



# FEAC Manual

2008 - 2009

Far East Activities Council

DoDDS-Pacific / DDESS-Guam

*Department of Defense Dependents Schools*

*Domestic Dependent Elementary and Secondary Schools*

# TABLE of CONTENTS

<b>I</b>	<b><u>FAR EAST ACTIVITIES COUNCIL</u></b>	<b>2</b>
	Introduction	2
	Council History	2
	Mission Statement	2
	Objectives	2
	Recommendations to Council	2
	Council Membership	3
	Membership Rotation	3
	Frequency of Meetings	3
<b>II</b>	<b><u>COUNCIL PROCEDURES</u></b>	<b>4</b>
	Scheduling	4
	Operations	4
	Monitoring	4
	Invitation	4
	DoDDS / DDESS Events Only	4
	Invitation Priority	4
	Authorized Participants	5
	School Size Determination	6
<b>III</b>	<b><u>STANDARD OPERATING PROCEDURES</u></b>	<b>7</b>
	Host School Planning	7
	Event Requirements	7
	Billeting Requirements	7
	Dining Requirements	7
	Transportation Requirements	8
	Optional Activities	8
	Time Line for Far East Activities	8
	Host School Invitation and Information	9
	Entrance Fees	9
	Cancellation Policy	9
	Passports / Visas / SOFA Stamps	10
	Code of Conduct / Code of Ethics	10
	Academic Eligibility	10
	Physical Examinations	10
<b>IV</b>	<b><u>GUIDELINES for FAR EAST OPERATIONS</u></b>	<b>11</b>
	Host School Responsibilities	11
	DoDEA Anti-Terrorism Program	12
<b>V</b>	<b><u>FAR EAST ACTIVITIES DESCRIPTIONS</u></b>	<b>13</b>
	Far East Activities Rules and Regulations	14
	Mercy Rule Implementation	15
<b>VI</b>	<b><u>AFTER ACTION REPORT</u></b>	<b>16</b>
<b>VII</b>	<b><u>ATTACHMENTS</u></b>	<b>17</b>
	Far East Participants – Code of Conduct (attach A)	18
	Code of Ethics (attach B)	19
	Adult Chaperone – Rules/Responsibilities (attach C)	20
	Far East Activity Evaluation (non-athletic) (attach D)	21
	Far East Activity Evaluation (athletic) (attach E)	22
<b>VIII</b>	<b><u>FREQUENTLY ASKED QUESTIONS</u></b>	<b>23, 24</b>

# I. FAR EAST ACTIVITIES COUNCIL

## INTRODUCTION

The DoDDS-Pacific/DDESS-Guam Director's office supports 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 regional Pacific competition. The DoDDS-Pacific Director created the Far East Activities Council (FEAC) to coordinate these activities.

## HISTORY

A task group of educators from DoDDS schools in the Japan, Korea, and Okinawa districts met in September of 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 in December of 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.

## 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 area for all high school students.

## 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 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.

## 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 district superintendents select the representatives from their districts.

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.

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**

<b>SY</b>	<b>Japan</b>	<b>Korea</b>	<b>Okinawa</b>	<b>Guam</b>	<b>SUPs</b>
03-04	Admin Rep	Admin Rep	Admin Rep	TBD	TBA
	Coach Rep	Coach Rep	Coach Rep		
	Sponsor Rep	Sponsor Rep	Sponsor Rep		
04-05	Admin Rep (returnee)	NA	Admin Rep (returnee)	TBD	TBA
	Coach Rep (TBA)	Coach Rep (TBA)	Coach Rep (returnee)		
	Sponsor Rep (returnee)	Sponsor Rep (returnee)	NA		
05-06	Admin Rep (TBA)	Admin Rep (TBA)	NA	TBD	TBA
	Coach Rep (returnee)	Coach Rep (returnee)	Coach Rep (TBA)		
	Sponsor Rep (TBA)	NA	Sponsor Rep (TBA)		
06-07	Admin Rep (returnee)	Admin Rep (returnee)	NA	TBD	TBA
	Coach Rep (TBA)	Coach Rep (TBA)	Coach Rep (returnee)		
	Sponsor Rep (returnee)	NA	Sponsor Rep (returnee)		
07-08	Admin Rep (TBA)	NA	Admin Rep (TBA)	TBD	TBA
	Coach Rep (returnee)	Coach Rep (returnee)	NA		
	Sponsor Rep (TBA)	Sponsor Rep (TBA)	Sponsor Rep (TBA)		
08-09	Admin Rep (returnee)	NA	Admin Rep (returnee)	TBD	TBA
	Coach Rep (TBA)	Coach Rep (TBA)	NA		
	Sponsor Rep (returnee)	Sponsor Rep (returnee)	Sponsor Rep (returnee)		
09-10	Admin Rep (TBA)	Admin Rep (TBA)	NA	TBD	TBA
	Coach Rep (returnee)	Coach Rep (returnee)	Coach Rep (TBA)		
	Sponsor Rep (TBA)	NA	Sponsor Rep (TBA)		
10-11	Admin Rep (returnee)	Admin Rep (returnee)	NA	TBD	TBA
	Coach Rep (TBA)	Coach Rep (TBA)	Coach Rep (returnee)		
	Sponsor Rep (returnee)	NA	Sponsor (returnee)		
11-12	Admin Rep (TBA)	NA	Admin Rep (TBA)	TBD	TBA
	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**

- 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.

### **OPERATIONS**

- Operational guidelines for Far East Activities differ for each activity.
- Official rules and regulations for athletic events are available.
- Standard Operating Procedures (beginning on page 6 of this manual) developed by the DoDDS-Pacific/DDESS-Guam Area Director's Office, provide guidance for Far East events and assist the event 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**

- 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.

### **INVITATION**

- Far East Activities event and tournament directors are responsible for ensuring schools are invited according to the invitation priority order identified below.
- If invited schools do not respond to the invitation within 21 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, & 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.

## AUTHORIZED PARTICIPANTS and SPONSORS

- The Far East Activities Council will state the maximum number of students and sponsors, or 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. 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.
- The chaperone must be the same gender as the student participants. For a co-ed group the sponsor and chaperone must be of the opposite sex.
- The sponsor and the adult chaperone must sign the “Code of Ethics” (attachment B, page 18, in this manual). The “Code of Ethics” must be signed by the sponsor when the extra duty contract is signed.
- The chaperone must also sign the “Adult Chaperone Rules and Responsibilities at Far East Activities” (attachment C, page 19, in this manual). These signed forms will be kept on file in the office.
- The chaperone must sign this in a timely manner but no later than departure for the event or when this person begins duties as the chaperone, whichever comes first. It is the responsibility of the sponsor or coach to communicate to parents and students, that the adult chaperone has the necessary authority to act or respond to any unusual circumstances and emergencies.
- Both the primary sponsor/coach and the chaperone must be identified on the *Power of Attorney* of each student participant.
- Both the DoDDS sponsor/coach and second adult (chaperone) will be issued official travel orders.
- These authorized adults may not have dependent children accompany them to the event or activity unless 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, through the principal of the school making the request.
- As a general rule one adult should accompany every ten students attending a Far East event. The district superintendent must approve any additional adults that are in addition to the required sponsor and chaperone.

## 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	SMALL SCHOOL DIVISION
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.” A small school may elect to play in the large schools’ division for football only.*

- Non-DoDDS/DDESS small schools may compete in large school division activities. The declared intent of competing in either the small or large schools division will remain in effect for the entire school year. However, large schools may only compete in the large school (AA) division.
- To determine the division in which a school will participate the following will be done:

The enrollment figure for each DoDDS-Pacific/DDESS-Guam high school will be extracted from SMS on the “Accelerated Withdrawal Date.” This date falls twenty school days before the end of the school year. The enrollment on this date will be used to determine the division that all schools will compete in the following school year. If a school experiences an enrollment increase or decrease of 15% or more, and this increase or decrease puts the school in a different division, the Student Activities Coordinator, after consulting with the superintendent of the district in which the school is located, will determine if the change to another division is appropriate or necessary.

### III. STANDARD OPERATING PROCEDURES

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

#### HOST SCHOOL PLANNING

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

#### EVENT REQUIREMENTS

Host schools should ensure:

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

#### BILLETING REQUIREMENTS

- Participants should be provided clean, safe billeting arrangements at a reasonable cost.
- Access to refrigerators, microwave ovens, and washer & dryers should be provided.
- Barracks, excess base housing, schoolrooms, community centers or gymnasiums are acceptable.
- The host school should strive to provide the most comfortable accommodations possible.
- Home stay may be considered as an alternative. Home stay families must have a security clearance. This clearance may be a lengthy procedure and host schools utilizing home stay should plan accordingly.
- Only under extenuating or unique circumstances will participants, sponsors, and/or chaperones be billeted off base, and only with approval from the district superintendent, after consulting with the Student Activities Coordinator.
- Under no circumstances are schools allowed to secure their own billeting for any Far East event.



## DINING REQUIREMENTS

Healthy dining arrangements at a reasonable cost should be available for all participants. Options such as the military dining facility, on base restaurants, and the school cafeteria should be considered. The host school should explore local School-Home Partnerships (community partnerships) to sponsor pizza parties, first-day breakfasts, or dinners on the final evening of the event.

## TRANSPORTATION REQUIREMENTS

- The host school should ensure adequate transportation during the entirety of the event.
- The host school should:
  1. Arrange ground transportation to and from the airport/train/ferry station and billeting.
  2. Have participants walk to/from event activities and billeting, if within a reasonable distance.
  3. Arrange local ground transportation if a base shuttle is not available.
  4. DoDDS-Pacific / DDESS-Guam schools are not authorized to secure their own transportation during a Far East event.

## OPTIONAL ACTIVITIES

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

## TIME LINE

Far East event directors should follow the timeline identified below. The suggested time frame on the left should be looked at as “no later than” dates and tasks should be completed earlier if possible.

**FIRST MONTH OF SCHOOL** 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 the conclusion of the previous school year.

**60 CALENDAR DAYS PRIOR TO EVENT** 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 should be sent out no later than the second week of school.

**45 CALENDAR DAYS PRIOR TO EVENT** Participating schools should state intent to participate.  
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.

**30 CALENDAR DAYS PRIOR TO** Event directors will email the event format to the SAC (Student Activities Coordinator). This format should include, at a minimum, the names of the participating schools and the daily schedule of events. The SAC will either approve the format or, if not approved, will

## EVENT

work with the event director in making adjustments or modifications.

## 14 CALENDAR DAYS AFTER EVENT

The AAR (After Action Report) must be submitted through the principal to the DoDDS-Pacific/DDESS-Guam Student Activities Coordinator.

The EDC (Extra Duty Contract) for the event director should not be paid until the AAR has been reviewed and approved by the host school principal, and forwarded on to the SAC.

## HOST SCHOOL INVITATION and INFORMATION SHEET

- The Far East event format should be described in sufficient detail to provide schools with enough information to plan for their participation.
- 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 will arrive the day prior to the first day of the Far East event, and depart the day after the event concludes. Any exceptions to these travel dates must be approved by the district superintendent.
- All participants will be in attendance at the opening and/or closing ceremonies.
- The information packet should contain details to help participating schools understand current security regulations, billeting, dining, local transportation arrangements, availability of medical support, and options for evening activities.
- Emergency telephone (cell and landline) contact information, instructions on the use of on/off base telephones, installation maps, and installation entry procedures for participants and spectators should be included.
- A projected out-of-pocket expense for each participant should also be included in the information packet.

## 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 participation.
- All Far East event entrance fee receipts, donations/contributions, and other income must be handled in accordance with *Student Activity Fund (SAF)*, *DoDDS Regulation 7240.1*. Purchases and disbursements of entrance fees in support of the Far East event must be handled in accordance with SAF guidelines. A report of the financial activity for the Far East event must be included in the after action report.

## CANCELLATION POLICY

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

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

## PASSPORTS / VISAS / SOFA STAMPS

- It is the responsibility of each participating school to ensure that all students, sponsors/coaches and chaperones have the proper documentation for travel to and from the host school's country.
- Sponsors/coaches should personally inspect participating students' documents to ensure they contain the requirements for exit/re-entry.
- It is recommended that sponsors collect and secure all passports during the entirety of the event.

## CODE of CONDUCT & CODE of ETHICS

- 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 coach or sponsor should maintain a copy of the "*Code of Conduct*" throughout the entirety of the event. DoDEA Disciplinary Regulations will apply to all Far East event participants.
- The *Code of Ethics* must be signed by the coach or sponsor, the chaperone, and the principal.
- For some schools the above forms are completed at the beginning of each season or school year. Coaches and sponsors must ensure that all participating students in each Far East event have these forms updated with correct names and dates.
- 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.
- Infractions of the "*Code of Conduct*" may result in suspension from the event and possible early return home of the participant. In the case of an infraction in the "*Code of Conduct*" a tournament disciplinary board 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. They will meet to discuss the matter and to decide on any consequences. 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 first notify the (1) host school district superintendent and (2) the principal of the school the suspended student(s) attends. 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.
- Any student in violation of the "*Code of Conduct*", suspended for the remainder of the event, and/or sent home early, is not authorized to participate in Far East events for one calendar year. Exceptions to this must be approved by the district superintendent. The Student Activities Coordinator must be notified of any exceptions.

## ACADEMIC ELIGIBILITY (for participation in Far East events)

- Specific information regarding academic eligibility can be found in the Pacific Area Interscholastic Athletic Program (PAIAP) Manual. Academic eligibility applies to all Far East events, athletic and non-athletic.

- The grade check for academic eligibility is the second Tuesday before departure for the Far East event. This date has been set in order for schools to secure transportation to the event. Although the host school, and some other schools, may not have to secure transportation this date applies to all schools.
- The eligibility check the second Tuesday *that school is in session* before departure for the Far East event determines eligibility up to and through the Far East event. The eligibility check the week immediately preceding departure has no bearing on the student's participation in the Far East event.

## PHYSICAL EXAMINATIONS

- Physical examinations are required for participants in all Far East athletic events to include JROTC. Additional information can be found in the PAIAP Manual.

## IV. GUIDELINES FOR FAR EAST OPERATIONS

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

- The Student Activities Coordinator (SAC) gives final approval for the tournament or event format. Event directors must submit the format to the SAC a minimum of 30 days before the event begins. The SAC will either approve the format or work with the event director in making adjustments or modifications to the 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. This information should be included in the format sent to the SAC at least 30 days before the event.
- Protests and appeals in Far East events must be lodged according to guidelines contained in the SOP. The 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. If necessary, contact with the SAC may be necessary. The decision of the committee will be final.
- Composition of "All Far East" teams will be equivalent to the number of participants authorized to travel to that event. The Pacific Area Interscholastic Athletic Program Manual contains additional guidance on awards. Additional awards may be presented for the "Most Outstanding Player" and "Team Sportsmanship."
- 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 SAC for review.
- All financial activity associated with a Far East event shall be governed by the *Student Activity Fund (SAF)*, DoDEA Regulation 7240.1. The host school will maintain all records, receipts, and other supporting documents.
- Public event information (Far East events) should be posted on the school's public website in accordance with DoDEA web publishing guidelines. Event information posted on a school's intranet site must be protected with a user ID and password. Questions or concerns regarding Far East event websites should be directed to the SAC.
- At the conclusion of the event and before teams depart the "Event Evaluation" forms, completed by all sponsors/coaches must be turned in to the event director.

## **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.
6. Sponsors and chaperones must have cell phones and the phone numbers of the event director and/or school personnel of the host school.

## V. FAR EAST ACTIVITIES DESCRIPTIONS

**BASKETBALL** Girls and boys teams (10-player limit) compete in this event held in February. Four tournaments (small and large schools) are held with awards presented to the top teams and all-tournament players.

**CHEERLEADING** The Cheerleading Clinic (10-student limit) was introduced in November 2000. A stateside professional Cheer Squad provides the instruction during this week long activity. Two Far East champion teams are selected along with an all Far East cheerleading squad.

**CROSS COUNTRY** Teams meet in November for male and female competition (5-student limit for both boys and girls). A team relay is run on the second day. Awards are presented to the top finishing teams and to top individual runners. Beginning in 2008 team and individual recognition will be given to small schools and large schools.

**DRAMA** This February event (12-student limit) has schools participating for five days. Beginning at the 2008 festival the emphasis shifted from a competitive event to an educational event.

**FOOTBALL** This event was first held in 2005. The top teams from each district will compete in early November. Playoffs are for small schools and large schools.

**JOURNALISM** This fall event brings together schools (10-student limit) for presentations 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)** This spring event (13-student limit) has cadets competing in several categories with awards going to the top schools.

**JSHS (Junior Science and Humanities Symposium)** This event is held annually in March at Tsukuba Science City. Presentations are given in original research projects and in formal poster sessions. This event is supplemented with study trips to museums and science research facilities. Scholarships and awards are given to the top presenters.

**MUN (Model United Nations)** Schools (10-student limit) meet in the spring for debate and discussion, with votes taken on draft resolutions. Each school is assigned a UN member country in the fall to research.

**MUSIC FESTIVAL** A spring event which has participants selected by submission of recorded discs. This entertaining and collaborative week brings together the finest student musicians. The week is filled with rehearsals and culminates with a closing concert.

**SOCCER** Girls and boys teams (15-player limit) compete in this spring event. Four tournaments are held (small and large schools) with awards given to the top teams and an all-tournament team.

**TENNIS** Girls and boys teams compete in this fall event (4-student limit for both boys and girls). Players compete in singles, doubles, and mixed doubles with awards presented to the top teams and individuals.

**VOLLEYBALL** Girls teams (10-player limit) compete in this fall event. Two tournaments are held (small and large schools) with awards presented to the top teams and all-tournament players.

**WRESTLING** Teams (13 weight classes) meet in February for this event. The 3-day open tournament is followed by a 1-day dual tournament. Awards are given to the top teams (small and large schools) and individuals.

*Far East activities in tennis, cross country, and wrestling are for students at DoDDS-Pacific / DDESS- Guam schools only. Non-DoDDS schools may participate in volleyball, basketball, and soccer.*

## **RULES and 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.

<b>Activity</b>	<b>Standardized Guidelines for Rules / Regulations</b>
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 Rules Beginning SY 2008-2009 the shot clock will not be used in Far East Tournaments.
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.
Drama Festival	Each host school submits a SOP with an After Action Report to be shared with the next host school.
Model United Nations	Each host school submits a SOP with an After Action Report to be shared with the next host school.
Junior Reserve Officer Training (JROTC)	Each host school submits a SOP with an After Action Report to be shared with the next host school.
Junior Science and Humanities Symposium	This event is directed by the Science Instructional Support Specialist (ISS) at the area office, with assistance from the Host Nation ISS.
Music Festival	Each host school submits a SOP with an After Action Report to be

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

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

## **MERCY RULE IMPLEMENTATION**

*Although the “mercy rule” is for Far East tournaments, it is recommended to be used during the regular season.*

## **FAR EAST FOOTBALL**

Whenever a 30-point differential exists the following 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 40-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 21 points or less the above restrictions will be lifted until the 30-point differential is reestablished.

## **FAR EAST BASKETBALL**

Whenever there is a 30-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 20 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 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 14 days of completion of the event.
- 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 principal should not approve payment, for duties performed by the event director, prior to the completion of this report. Please note: the "Extra Duty Contract" (EDC) for the event director should clearly state that the AAR is required before payment can be made.
- 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.
- A compilation of the evaluation forms filled out by the school sponsors is to be included in the AAR.

The "After Action Report" should include the following:

### A. Information Packet

- Copy of the initial invitation letter and any pertinent information sent out after this
- Copy of information material distributed during the event
- Copy 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
- Daily schedule of event activities, beginning with sponsor/coach meeting and ending with the event's concluding activity
- List of teams and individuals receiving awards
- Copies of all evaluation forms OR a compilation of responses on evaluation forms
- Comments and recommendations of the event director
- Logistical problems encountered with action taken or solution recommended

### 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 *Far East 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 seeing the word *coach* in the text of this document.
- The signed forms will be kept in the main school office.

### ATTACHMENT "C"

- The *Adult 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" and "E"

- The evaluation forms for Far East athletic and non-athletic 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, are to be included in the *After Action Report*.

### MEDICAL POWER-OF-ATTORNEY (POA)

There is no standard form to be used by all schools at Far East events. The Okinawa, Japan, Korea, and Guam districts all have their own medical POA. It is required that coaches or sponsors have updated medical power-of-

attorney forms from their district, in their possession, for all students on the team or group they are accompanying to Far East events.

## FAR EAST PARTICIPANTS – 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
- Government equipment or facilities misuse, and misuse of the possessions of other participants
- Personal attire or dress non-compliant with host school and installation dress code guidelines
- Violation of any installation regulations and host nation requirements
- Travel in vehicles not approved (friends or students) throughout the entirety of the event
- 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. **A student found in violation of the “Code of Conduct” and suspended for any remaining part of that event and/or sent home early will not be authorized to participate in any Far East event for one calendar year.**

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

\_\_\_\_\_  
Student 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. A list of participants having filled out this form is to be turned into the main school office.

Attachment A

## 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 19, 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

ATTACHMENT C

# FAR EAST ACTIVITY EVALUATION

*(non-athletic)*

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

ATTACHMENT D

# FAR EAST ACTIVITY EVALUATION

*(athletic)*

Rate the following 0 - 3

3 = above standard

2 = at standard

1 = below standard

x = none or not observed

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

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

Recommendations:

ATTACHMENT E



**FAQs** (Frequently Asked Questions)

1. A student wants to try out for Far East Music Festival but can't fit band into her schedule. Can she try out and, if selected, participate in this event without being enrolled in band class or any music class?

*A: Yes. A student does not have to be enrolled in band to try out for, or participate in, the Far East Music Festival. Enrollment in a specific class cannot serve as a requirement to participate in a Far East event.*

2. How can we add a Far East softball tournament to the FEAC schedule?

*A: Suggestions for adding Far East events can be discussed at Far East Activities Council meetings, held in the fall and spring. The pros and cons are considered. If a proposal is determined to have merit it is forwarded on to the Area Director for further consideration.*

3. How can I be selected to serve on the Far East Activities Council?

*A: Speak with your building principal about serving on the council. The principal can pass your name on to the District Superintendent. Generally those selected to serve have experience in coaching or sponsoring groups attending Far East events, or they have experience in directing a Far East event. A rotation of FEAC membership positions can be found in the FEAC Manual.*

4. Why can't we have all twelve players on my basketball team attend the tournament? We are willing to pay for their expenses.

*A: The number of authorized participants attending Far East events is based on several factors. Some relevant factors are cost, billeting, and equity. DoDDS cannot pay for additional players to travel. Also, additional billeting may not be available. In fairness to all, limits need to be set for the number of participants at Far East events, especially sporting events.*

5. How do I get a concern of mine addressed at the FEAC meeting?

*A: Each year FEAC members solicit concerns to be addressed at FEAC meetings. Ask your building principal who the FEAC representative is from either your school or your district. Communicate your concern with the FEAC rep asking that it be addressed at the FEAC meeting.*

6. A player on my team is academically ineligible to participate in the Far East tournament in two weeks. If she gets her grades up by next week can she participate in the tournament?

*A. No, participation in Far East events is determined by the eligibility check the second Tuesday before departure for the event. A student's eligibility on this date determines her participation in the event. This provides sufficient time for schools to secure (air) transportation to the event. This eligibility check applies to all schools, those traveling by air, train, or bus and the host school.*

7. Our school had an enrollment of 290 on the "Accelerated Withdrawal Date." To begin the school year our enrollment increased to 305. Which division will we participate in, small or large schools?

*A. You will participate in the small schools division. School enrollment on the "Accelerated Withdrawal Date" determines which division a school will be participating in for the following school year. Enrollment figures for a school that change plus/minus at least 15%, and put the school in a new division, will be examined to determine the appropriate division for them to participate.*

8. I'm directing a Far East event and am experiencing problems providing the SAC the event format 30 days before the event. Any advice?

*A. It is important to contact the SAC and provide the event format or provide an explanation for any delay in providing the format. The SAC, in consultation with the event director, will assist in resolving any problems associated with the delay.*

9. According to the FEAC Manual a player on my basketball team is academically ineligible for the Far East tournament because she wasn't eligible on the second Tuesday before departure for the event. If she becomes eligible the next week can she participate in our last regular season games before Far East?  
*A. Yes. The eligibility check the second week before departure for the event only determines those students who can or cannot participate in the Far East event. Any student in this situation who becomes eligible the week immediately before the Far East event can participate in remaining regular season games but not in the Far East tournament.*

10. A student at our school is academically ineligible to attend the Drama Festival. If she becomes eligible next week, the week before the event, can she be in a school play on the Saturday night before our scheduled departure for the Drama Festival?  
*A. Yes, she is allowed to be in the school play but she cannot attend the Drama Festival.*

11. The eligibility check for the Music Festival is supposed to be the second week before departure. This falls during spring break. If a student is declared academically ineligible we won't be able to secure air transportation when classes resume, the week before the event. What can we do?  
*A. The Music Festival is the only event that would experience this situation. To avoid any conflicts in the travel roster and/or air transportation, the eligibility check for the Music Festival is the last Tuesday of the 3<sup>rd</sup> quarter. This is the second school week before departure for the event.*

12. If our team is not playing any games on the last two days of the basketball tournament is the coach permitted to take the players shopping or on a local tour?  
*All Far East events should ensure maximum participation for all schools. Directors should ensure all schools, at a minimum, participate through the next-to-last day for all athletic events. Every attempt should be made to have teams participating through the last day of the tournament. At a minimum at least half of the participating teams should be scheduled for games on the last day of the event. For non-athletic Far East events, activities will be scheduled every day of the event for all schools.*