendent.

Entrance Fees

The information packet should identify what entrance fees are used for (i.e., programs, patches, team trophies, individual awards, etc.). Entry fees are not to be used to purchase souvenir t-shirts or offset referee/officials travel costs. The host school principal and Far East event director will establish the entrance fees for the Far East event. DoDDS schools will not pay more than \$175 as an entrance fee for any Far East event. Music Festival participants pay a \$10/student entry fee. The entrance fee structure for non-DODDS schools is a flat \$350 for the participation in Far East events. All Far East event entrance fee receipts, donations/contributions, and other income must be handled in accordance with *Student Activity Fund (SAF)*, *DoDDS Regulation 7240.1*. Purchases and disbursements of entrance fees in support of the Far East event must be handled in accordance with SAF guidelines. A report and review of the financial activity of the Far East event must be included in the after action report.

Cancellation Policy

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

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

Logistical Information

The information packet should contain details to help participating schools understand current security regulations, billeting, dining, local transportation arrangements, availability of medical support, and options for evening activities. Additionally, emergency telephone (cell and landline) contact information, instructions on the use of on/off base telephones, installation maps, and installation entry procedures for participants and spectators should be included. A projected out-of-pocket expense for each participant should also be included in the information packet.

Passports/Visa/SOFA Stamps

It is the responsibility of each participating school to insure that all students, sponsors/coaches and chaperones have the proper documentation for exit/reentry from the host school's country. DoDDS sponsors/coaches should personally inspect participating students' documents to insure they contain the requirements for exit/reentry. It is recommended that sponsors collect and secure participants' passports for the duration of the event.

Code of Conduct and Code of Ethics for Participants

The information packet will contain a *Code of Conduct* (attachment A) for participants; *Code of Ethics* (attachment B) for sponsors, coaches, and chaperones; and the *Adult Chaperone Rules and Responsibilities* (attachment C). The *Code of Conduct* must be signed by all participants, their parent or guardian, and the coach or sponsor. The *Code of Ethics* must be signed by the coach or sponsor, the chaperone, and the principal. The *Adult Chaperone Rules and Responsibilities* must be signed by the chaperone and the principal. Signed copies of forms A, B, and C should be kept in the main office. The coach or sponsor should maintain a copy of attachment A throughout the entirety of the event. DoDEA Disciplinary Regulations will apply to all Far East event participants. Infractions of the "Code of Conduct" may result in suspension from the event and possible early return home of the participant. In the event of a student being sent home early due to disciplinary violations the student's parents/guardians are responsible for any additional travel costs incurred. Tournament disciplinary officials will include: host school administrator; a coach or sponsor from a school not involved in the incident and a representative of the school involved in the infraction. As a general rule, if the misconduct or behavior results in official installation involvement (military police), the participant should be suspended for the remainder of the event or activity. The host school principal will notify the host school district superintendent and the principal of the school that the student(s) involved attends.

IV. GUIDELINES FOR FAR EAST OPERATIONS

Non-athletic Far East events hosted over the past years have developed operational guidelines. The DoDDS-Pacific/DDESS-Guam Student Activities Coordinator maintains an archive of these guidelines. The Far East Activities Council has developed general guidelines for these activities based on After Action Reports.

Host School Responsibility

1. The SOP determines Far East event format. Adjustments to the sanctioning or governing body rules and regulations for an event must be clearly identified as “local rules of play.” A clear explanation must be included in the information provided to all teams. The host school must submit a packet of information regarding the rules of play and the format for the event to the DoDDS-Pacific/DDESS-Guam Student Activities Coordinator 45 days prior to the tournament.
2. Protests and appeals in Far East activities must be lodged according to guidelines contained in the SOP. The Far East event director will appoint a review committee consisting of three members: the event director, a host school administrator, and an uninvolved third party who has knowledge of the particular event.
3. Composition of “All Far East” teams will be equivalent to the number of participants authorized to travel to that event. The *Interscholastic Athletic Program (IAP)*, *DoDEA Regulation 2740.1, August 19, 1997* contains additional guidance on awards. The event director may present additional awards to participating students.
4. Far East event directors must allocate time immediately preceding the Far East event to meet with sponsors from all participating schools to discuss the event. This information will be compiled and edited into the After Action Report and forwarded to the DoDDS-Pacific/DDESS-Guam Student Activities Coordinator for review.
5. Athletic tournaments will follow the rules and regulations of the sanctioning or governing bodies for the sports identified on pages ten and eleven of this manual. If a participating team is in violation of the *Interscholastic Athletic Program (IAP)*, *DoDEA Regulation 2740.1, August 19, 1997*, the Far East event tournament director should notify the DoDDS-Pacific/DDESS-Guam Student Activities Coordinator as soon as the violation is discovered.
6. In the event of a serious incident of student misconduct, the sponsor of the activity should immediately notify the host director and host school administration. In turn, the host school administration must report the incident to their district superintendent and to the school administration of the offending students or sponsors.
7. All financial activity associated with a Far East event shall be governed by the *Student Activity Fund (SAF)*, *DoDDS Regulation 7240.1*. The host school will maintain all records, receipts, and other supporting documents.

DoDEA Anti-Terrorism Program

Personnel involved with Far East events must be familiar with the DoDEA Anti-Terrorism Program (DoDEA Regulation 4700.1). These personnel include, but are not limited to, all coaches, sponsors, chaperones, host school event directors, and others identified as having a role in the event.

At a minimum the following must be met:

1. Coaches and/or sponsors and adult chaperones must have in their possession the contact information of en route and destination police, fire, and ambulance; the same information should be in their possession for the event director and host school administration. This contact information must be in their possession from the time of departure until arrival back to the departure point.
2. Coaches, and/or sponsors, and adult chaperones must have in their possession the contact information (home, work, and cell phone numbers) for the sponsors, and/or point of contact, of all team/group members. (*Copies of this contact information should be provided to the host school director and administration.*) This contact information must be in their possession from the time of departure until arrival back to the departure point.
3. The risk assessment, from the local installation, must be requested for all trips to Far East events and is updated no sooner than one week prior to the event.
4. The threat conditions from the local and destination installations are verified.
5. Event directors should insure that coaches/sponsors accompanying groups to Far East events have been informed of their responsibility in the above items.

V. DESCRIPTION OF FAR EAST ACTIVITIES/RULES & REGULATIONS

BASKETBALL: This is traditionally the largest Far East event. Girls and boys teams from DoDDS-Pacific/DDESS-Guam and Pacific international schools compete in this week long tournament held in late February. Four tournaments are held at four different locations with awards presented to the top teams and an all-tournament team

CHEERLEADING: The Far East Cheerleading Clinic was introduced in November 2000. A stateside professional Cheer Squad provides the instruction during this week long activity. The final day's competition separates the DoDDS-Pacific/DDESS-Guam high school squads into two groups based on enrollment. Two Far East champion teams are selected along with an all Far East cheerleading squad.

CROSS-COUNTRY: All DoDDS-Pacific/DDESS-Guam schools meet at a single site for a male and female competition. A team relay highlights the second day of competition. Awards are presented to the top finishing teams and to top individual runners.

FOOTBALL: Beginning in 2005 small schools and large schools team champions will be crowned. The top teams from each district will compete in semifinal and championship games in early November.

JOURNALISM: Held in the fall this popular event brings together ten students from each of the DoDDS-Pacific/DDESS-Guam high schools. Presentations are given by civilian and military journalism professionals. Several awards are presented in the areas of yearbook, school newspaper, and photography.

JROTC (Junior Reserve Officer Training Corps): A popular event that includes all DoDDS-Pacific/DDESS-Guam schools. Thirteen student cadets represent each school. Awards are given in marksmanship competition, drill, color guard, physical exercise, uniform inspection, and also to the top school.

JSHS (Junior Science and Humanities Symposium): This Far East event is held annually at Tsukuba Science City, just outside Tokyo, and brings together students from throughout DoDDS-Pacific/DDESS-Guam. Presentations are given in original research projects and in formal poster sessions. Scholarships and awards are given to the top presenters. This Far East event is supplemented with study trips to museums and science research facilities.

MUN (Model United Nations): DoDDS-Pacific/DDESS-Guam schools participate in this three-day event. Teams, of ten students, begin preparation in the fall with the event held in the early spring. Each school is assigned a UN member country to research. Debates and discussions occur with votes taken on draft resolutions.

MUSIC FESTIVAL: DoDDS-Pacific/DDESS-Guam participants are selected by submission of audition discs. This entertaining and collaborative week long festival brings together the finest student musicians. The week is filled with rehearsals and culminates with a closing concert.

SOCCER: A revised format now schedules annual boys and girls soccer tournaments. DoDDS-Pacific/DDESS-Guam and Pacific international schools compete in this spring event. Four tournaments are held at four different locations with awards given to the top teams and all-tournament players.

SPEECH / ARTS: This winter festival brings together twelve students from each of the DoDDS-Pacific/DDESS-Guam schools who participate in this five-day competition. Awards are presented for drama, one-act play, extemporaneous speech, and acting performances.

TENNIS: This event brings together four boys and four girls from all DoDDS-Pacific/DDESS-Guam schools. Players compete in singles, doubles, and mixed doubles with awards presented to the top teams and individuals.

VOLLEYBALL: DoDDS-Pacific/DDESS-Guam schools and Pacific international schools participate in pool play competition followed by single or double elimination play. Awards are presented to the top teams and the all-tournament teams.

WRESTLING: Thirteen wrestlers from each of the DoDDS-Pacific/DDESS-Guam schools meet in February for this event. The open meet crowns individual and team champions. The team dual meet completes the tournament on the final day.

Far East Activities Rules / Regulations

The Standard Operating Procedure (SOP) will govern the host school tournament director and participating school coaches. The SOP will be reviewed at the conclusion of the event and recommendations made in the After Action Report for review by the Far East Activity Council.

Activity	Standardized Guidelines for Rules / Regulations
Volleyball	USA Volleyball, previously known as USVBA.
Cheerleading Clinic	National Federation of State High School Associations Rules (Spirit)
Football	National Federation of State High School Associations Rules
Basketball	National Federation of State High School Association. Amended to allow use of NCAA shot clock.
Wrestling	International Federation of Associated Wrestling Styles (FILA) *
Tennis	United States Tennis Association (USTA)
Cross Country	National Federation of State High School Associations Rules w/ change to a 5km distance for both boys and girls events.
Soccer	National Federation of State High School Associations Rules.
Journalism Festival	Each host school submits a SOP with an After Action Report to be shared with the next host school.
Speech Arts Festival	Each host school submits a SOP with an After Action Report to be shared with the next host school.
Model United Nations Events	Each host school submits a SOP with an After Action Report to be shared with the next host school.
Junior Reserve Officer Training (JROTC) Competition	Each host school submits a SOP with an After Action Report to be shared with the next host school.
Junior Science & Humanities Symposium	Each host school submits a SOP with an After Action Report to be shared with the next host school.
Music Festival	Each host school submits a SOP with an After Action Report to be shared with the next host school.

Please note that for FILA wrestling there are three exceptions. DoDDS-Pacific/DDESS-Guam wrestling coaches decided the following three moves would not be allowed at the Far East tournament:

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

Mercy Rule Implementation

(Although the “mercy rule” is intended for Far East tournaments it is strongly suggested it be used during the regular season.)

Far East Football

Whenever there is a forty-point differential the following mandatory rules will become effective by the team leading in the game:

- Non-starters will substitute for starting players.
- Forward passes are restricted to behind the line of scrimmage passes (swing passes).
- Limit of one designed handoff per snap.
- On defense the team leading in the game cannot rush more than five players on any snap. No blitzes.
- If the team in the lead scores, only a “Point After Touchdown” (PAT) kick is permitted (no two-point attempts).
- If the forty-point differential is reached in the first half or forty-five points in the second half the referee will maintain a running clock. The game clock will be stopped only for an injury or when the losing team is awarded an official timeout.
- When the point differential decreases to less than twenty-eight points the above restrictions will be lifted until the forty-point differential is reestablished.

Far East Basketball

Whenever there is a forty-point differential the following mandatory rules will become effective by the team leading in the game (and remain in effect until the lead decreases to twenty-five or less).

- Non-starters will substitute for starting players.
- Offensively: restricted fast break; man advantage fast breaks are not permitted – team behind must have equal defenders against the team leading.
- Defensively: no pressing defenses; no man-to-man defenses - zone only.
- Timekeeper will maintain a running clock. Game clock will be stopped for injury or if the team behind is awarded a timeout.

Far East Soccer

Whenever a team achieves an eight (8) goal advantage the following mandatory rules will be put into effect and remain in effect until the advantage drops to five (5) goals.

- Non-starters will substitute for starting players.

Tennis, cross-country, wrestling, and volleyball do not require a "Mercy Rule".

VI AFTER ACTION REPORT - (AAR)

Event directors should submit an AAR keeping in mind to include all pertinent and necessary information that will assist the following year's director in running the event. The event director should ensure that the "After Action Report" is submitted to the host school principal within two weeks of completion of the event. The principal should not approve payment, for duties performed by the event director, prior to the completion of this report. The completed AAR will then be forwarded to the DoDDS-Pacific / DDESS-Guam Student Activities Coordinator. A courtesy copy of the AAR will be sent to the superintendent of the host district. The AAR should be submitted electronically except for the event program, which should be mailed. The principal of the host school will initiate appropriate action to resolve any local concerns or issues identified in the AAR. The actions taken by the principal to resolve these concerns should be sent electronically to the Student Activities Coordinator.

The "After Action Report" should include the following:

A. INFORMATION PACKET

- Copy of information emails including the initial invitation letter
- Copies of information material distributed during the event
- Copies of follow-up materials sent out to participating schools after the event
- List of participating schools with addresses, telephone numbers, fax numbers; email address of the sponsors

B. DESCRIPTION OF ACTIVITY

- General description of the event and, if applicable, format used
- Daily activities of the participants and/or participating schools
- List of teams and individuals receiving rewards or special recognition
- Copies of evaluation forms OR a compilation of sponsor evaluation forms
- Event or tournament highlights
- Logistical problems encountered with action taken or solution recommended
- Comments and recommendations of the event director

C. ACTIVITY FINANCIAL STATEMENT

- Accounting of entry fees, along with contributions and other income, received
- Accounting of expenses (itemized) for the event
- Beginning and ending balance, with the account name, of the student activity fund used
- Explanation of any discrepancies in the financial statement

VII ATTACHMENTS

The following pages include sample documents for hosting a Far East activity. These documents may be modified to fit the host school situation. However, the intended purpose and integrity of the content must remain. Schools requiring additional information and material for planning a Far East activity should contact the previous year's host school or the FEAC Chairperson.

ATTACHMENT A The Far East Participant's Code of Conduct must be signed by the participant, the participant's parent or guardian, and the coach or sponsor. The Participant's Code of Conduct identifies the highest standard for the behavior of our participants. The coach or sponsor should maintain a copy of this throughout the entirety of the event.

ATTACHMENT B The Code of Ethics must be signed by all coaches or sponsors, the school principal, and the chaperone. The Far East Activities Council has adopted the *National Federation of High School Coaches Association Code of Ethics* as the standard for our coaches, sponsors, and chaperones at Far East activities. Include sponsors and chaperones in your understanding when you see the word *coach* in the text of the code. The signed forms will be kept in the main school office.

ATTACHMENT C The Chaperone Rules and Responsibilities must be signed by all chaperones and the school principal. The signed forms will be kept in the main school office.

ATTACHMENTS D / E The evaluation forms for non-athletic and athletic Far East events should be given to all coaches or sponsors and collected before the schools depart after completion of the event. These forms can be used to assist in planning for the following year's events. The forms, or a compilation of the forms, should be included in the *After Action Report*.

Far East Participant's Code of Conduct

Participation in a Far East event is a privilege extended to students, coaches, and sponsors who agree to abide by the standard rules of conduct governing the program. Participants are expected to maintain the highest standards. All host school and host military installation rules must be observed. The following behavior is not acceptable (however, other negative behavior not specifically mentioned must be dealt with accordingly).

- Possession or use of drugs, alcohol, or tobacco products.
- Possession or use of weapons.
- Abusive, vulgar language, or behavior.
- Fighting and other physical, violent acts.
- Criminal misconduct, theft, vandalism, etc.
- Sexual misconduct.
- Misuse of government equipment and facilities, and misuse of the possessions of other participants.
- Personal attire and dress that is non-compliant with host school and installation dress code guidelines.
- Violation of any installation regulations and host nation requirements.
- Travel in non-approved vehicles (friends or students from other schools) without sponsor permission.
- Unauthorized absence from designated locations (i.e., billeting, activity, or during travel), including curfew violations. Participants may only depart the company of the traveling group with specific written permission from the parents that identify a responsible adult to accompany their child.

Failure to uphold expected standards of behavior may result in suspension from the activity and/or early return home of the participant at his/her expense. I have read and agree to abide by the above behavior code of conduct.

Student's Name

Student's Signature

Date

Parent / Guardian Name

Parent / Guardian Signature

Date

Coach / Sponsor Name

Coach / Sponsor Signature

Date

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

CODE OF ETHICS

For Coaches, Sponsors, and Chaperones

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 shall avoid the use of alcohol and tobacco products when in contact with players.

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

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

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

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

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

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

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

I have read and am familiar with the entire FEAC Manual.

Coach / Sponsor / Chaperone Name

Principal Name

Coach / Sponsor / Chaperone Signature

Principal Signature

Date

Date

Attachment B

Adult Chaperone Rules and Responsibilities at Far East Activities

- The chaperone must have signed the “Code of Ethics” (page 15, FEAC Manual). This document will be retained by the school principal. It is understood the chaperone will be knowledgeable of the contents in this code.
- The chaperone will be in attendance at all activities his/her school is participating in at the event.
- The chaperone will be available to assist the sponsor in anyway possible.
- The chaperone will share the responsibility with the sponsor of monitoring the students during the activity and during those times outside of the event activity.
- The chaperone will not smoke nor consume alcoholic beverages or any other controlled substance while in the presence of and when directly supervising students.
- The chaperone will be familiar with the “Far East Participants’ Code of Conduct.”
- The chaperone will note any and all violations of the rules and behavior expectations for the student participants and report these to the coach/sponsor.
- The chaperone understands that if it becomes necessary for a student participant to return home before the conclusion of the event that he/she may be responsible for accompanying the student.
- The chaperone will stay in close contact with the sponsor during the event to insure anything unforeseen will be addressed in a timely manner.
- The chaperone cannot take any dependent children to the events unless the student is a participant in the event.

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

Chaperone Name

Principal Name

Chaperone Signature

Principal Signature

Date

Date

Far East NON-ATHLETIC Activity Evaluation for Sponsors

Rate the following 1 – 3

3 = above standard

2 = at standard

1 = below standard

x = none or not observed

- | | |
|---|-------------------------|
| ___ Pre-Event Communication | ___ Participant Decorum |
| ___ Communication During Event | ___ Event Program |
| ___ Transportation (to/from/during event) | ___ Activity Facility |
| ___ Food Quality / Availability | ___ Website |
| ___ Billeting | ___ Judging |
| ___ Participant Behavior in Billeting | ___ Opening Ceremony |
| ___ Awards (trophies, badges, medals) | ___ Closing Ceremony |

Comments *(please include one thing you were most pleased with)*

Recommendations

Far East ATHLETIC Activity Evaluation for Sponsors

Rate the following 0 - 3

3 = above standard

2 = at standard

1 = below standard

x = none or not observed

- | | |
|--|------------------------------|
| ___ Pre-Tournament Communication | ___ Crowd Behavior / Control |
| ___ Communication During Tournament | ___ Tournament Program |
| ___ Transportation (to/from/during tournament) | ___ Playing Facilities |
| ___ Food Availability / Quality | ___ Officiating |
| ___ Billeting | ___ Website |
| ___ Participant Behavior in Billeting | ___ Opening Ceremony |
| ___ Awards (trophies, badges, medals) | ___ Closing Ceremony |
| ___ Participant Decorum | |

Comments: *(please include one thing you were most pleased with)*

Recommendations: