



PAIAP Manual

Pacific Area Interscholastic Athletics Program
Manual

SY 2012-2013

Guam, Japan, Korea, Okinawa

Adjustments, modifications, or changes in the content of this manual will be effective when it is distributed at the beginning of the SY. For those changes necessary to begin before distribution, an email will be sent to all affected including, but not limited to, Athletic Directors, high school administration, superintendents, Pacific Director's Office.

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Acronyms used in this manual

AAR	After Action Report
AD	Athletic Director
AP	Advanced Placement
DODEA	Department of Defense Education Activity
DSO	District Superintendent's Office
EDC	Extra Duty Contract
FAQ	Frequently Asked Questions
GPA	Grade Point Average
IEP	Individualized Education Program
JROTC	Junior Reserve Officer Training Corps
JV	Junior Varsity
NFHS	National Federation of High Schools
PAIAP	Pacific Area Interscholastic Athletic Program
PAO	Pacific Area Office
POA	Power-of-Attorney
POV	Privately Owned Vehicle
SAF	Student Activity Fund
SAT	Scholastic Aptitude Test
SY	School Year
USTA	United States Tennis Association

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A. Overview

1. Purpose

The Pacific Area Interscholastic Athletic Program is designed to promote and encourage participation by all students in supervised activities to enhance students' social, physical, and emotional development. This manual establishes policies and procedures for governing interscholastic athletic programs in DoDEA Pacific. District offices must ensure the contents of this manual are followed by each of its schools.

2. Mission Statement

Maximum participation of students in co-curricular athletics supports the goal of highest student achievement. Athletic participation is recognized as a valuable educational experience, directly complements academic performance, and prepares students for continuous learning and productive citizenship.

3. Interscholastic Athletics

- Interscholastic athletic programs are an integral part of the academic curriculum and school environment. Athletics enhance the academic, physical, and character development of students. Programs will adhere with Title IX requirements, providing opportunities for males and females to participate in sports on an equitable basis.
- The DoDEA Pacific Athletics Coordinator is the point of contact (POC) for athletic policies and procedures. These policies and procedures should promote and maintain a proper balance between academics and athletics by encouraging high standards of academic performance, establishing uniform criteria for academic eligibility, ensuring fair competition between schools, and promoting sportsmanship. Athletic programs must be evaluated on a continuing basis to ensure adequate student interest exists. Only authorized DoDEA Pacific personnel and approved volunteer coaches will provide instruction and adequate supervision at all practices and scheduled competition. Equipment and facilities are to be made available for practice and competition.
- The following sports are authorized in DoDEA Pacific (not required):

Baseball	Drill (JROTC)	Paddling	Swimming	Wrestling
Basketball	Football	Rugby	Tennis	
Cheer	Golf	Soccer	Track	
Cross Country	Marksmanship	Softball	Volleyball	
- Principals will determine which sports are offered. This will be based on student interest, availability of qualified faculty sponsors/coaches, and availability of equipment and/or facilities. Local district exceptions for athletic teams not authorized by the Area Director may be granted by District Superintendents subject to approval by the Area Director.
- DoDEA Pacific schools may join conferences with private and international schools, based on geographical location and student enrollment. Obligations to DoDEA schools for regularly scheduled games will have preference over games scheduled with non-DoDEA schools.
- When competition is scheduled with local nationals or military, in which the participants are older than 19 years, the athlete and athlete's sponsor must sign the form entitled "Competition with Participants Older than 19 Years" (attachment D) before competition can occur. This form releases DoDEA of any liability. It is recommended this document be signed at the beginning of each school year but no later than the student beginning athletic competition.

B. ELIGIBILITY

Administrators, ADs, and coaches shall ensure eligibility rules are followed at all DoDEA Pacific schools.

1. Age

A student turning 19 years of age on or after 1 August of the current school year is eligible to participate on interscholastic athletic teams.

2. 8-Semester Rule

A student is eligible for competition during eight consecutive semesters after entry into the 9th grade.

3. Undergraduates

Only students enrolled in grades 9-12 can participate in competition against other high school teams. A student is eligible to participate if enrolled in at least four classes. (see "home-schooled students")

4. Academic Eligibility

- To be eligible to participate in interscholastic athletics, a student must maintain a minimum 2.00 GPA and receive no more than one failing grade. All student participants will be monitored on a weekly basis. Grades will be cumulative to date for the quarter. A student declared ineligible can practice but cannot participate in any games. Ineligible students cannot be in uniform for any games or travel to any away games. All students will be eligible at the beginning of each school year.
 - On the 5th Tuesday of the first quarter:
 - ✓ Grade checks will be done after the completion of the school day on Tuesday.
 - ✓ Eligibility will run from Wednesday morning to Wednesday morning.
 - ✓ The grade to date for the last week of a quarter will determine eligibility for the 1st week of the following quarter. The quarter grade, available the first week of the following quarter, will determine eligibility for the 2nd week of the quarter. The check at the 2nd week of the 2nd quarter will determine eligibility for the third week, and so on.
 - ✓ Semester grades are not used to determine eligibility.
 - ✓ Schools may not establish additional eligibility requirements.
 - Schools will provide intervention support services to students who have been identified as having academic difficulty. These support services may include tutoring, before/after school study sessions, and/or peer tutoring. Academic eligibility may be waived by the principal for students on an IEP. These students must meet all other eligibility requirements. Students who are academically ineligible for three weeks may be dropped from the team but only after intervention assistance has occurred.
- ### 5. Eligibility Check Dates for Far East events
- The eligibility check for participation in fall Far East events will be the third Tuesday before departure for the events. For SY 2012-2013, this date is 16 October 2012.
 - The eligibility check for participation in winter Far East events will be 2nd quarter grades, which will be available on 29 January 2013.
 - The eligibility check for participation in spring Far East events will be 3rd quarter grades, which will be available 16 April, 2013.

6. Home-Schooled Students

Home-schooled students may participate in interscholastic athletics, as long as they meet all eligibility requirements for those enrolled in school. At the conclusion of each quarter the parent will prepare a statement indicating the student-athlete dependent child has satisfactorily passed all courses and is progressing toward graduation.

7. Physical Examinations

Before participating in tryouts or practice, students must have a physical examination completed by a physician, physician's assistant, or certified nurse practitioner. Physical examinations are valid for one year from the date of examination. The physical form or copy must remain on file at the school.

- Camps, conditioning programs, weight training, and other programs which are either sponsored or endorsed by the school require students to have a current physical on file.
- All participants, to include team managers, must have a valid and current physical examination.
- DoDEA Pacific assumes no responsibility for the cost of the physical exam.
- DoDEA Pacific assumes no financial responsibility for medical insurance or medical expenses incurred resulting from participation in interscholastic activities.

8. Transfer Students

- Transfer students with varsity or JV experience for an in-season sport are not guaranteed placement on a team at the new school. The decision to place a transfer student on a team rests with the coach's evaluation of the student's athletic skills and other factors related to the team.
- Students changing schools within DoDEA Pacific use the same eligibility. Students transferring from outside DoDEA Pacific must meet our eligibility requirements before any competition.

8. Team Membership

- Any player who competes in the first scheduled game or is a member of a team on that date is not authorized to participate in any other sport during that sport season.
- Students are eligible to participate in games on the day of withdrawal. If withdrawal is on Friday, students may participate in games through the weekend.
- Students who do not attend a full day of school will not be permitted to participate in or attend any school-sponsored event that same school day, which includes a practice or game. Principals are authorized to make exceptions to this policy. (from DoDEA Administrators' Manual – 1005.1)
- There is no official DoDEA Pacific policy on the criteria for selection to varsity or junior varsity teams. Individual coaches, with the approval of school administrators, will determine the guidelines.
- Seniors are not authorized to participate on junior varsity teams. This includes cheerleading.

9. Middle School Participation in High School Interscholastic Athletics

Middle school students, in only grades 7 or 8, may practice with high school teams in golf, cross country, tennis, wrestling, and track. Consent of the high school coach and parent or sponsor must occur. Students in grades 7 and 8 may not compete with or against high school students. Students in grades 7 or 8 grade may compete only with students in grades 7 or 8. Students in grades 7 or 8 must have a current physical on file before beginning practice with high school teams in the sports identified above, and must meet and maintain academic eligibility. Students in grades 7 or 8 may not participate in athletic events involving overnight travel.

10. Appeal Process

Extenuating circumstances may occur in regards to the eligibility rules and may be the basis for an appeal. Appeals should be directed through the school principal to the district superintendent, and on to the area director's office. It may be necessary to not allow participation of the student-athlete until the appeal process is complete. The Pacific Area athletics coordinator will contact all athletic directors with all necessary information. After sufficient discussion and time for questions has occurred, the PAO Athletics Coordinator will call for a vote of the high school athletic directors, one vote per school. (those schools having co-ADs will be authorized only one vote) The PAO Athletics Coordinator will vote only in the case of a tie after the votes from the ADs have been tallied.

C. General Rules

1. Amateur Standing

Students participating in DODEA Pacific athletics must maintain amateur standing. An amateur athlete is one who engages in sport for the physical, mental, or social benefits derived, and to whom the sport is nothing more than an avocation. An amateur athlete is one who has never used and is not using their knowledge of athletics or athletic skills in an athletic contest for financial gain.

2. Sportsmanship

Sportsmanship must be a priority among those who represent DoDEA Pacific in high school athletics. This includes coaches, players, managers, cheerleaders, and fans. Although teams are most visible during games, sportsmanship begins at the first team practice and lasts through the entire season. Coaches are expected to be the model for sportsmanship for players, parents, fans, and opponents. Coaches, sponsors, and volunteers will sign and abide by the NFHS Code of Ethics (*Attachment B*)

- Incidents of unethical behavior by coaches or team members must be reported in a timely manner to the school principal for appropriate action.
- There is zero-tolerance for hazing in DoDEA Pacific schools. This applies to not only the individuals perpetrating the hazing but to those who willingly allow themselves to be hazed. Hazing is committing an act against another, or coercing a peer to commit an act, that creates a substantial risk of harm, in order for an individual or individuals to gain admittance to the team. Any act, or report, of hazing must be reported to the school administration and investigated thoroughly. Upon completion of the investigation, the administration will take appropriate action which can be, but not limited to, warning, suspension, or removal from the team. This could include players, coaches, managers, and others related directly or indirectly with the team. All hazing incidents will be reported to the Pacific Director's Office. All relevant information from the investigation should be included in the report.
- Any coach or team member ejected from a regular season or tournament contest by game officials will be ineligible for the next scheduled game. If a penalty is assessed at the end of the sport season and no contest remains, the penalty is carried over to the next sport in which the team member or coach participates. A second ejection, during the same season, by the same player or coach will result in removal from the team. Incidents that result in ejections (*hard red in soccer*) must be reported to the District Superintendent and the PAO Athletics Coordinator. Schools failing to enforce this policy will be subject to punitive action by the District Superintendent.
- Ejection Clarification for Soccer: Two types of ejections exist in soccer. A "*soft red*" is the result of two yellow cards. The player is removed from the game and substitution is allowed. The "*hard red*" is the result of unsportsmanlike or unsafe conduct. The player is removed from the game and no substitution is allowed. (*the team plays a man short for remainder of game*) "*Hard reds*" are also issued for a handball inside the box. Players ejected for a handball "*hard red*" or a "*soft red*" are ineligible to participate in the next regularly scheduled game; these types of ejections will not count toward removal from the team as stated in preceding bullet.

3. Coaches and Volunteer Coaches

The necessary steps in order for a volunteer to coach a DoDEA Pacific high school athletic team are:

- "Volunteer" coaches must complete the application form and submit to the school AD. Attachment titled "VOLUNTEER APPLICATION" located in the appendix of this manual is taken from DoDEA Administrative Instruction 4700.3 - Application / Background Checks for DoDEA School Volunteers and Student Teachers, and includes information on the "Installation Records Check."

- After review, the AD will submit applications to the principal, who will approve volunteers.
- Those applicants approved by the principal must have an “Installation Records Check.”
Page 5 of DoDEA form 4700.3 states:
“An individual may be accepted provisionally prior to the completion of a background check, if the individual, when in contact with children and youth, is within continuous sight and under the supervision of a staff person who has a favorably completed background check.”
- A meeting with the volunteer coach, the AD, the team’s head coach, and the principal shall occur. The specific role and responsibilities of the volunteer coach will be addressed. The meeting will be held in a timely manner, before team try-outs or shortly after approval by the principal.
- Coaches having signed an EDC must show proof of being NFHS coach certified before being paid their EDC for coaching any sport in DoDEA Pacific, regardless of the level – varsity or JV. Coaches can do this by completing the two NFHS required courses and submitting their coaching certificate, issued by NFHS, to the school administration. Copies of these certificates should be forwarded on to the PAO Athletics Coordinator. Coach certification courses are purchased by DoDEA Pacific. Coaches on an EDC are required to be NFHS coach certified by the end of SY in order to be paid. Volunteer coaches are not required to be coach-certified. If they choose to take the two courses it must be at no expense to DoDEA.
- DoDEA Regulation 2720.1 (First Aid and Emergency Care) states the Superintendent shall “Provide financial support for materials needed to certify staff in first aid and CPR.” It also states the school principal shall “ensure that designated staff members hold current certification in CPR and first aid.”

4. Sports Seasons

- The starting date for each sports season will be announced by the Athletics Coordinator. For fall sports the start date will be the third Monday before the teacher report date. As a general rule teams may not have try-outs or practices until the previous season has been completed. Any earlier date must be approved by the PAO Athletics Coordinator after consulting with the administration of the requesting school.
Note: person-to-person contact is not permitted during the first three days of football practice.
- Ten days of practice must occur before athletic contests can be held. Athletes participating in consecutive athletic seasons are exempt from the 10-practice rule as long as 10 days have not passed between active participation in the preceding sports season. Students transferring from another school may begin participating in contests immediately if the 10-day practice requirement has been met at the previous school, and no more than fifteen calendar days have passed after withdrawal from the previous school. This applies, but is not limited, to all players, managers, cheerleaders, and mascots.
- Off-season coaching or instruction is prohibited by a coach or member of the coaching staff prior to the first starting date of that sports season. Coaches may supervise a weight training or conditioning program during the off-season. Off-season camps during the school year must occur after the conclusion of all spring sports. All students participating in an off-season conditioning program must have a current physical on file at the school. Participation in any off-season conditioning is completely voluntary and will not affect the status of a student on a team.
- Allowances for off-season coaching and/or instruction are allowed for JROTC. This might be for marksmanship training and summer drill camp. Any/all cadets participating in off-season JROTC must have a physical on file at the school.

- Students may participate in only one sport per season. JROTC marksmanship and drill overlap the fall, winter, or spring sports seasons. Allowances may be made for JROTC cadets to participate in marksmanship and/or drill, and an in-season sport. Coaches, student, and parents must meet to decide what is in the best interests of the student.
5. All-Academic Team
 Students maintaining a high GPA and having competed in at least one varsity sport will be recognized as being on the DoDEA Pacific All-Academic Team. To qualify the student must meet three criteria.
- Must have competed on a varsity level athletic team
 - Must have completed the season in good standing
 - Must have achieved a 3.5 or higher cumulative GPA through the 3rd quarter.
- The “All-Academic” awards will be presented at the end of the school year.
6. Team Try-outs, Scheduling, and Practices
- Districts will publish a master schedule for each sports season to facilitate coordination among schools. Every attempt should be made to minimize loss of school time due to travel. All changes to the master schedule are initiated by school administrators with final approval coming from the DSO.
 - Within the first week after team selection a parent meeting will occur. Topics are included in the attachment titled “Team Parent Meeting – Beginning of Season” and can be found in the appendix.
 - A parent meeting will also occur before participation in a Far East event. This meeting will occur for all participating DoDEA Pacific teams including the host team. Specific information can be found in the attachment “Parent Meeting before Far East Event” and can be found in the appendix of this manual.
 - Teams and athletes are expected to participate in all scheduled athletic contests and practices. Participating in a non-DoDEA contest in lieu of a scheduled game or practice is not permitted. Any team or athlete who does so may forfeit the privilege of continued participation on the DoDEA team.
 - Additional games not included in the published master schedule may be arranged with local host nation schools and/or non-DoDEA schools outside of the district but must meet the following criteria:
 - ✓ Games may not be played until after 10 days of organized practices.
 - ✓ Costs to DoDEA Pacific are not authorized unless approved by the DSO. (this could involve, but is not limited to, referees, bussing, etc.)
 - ✓ School absences are not authorized unless approved by the DSO.
 - Try-outs and practices for winter sports should begin no earlier than after the completion of the regular fall season. Try-outs and practices for spring sports should begin no earlier than after the completion of the regular winter season. Exceptions to this must be approved by the District Superintendent, through the school principal.
 - If it is necessary for try-outs to begin before the completion of the previous season coaches should keep in mind that all students be provided an opportunity to compete for a position on the team.
 - It is the coach’s responsibility to ensure that all students trying out for a team have a current physical examination on file with the school. Under no circumstances is a student allowed to try out for a team without having a current physical exam on file with the school.
 - After the first month of the season new additions to a team must meet all eligibility criteria and. Their participation must be approved by the school principal, in consultation with the DoDEA Pacific athletics coordinator.

7. Travel

- Teams will travel as a unit under the supervision of the coach/sponsor and chaperone. These are the only authorized individuals traveling on orders. For overnight travel, teams will have the coach and adult chaperone travel with the team. Both the coach and chaperone must be billeted with the team.
- Host schools will make arrangements for the most economical means for team billeting.
- Coaches/sponsors and team chaperones are responsible for the conduct of students under their supervision from departure for the event until return home.
- Information on, but not limited to, billeting, available dining facilities, local/base transportation, and game schedules (locations and times) will be provided to visiting teams (to include administration, AD, and team coach) at least 3 weeks prior to the event. An approximate amount of expenses for participants to expect will be provided to visiting teams.
- Visiting teams will provide the host school with arrival information in a timely manner in order for transportation to be scheduled for pick-up and transport to billeting.
- Coaches/sponsors will carry powers-of-attorney authorizing emergency medical treatment.
- Traveling teams are not authorized to have players and/or coaches stay in private homes or residences. Teams are required to stay on base in billeting or approved off-base hotels.

8. Practices and Games During Exams

- No games will be played during the week of semester exams until after the completion of all exams. No overnight trips for games will be scheduled the weekend immediately preceding semester exams.
- Practices may occur during the week of semester exams. Practices during this week, as a general rule, should be no longer than one hour/day. Allowances should be made for players choosing to study or to finish up school work that will be due this week. Every attempt should be made to find a balance between time spent for practices and exam preparation.
- The first 2 full weeks of May are set aside for AP exams. Overnight trips should not occur the weekend before AP exams begin or the middle weekend of exams. Exceptions must be approved by the District Superintendent. Games may be scheduled after school on Friday of the first week and after school on Wednesday of the second week.
- ADs are required to have the SAT schedule. Every attempt will be made to schedule games and/or practices around dates in which an SAT is scheduled. Allowances will be made for those student-athletes who will require the game or practice to be missed.

9. Officiating

- Officials for athletic contests must be qualified according to the governing association of each sport.
- The host school is responsible for coordinating contest times and locations with officials.
- Officials' judgment calls during the game are final and are not subject to appeal.
- It is preferable for games to not be officiated by officials having family members participating. If this becomes necessary, coaches of both teams will be informed before the game begins.

10. Protests

- Official protests must be submitted by the school principal to the Area Director via the District Superintendent. The Area Director will notify the District Superintendent when a decision is made.
- Principals submitting an official protest are required to forward a courtesy copy to the principal of the school or schools involved, and the Pacific Area Athletics Coordinator.

11. Tournaments

- Only DoDEA Pacific sponsored tournaments will be funded as published in the annual Far East schedule and district athletic master schedules.
- Invitational tournaments during the regular season are authorized provided they are on the district master schedule.
- Students participating on both a DoDEA Pacific team and a host nation team are eligible for Far East Tournaments provided the student participated in every DoDEA Pacific competition for which they were eligible.

12. Awards and Recognition

Students who participate in interscholastic athletics should receive recognition for the successful completion of a season and for their athletic performance.

- Varsity and JV letters may be awarded to students who meet all lettering criteria. The individual schools or districts should ensure the criteria for receiving a letter is made available to all student-athletes and their parent before the first game is played. At a minimum all team members receiving a letter will have been a team member in good standing for the entire season. No more than one varsity or JV letter should be awarded. Letters earned in additional sports should be indicated by sport pins; bars should indicate additional letters earned in the same sport.
- Letters can be earned by athletes participating on athletic teams not offered at the high school. For this to occur the coach of the team must communicate with the AD before the season begins in the form of a request to provide the opportunity for a letter to be earned. At the conclusion of the season the coach must provide written information indicating (1) the student-athlete competed on the team; (2) he/she completed the season in good standing; and (3) is worthy of receiving high school athletic letter. Letters will not be provided for student-athletes competing on a base “youth activities” team.
- District Superintendents may establish criteria to recognize athletes through selection for All-Conference teams, Conference Most Valuable Players, and All-Academic Honors.
- Students may not receive merchandise or awards such as medals, plaques, or trophies that have a total retail value of more than \$50.00.

13. Athletic Code of Conduct

All students participating in DODEA Pacific athletics must sign the DoDEA Pacific Athletic Code of Conduct (located in appendix). This must be done after selection to the team but before the first game. The original must be retained on file by the athletic director for the duration of the SY. A copy should be provided to the parents of the student. School principals, ADs, and coaches are responsible for enforcing consequences for behavior that violates the code of conduct.

14. Medical Support

DoDEA Regulation 1342.6 designates installation commanders to provide medical support for athletic activities. School will coordinate with the installation medical facility for medical support at athletic competitions.

Installations have various policies regarding availability of medical support during athletic contests. Some require medical support to be on site while others state that medical support only be readily available. Schools need to contact the medical support facility located on their base to ensure the appropriate medical support is provided.

15. Athletic Rules Used

NFHS – National Federation of High Schools

Activity	Standardized Guidelines for Rules / Regulations
Volleyball	NFHS
Cheerleading Clinic	NFHS (Spirit)
Football	NFHS
Basketball	NFHS
Wrestling	International Federation of Associated Wrestling Styles (FILA) *
Tennis	United States Tennis Association (USTA)
Cross Country	NFHS w/ change to a 5km distance for both boys and girls events.
Soccer	NFHS
JROTC Marksmanship JROTC Drill	Pacific JROTC ISS will publish SOP for drill/marksmanship. Host school produces LOI (Letter of Instruction) & AAR (After Action Report)
Baseball	NFHS
Softball	NFHS
Track	NFHS

* Please note that for FILA wrestling there are three exceptions. DoDEA Pacific wrestling coaches along with the Pacific Area Athletics Coordinator 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

16. Mercy Rule Implementation

The Mercy Rule will be used in Far East tournaments. It will also be used during the regular season games in which both competing teams are DoDEA Pacific schools. It can be used in games involving non-DoDEA schools if arrangements are made before the game between the coaches of the two schools.

Football

Whenever there is a 30+ point lead, the following will become effective:

- The team ahead will substitute non-starters for starting players.
- The team ahead will attempt only PAT kicks (no 2-point attempts).
- There will be a running clock.
- The clock will stop:
 - ✓ after any score
 - ✓ end of quarter or half
 - ✓ injury to player, on either team
 - ✓ change of possession
- passes will be permitted
- If lead decreases to less than 21 points, restrictions lifted until 30 point differential re-established

Basketball

Whenever there is a 30+ point lead, the following rules will become effective:

- The team ahead will substitute non-starters for starting players
- The team ahead will not use pressing defenses; defense must remain within the 3-point circle
- Timekeeper will maintain a running clock.
Game clock will be stopped for injury or when a timeout is awarded to either team
- When lead decreases to less than 21 points, restrictions will be lifted

Soccer

A team has an 8 goal advantage the team in lead will be required to substitute non-starters for starters.

Baseball and Softball

The game shall be terminated if a team is ahead by 15 runs after 3 innings or by 10 runs after 5 innings.

D. Tournament Procedures

1. Scheduling

The selection of host schools and scheduling of Far East athletic events will be made before the conclusion of the previous school year.

2. Monitoring

The DoDEA Pacific Athletics Coordinator will monitor Far East athletic events. The host school principal will monitor and supervise the event's tournament director, and overall conduct of the event. The event director cannot be a coach of a team participating in the tournament. The Pacific JROTC ISS will monitor drill and marksmanship.

3. Invitation

Far East Athletic event 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 a stated time frame, 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. The DoDEA Pacific Athletics Coordinator will give final approval of all participating teams in Far East athletic events.

4. Invitation Priority

Those schools participating in the preceding year's event will have invitation priority.

- DoDEA Pacific High Schools
- Other schools that have recent participation in the activity
- Schools participating in existing leagues with DoDEA Pacific schools (KPASSP, KAIAC, OAC, IIAAG).
- Other schools participating for the first time.

Junior varsity teams are not authorized participation in Far East events.

5. Football Playoff Schedule

- Beginning with SY 2012-2013 all D-1 and D-2 football teams in DoDEA Pacific will participate in inter-district competition. The top two teams in each division will compete in the championship game, with the #1 teams hosting the #2 teams.
- Teams in championship games are decided by games involving Japan, Korea, and Okinawa districts only.

6. Base Access for Those Without ID Cards

For some Far East events there will be participants not possessing military ID cards. Event directors must contact their base "Pass/ID" well in advance of the tournament to obtain the procedures for these individuals to obtain a base pass. This must be communicated to the coaches of all teams to ensure participants of all teams have access to the base where the event is held.

7. Authorized Participants

- The Pacific Area Athletics Coordinator will state the maximum number of teams, athletes, coaches, and/or chaperones for each Far East Activity. Schools may send a reduced number of participants. Governing rules for each activity assist in determining the minimum number of participants.
- ✓ Two adults are authorized orders to travel to Far East athletic events.
- ✓ One is the sponsor/coach whose primary responsibility is with the student-athletes.
- ✓ One is the chaperone whose primary responsibility is to support the sponsor/coach throughout the event.
- ✓ The team coach/sponsor will identify the chaperone to the school principal as far in advance as possible.
- ✓ The chaperone will be a minimum of 21 years old.
- ✓ All teams traveling to Far East events must secure their own team chaperone.
- ✓ Teams are not authorized to share a chaperone (one person identified as the chaperone for 2 teams).
- ✓ The coach and chaperone may not have dependent children accompany them to Far East events unless they are members of the participating team.

- One volunteer coach may accompany teams to Far East events. For football and wrestling only, the number of volunteer coaches that may attend is two. All expenses are the responsibility of the volunteer coach and include, but not limited to, air travel, billeting, and meals. All volunteer coaches accompanying teams to Far East events will have completed all volunteer coach procedures. The volunteer coach(es) must be identified at the coaches' meeting preceding the event. The individual will be the only volunteer coach on that team's bench during the entirety of the event.
 - Parents who withdraw their dependent children from participation in a Far East event can be held responsible for paying any costs associated with their child's removal. This will be stated on the reverse side of the "Code of Conduct" form. Examples of "unjustifiable" and "justifiable" reasons for removal are on the form.
 - The chaperone must be the same gender as the student participants or, if the group is co-ed, the sponsor and chaperone must be of the opposite sex.
 - The sponsor, chaperone, and volunteer coach will sign the "Code of Ethics" (attachment B). The chaperone will sign the "Chaperone Rules and Responsibilities at Far East Activities." (attachment C) This will be done in a timely manner but no later than departure for the event or when this person begins duties as the chaperone, whichever comes first. The "Code of Ethics" must be signed by the sponsor/coach when the extra duty contract is signed. These signed forms will be kept on file in the office. It is the responsibility of the coach/sponsor to communicate to parents and students the adult chaperone has the necessary authority to act or respond to any unusual circumstances and emergencies. Both sponsor/coach and chaperone will be identified on the POA for each student.
 - Two adults will accompany teams attending a Far East event. The district superintendent must approve additional adults in addition to the required sponsor and chaperone.
 - All participants, students and adults, are required to have gone through the "Anti-Terrorism Training." This applies not only to Far East events but also travel to any regular season competition.
8. Number of Participating Teams
A maximum number of teams will be permitted to participate in the various Far East tournaments.
- For D-1 volleyball, basketball, and wrestling the maximum number of participating teams will be 16.
 - For D-2 volleyball and basketball the maximum number of teams authorized will be 12.
 - For all other Far East events, the DoDEA Pacific Athletics Coordinator will approve the number of participating teams after consulting with the event director and host school administration.
9. Awards at Far East Events
Beginning SY 2010-2011 awards will be purchased by the PDO for top finishing schools, members of the championship and runner-up teams, and all-tournament teams.

10. Team Ties at Far East Tournaments

If a tie exists in team points the below procedure will take place to determine team places. This applies not only for first place ties but also but also for ties for other team places .

• Tennis

For boys’ the team with the most individual champions; same applies for the girls’ team champion. If a tie still exists, the team with the most 2nd place finishes will receive the higher placement; if a tie still remains the team with the most 3rd place finishes, then 4th place finishes, then 5th place finishes. For school ties (combining boys and girls) the above procedure will apply, counting places in both boys and girls divisions and in mixed doubles.

• Wrestling

The team with the most individual champions will be declared the team champion. If a tie remains, the team with the most 2nd place finishes, then 3rd place finishes, then 4th place finishes, and then 5th place finishes.

• Cross Country

The team with the highest finishing non-scoring runner. For D-1 teams this will be the 5th finisher for the team; for D-2 teams this will be the 4th finisher. If a tied team does not have this 5th or 4th runner competing (5th for D-1 and 4th for D-2) the team with this runner completing the run will be awarded the higher finish.

• Track / Field

The team (boys or girls) with the most individual champions will be declared the team champion. If a tie still exists, the team with the most 2nd place finishes, then 3rd place finishes, and so on.

11. School Division Determination

When the Far East event or activity is organized as “D-1” and “D-2 the placement of non-DoDEA schools will be made as follows:

DIVISION 1	DIVISION 2
Co-Ed Schools: 300+ students (grades 9-12)	Co-Ed Schools: 299 or fewer students (grades 9-12)
Boys/Girls Schools: less than 150 (grades 9-12)	Boys/Girls Schools: less than 150 (grades 9-12)

*For football–recommendation made at spring AD meeting; approval will come from area director

DoDEA Pacific is experiencing significant changes in high school enrollment. Beginning with SY 2011-2012, placement of D-1 and D-2 schools will be recommended at the spring Athletic Directors meeting. Final approval will come from the DoDEA Pacific Area Director. The above matrix will be used to determine the placement for non-DoDEA Pacific schools; it will be used as a guideline for DoDEA Pacific schools

12. 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. Host schools should have sufficient billeting, facilities, and an event director when requesting to host a Far East event. Planning should include ways to minimize costs incurred by participants during the event.

13. 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.

- If the SAT is scheduled during a Far East athletic event, the event director should provide sufficient information to all participating teams regarding arrangements for visiting team members to take the exam at the host school location.
- Access to installation facilities (i.e. recreation centers, gymnasiums, theaters, clubs and dining facilities). Plans should be made to provide access 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-DoDEA sponsored participants is necessary to prevent misunderstandings during the event. School nurses should be on call during the duty day.
- 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 prevent religious exercise.
- Teams will compete through the next-to-last day of the event; half of the teams will through the last day. Host schools should schedule all teams to participate through the entirety of the event, if possible.

14. Billeting Requirements

- Participants should be provided clean, safe billeting arrangements at a reasonable cost. Barracks, excess base housing, schoolrooms, community centers or gymnasiums are acceptable. Access to refrigerators, microwave ovens, and washer/dryers should be provided. The host school should attempt to provide the most comfortable accommodations possible.
- Only under extenuating or unique circumstances will teams be billeted off base, and only with approval from the district superintendent, after consulting with the PAO Athletics Coordinator. Under no circumstances are schools authorized to secure their own billeting.

15. Dining Requirements

Meal 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 sponsorship of pizza parties, first-day breakfasts, or last day dinners.

16. Transportation Requirements

- The host school should ensure adequate transportation during the entirety of the event. This would include arranging ground transportation to/from their location of arrival and billeting. Participants are be expected to walk to/from event activities and billeting, if within a reasonable distance, and inclement weather would not pose a problem. School busses should be arranged if a base shuttle is not available. DoDEA Pacific schools, their coaches and chaperones, may not secure their own transportation during Far East events. This includes rental vehicles and/or loaned POVs.
- Only invited participants are authorized transportation to/from the airport and billeting, and during the event, on government provided transportation. This would be players, coach, and chaperone.

17. Optional Activities

If the Far East event or tournament has sufficient time built into its schedule, activities can be considered for participants. If time allows and financial resources are available, this could include field trips to museums, host country sites, or other educational locations. 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.

18. Time Line

Far East event directors should follow the timeline identified below. The time frame should be viewed as “no later than.” Far East event directors should be identified early in the school year. Administrators should select fall Far East event directors prior to the conclusion of the previous SY. The event director is responsible for obtaining team photos and team rosters on the template provided by the PAO graphics illustrator. The timeline for submission will be provided to the event directors.

- 60 Days Prior to Event

Invitations and information packets must be sent to all eligible schools, with a copy to the DoDEA Pacific *Athletics Coordinator*. Invitations and information packets for events scheduled in the fall should be sent out no later than the second week of school.

- 45 Days Prior to Event

Participating schools should state intent to participate. Names, gender, 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 Days Prior to Event

Event directors will email the event format to the DoDEA Pacific *Athletics Coordinator*. This format should include, at a minimum, the names of the participating schools and the daily schedule of events. The coordinator will either approve the format or, if not approved, will work with the event director in making adjustments or modifications. The event director is also responsible for obtaining team photos and team rosters on the template provided by the PAO graphics illustrator. The timeline for submission will be provided to the event directors.

- 10 school days AFTER event

The AAR must be submitted through the principal to the PAO Athletics Coordinator. The EDC 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 PAO Athletics Coordinator. The AAR must be submitted electronically. It should contain Information that would be helpful to the following year’s event director.

The AAR, at a minimum, will include the following information:

- Copy of official invitation letter sent to all participating schools
- Participating schools, coach and AD names, their email and mail addresses, and telephone numbers
- General description of events with daily schedule of games, events, activities, etc.
- Results of all games/competition
- Names of teams and individuals receiving awards
- Copies of evaluation forms or a compilation of the responses on these forms
- Comments, recommendations, and observations from the event director and/or host school admin
- Activity financial statement to include
 - accounting of entry fees and/or other income
 - accounting of expenses (itemized)
 - beginning and ending balance with account name, of student activity fund used
 - explanation of any discrepancies in the statement

19. 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. It 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. The event director should provide suspense dates for participating teams to submit program rosters and team photos.
- 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 host DSO in communication with the PAO Athletics Coordinator.
- All participants will be in attendance at the opening and/or closing ceremonies. The opening ceremony will be held no earlier than the first day of the event.
- 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.

20. Entrance Fees

- The required suspense date for receipt of entrance fee should be identified in the invitation. It is recommended this date be no later than 30 days before the event.
- The information packet should identify what entrance fees are used for (i.e., patches, opening dinner, pizza feed, souvenir towel, etc.).
- The PAO Athletics Coordinator will determine the entrance fees for the event. DoDDS schools will pay no more than \$175 as an entrance fee for a Far East event. The fee for non-DoDEA schools is no more than \$350.00.
- All Far East event directors will provide a written receipt for all entry fees. The receipt shall contain the following information:
 - ✓ Name of school sending entry fee
 - ✓ Amount paid, and account to which fee has been deposited
 - ✓ Name of Far East event
 - ✓ Individual receiving fee and depositing fee, and the date deposited
- 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.

21. 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.

22. Passports, Visas, and SOFA Stamps

It is the responsibility of each participating school to ensure that all students, sponsors and 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. Coaches and/or ADs should ensure all possible attending participants will be holding a current passport for travel to the tournament.

23. Code of Conduct

- Within one week after team selection, the team coach will hold a parent meeting to verbalize expectations and to have the parent, or parents, of each selected player sign the DoDEA Pacific Athletic Code of Conduct. If there are parents unable to attend this meeting, their dependents will not be permitted to participate in any games until after meeting with the coach and signing the code.
- Before departure for any Far East event another parent/player meeting will occur to review the Code-of-Conduct and to discuss expectations while attending the event. Players whose parents do not attend this meeting will not travel to the Far East event and/or participate in any games at the event.
- The above mentioned Code-of-Conduct will be used for any/all regular season competition.

Parent Meeting - Beginning of Season

Meeting with parents and team – discussion items
(not limited to only the below topics)

1. DoDEA Pacific's "zero-tolerance" policy on hazing
2. Academic eligibility policy for DoDEA Pacific
3. DoDEA Pacific policy of physicals
4. Ten practice rule (before participation in game)
5. Code of Conduct to be signed by all team members before participation is permitted
(signed by player, parent, coach)
6. Medical Power-of-Attorney
7. Lettering policy
8. Coaching philosophy
9. Use of volunteer coaches (coach on EDC must be present at all practices/games)
10. Practice times and expectations of punctuality
11. Behavior expectations of players at practice, during games, off the court
12. Reasons for tardiness/missing practice – meeting with teacher, family matter, etc.
(communicate with coach well in advance)
13. Encourage parents to support their kids by attending games
(let the coach do the coaching, let the parent do the parenting)
14. What parents/players can expect from the coach
15. Practice attire, care of practice gear/game uniform
16. Proper nutrition and sleep
17. Travel to away games and expected expenses for billeting and meals
(standards of appearance)
18. Plan for required parent meeting before departure for Far East tournament
(to review expectations for all team members while attending the event)
19. other topics to be covered

Parent Meeting Before Departure for Far East Event

In addition to a review of the above, the below topics should be covered:

- A. Behavior expectations during the Far East event
- B. Clothes to pack, in addition to uniforms, warm-ups, shoes, etc.
- C. Approximate amount of money to take
- D. Review of "Code-of-Conduct" and consequences for those who violate
- E. Find out any special needs or health concerns players may have
- F. Other important topics

DoDEA Pacific Athletic Code of Conduct (side 1, side 2 on reverse side)

Participation in high school athletics is a privilege extended to students who agree to abide by the standard rules of conduct governing the program. Participants are expected to maintain the highest standards. All host school and 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).

1. Possession or use of drugs, alcohol, or tobacco products
2. Possession or use of weapons
3. Abusive, vulgar language or behavior
4. Fighting and other physical, violent acts
5. Criminal misconduct, theft, vandalism, etc
6. Sexual misconduct
7. Misuse of government equipment/facilities; misuse of the possessions of other participants
8. Personal attire/dress that is non-compliant with host school the installation dress code.
Violation of any installation regulations and host nation requirements
9. Travel in non-approved vehicles (friends and/or students from other schools)
10. Unauthorized absence from designated locations (i.e., billeting, activity, or during travel), including curfew violations. Participants may only depart the company of the traveling group with specific written permission from the parents that identify a responsible adult to accompany their child.

Failure to uphold expected standards of behavior may result in suspension from the team.

A student found in violation of the "Code of Conduct," suspended for any remaining part of the event and/or sent home early will not be authorized to participate in Far East events for one calendar year.

Parents or guardians will be responsible for any additional fees resulting in an early return for disciplinary reasons.

I have read and agree to abide by the above behavior code of conduct.

(Student Name)

(Signature of Student AND DATE)

(Parent or Guardian)

(Signature of Parent or Guardian AND DATE)

(Coach or Sponsor)

(Signature of Coach or Sponsor AND DATE)

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

attachment A

(when reproduced, ensure both sides of this form are included)

Regarding withdrawal of participant from a Far East for unauthorized reasons

After team members have been selected to participate in Far East events, parents are responsible for any expenses associated for withdrawing their child from competition for unjustifiable reasons. These expenses are associated mainly with the purchase of airline tickets by DoDEA Pacific but may involve any other payments that have been made for the student that cannot be reimbursed. This also involves cancellation fees that come with changing airline tickets after the last date allowable.

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

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

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

1. Removing the student for disciplinary reasons
2. Removal due to the student not performing up to an acceptable academic level in school

National Federation of High School Coaches
Code of Ethics

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

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

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

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

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

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

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

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

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

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

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

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

(Coach, Sponsor, or Chaperone)

(Signature AND DATE)

(Principal)

(Signature AND DATE)

attachment B

Chaperone Rules and Responsibilities at Far East Activities

- The chaperone must have signed the “Code of Ethics.” 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 any way 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 avoid the use of alcohol while supervising athletes, during the regular season and at Far East events; supervisory time is 24 hours/day. He/she will avoid the use of any tobacco products while in contact with students.
- The 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)

(Chaperone Signature / Date)

(Principal Name)

(Principal Signature / Date)

attachment C

Competition With Participants Older Than 19 Years

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

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

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

Student Name

Student Signature

Sponsor Name

Sponsor Signature

Event / Sport

School Year

attachment D

E2. ENCLOSURE 2SCHOOL VOLUNTEER APPLICATION

SCHOOL VOLUNTEER APPLICATION	
PRIVACY ACT STATEMENT	
AUTHORITY: Section 113 of title 10 (Secretary of Defense), section 13041 of title 42 USC 13041 (Crime Control Act of 1990), and section 552a of title 5 (Privacy Act) of the United States Code, and E.O 9397 (SSN) authorize the collection of this information.	
PRINCIPAL PURPOSE: To obtain information to determine applicant suitability for acceptance as a DoDEA volunteer.	
ROUTINE USE: Disclosures of the Social Security Number and other personal information within the Department of Defense are authorized upon a demonstrated "need to know" to perform an official duty, including, but not limited to: (1) DoD attorneys rendering advice and assistance, and (2) DoD law enforcement or security activities concerning a law enforcement or security investigation. Other routine disclosures of relevant and necessary information are authorized to agencies outside of the DoD by DoDEA and DoD Privacy Act Systems Notices, and by government-wide systems notices which may be found at http://www.defenselink.mil/Privacy/notices/osd/ .	
Instruction: Provide complete information. Only completed applications can be considered.	
NAME:	SSN:
SPONSOR'S NAME:	SSN:
MAILING ADDRESS:	HOUSE ADDRESS:
Home telephone: (Area code first)	Duty telephone: (Area code first)
Facsimile number: (Area code first)	Email Address: -
List the school(s) where you are applying as a volunteer:	
1.	
2.	
3.	
Check all services for which you are interested in volunteering:	
<input type="checkbox"/> Classroom Activities	<input type="checkbox"/> Field Trips (Overnight)
<input type="checkbox"/> Lunchroom Monitor	<input type="checkbox"/> Extracurricular Activities
<input type="checkbox"/> Bus Monitor	<input type="checkbox"/> Athletic Coaching
<input type="checkbox"/> Playground Supervision	<input type="checkbox"/> Chaperone for Student Field Trips
<input type="checkbox"/> Library Media Center	<input type="checkbox"/> Tutoring
<input type="checkbox"/> Field Trips (Day)	
<input type="checkbox"/> Other (Please specify all others)	
Complete the following questionnaire (next page). If you answer yes, provide information requested in the space provided. If additional space is needed to answer a question, use a blank piece of paper with your name and SSN noted at the top of the page.	

DoDEA Form 4700.3-FI, May 2006

DoDEA AI 4700.3

E2. ENCLOSURE 2
SCHOOL VOLUNTEER APPLICATION

Question	YES	NO
1. Do you have a child/children in the school(s) where you wish to volunteer?		
What grade level(s)?		
2. Do you have experience as a school volunteer?		
Describe your past experiences.		
3. Have you ever been removed from a school volunteer position?		
Describe the circumstances.		
4. Can you provide a character reference?		
Give the name and telephone number.		
5. Have you ever been arrested for, charged with, or convicted of a crime involving a child?		
If "Yes," state the disposition of the arrest charge.		
6. Have you ever been asked to resign from a job because of, or been decertified for a sexual offense?		
Describe the circumstances.		
<u>Pre-Selection Agreement</u>		
If selected for a school volunteer position, I agree to immediately notify the Principal of the school of any subsequent adverse information regarding myself that would indicate poor judgment, unreliability, or untrustworthiness in working with children.		
<u>Certification that My Answers Are True</u>		
My statements on this form, and any attachments to it, are true, and correct to the best of my knowledge and belief and are made in good faith. I understand that a knowing and willful false statement on this form may result in denial of selection for or termination of volunteer services, and possible law enforcement referral as appropriate.		
_____ Signature		_____ Date



Job Description / Duties for Volunteer Coaches

DoDEA-Pacific and _____ High School appreciate your interest in becoming a volunteer
(name of high school)

coach of our high school _____ team. If you agree to the duties described and requirements
(name of sport / team)
listed below, please sign and return to the school principal the Gratuitous Service Agreement.
(reverse side of this page)

Thank you for helping our students.

Qualifications:

- Possesses a working knowledge of all aspects of the sport

Personal:

- Demonstrates an interest in and an aptitude for performing the tasks listed.
- Conducts her/himself and the team in an ethical manner during practices and games.
- Always displays good sportsmanship, losing or winning Adopts philosophy "Athletes First; Winning Second"
- Maintains poise and self-control at all times, especially at games
- Teaches the team to play fairly
- Is a good host to the visiting team, coach, and spectators
- Permits officials to control the game, the teacher sponsor to control members of the team
- Respects officials' judgment and rules interpretation. If interpretation appeal is necessary, follows appropriate procedures
- Educates players on bench to fact it is unsportsmanlike to direct intimidating remarks or gestures toward officials, opponents, or fans.
- Promotes crowd to be polite, courteous, and fair to visiting team
- Publicly shakes hands with officials and opposing coach(es) before and after game, and has student-athletes follow similar procedures
- Does not smoke in presence of students. Does not drink alcohol during day before a home game, or any time while traveling with team departure time until after the team returns home.
- Reports immediately to a school administrator any inappropriate student conduct
- Supports and enforces all school policies, procedures, and regulations. Requests from a school administrator any possible new or changes/revisions to school policy.

Duties:

- Instructs the players concerning rules and rule changes, teaches technical and tactical skills, and innovative ideas and techniques that the coach knows/has learned.
- Emphasizes safety precautions and is aware of best training and injury procedures
- Makes sure that building regulations are understood by the students and enforced
- Ensures team member are familiar with the care and maintenance of all facilities used
- Recommends to teacher sponsor about equipment that needs to be purchased or repaired

NOTE: teacher/sponsor is "Person in Charge of the Team," and is responsible for:

- ✓ attending all practices and games
- ✓ all student discipline and supervision of students on team
- ✓ ensuring that members of team are eligible according to DoDEA-Pacific policy
- ✓ arranging for use of facilities, for practice and home games
- ✓ scheduling practices
- ✓ informing parents of dates/times for practices and games
- ✓ publicity of games
- ✓ coordination of team as part of school Pep Assembly
- ✓ arranging for awards presentations/program for sport
- ✓ ensuring that uniforms and equipment are returned.

DoDEA-Pacific Job Description/Duties for Volunteer Coaches Agreement

I, _____ agree that I am performing gratuitously the duties of "volunteer coach"
(name of volunteer)

at _____ high school.
(name of school)

I waive claims for any compensation for my services in this capacity, in part or whole.

Upon signing this agreement, I will abide by all duties and requirements set forth in
"DoDEA-Pacific Job Description / Duties for Volunteer Coaches."

I also understand the duties listed are not necessarily complete, and will ensure my role as a volunteer coach must include nothing less than the best of sportsmanship at all times, and being a role model for every student-athlete not only for the team I am assisting but also for all opposing teams.

High School Athletic Team _____

Volunteer Printed Name _____

Volunteer Signature _____ date: _____

FAQs – Frequently Asked Questions – 2012-2113 PAIAP Manual

“FAQ” refers to “Frequently Asked Questions.” While some of the FAQs listed below are really not “frequently asked” they do serve to explain some policies from the PAIAP Manual.

ELIGIBILITY

1. We have a student who turns 19 on 28 July, this is his 4th year of high school and she is on track to graduate in June. Can she participate in sports this SY, her senior year?
DoDEA Pacific policy states a student must turn 19 on/after 1 August of the current SY to be eligible to participate in school sports. This policy is the same as in DoDEA Europe. She cannot participate in extra-curricular sports in DoDEA Pacific high schools.
2. A few students have signed up to try out for wrestling but they are academically ineligible. Are they permitted to try out?
PAIAP policy states student-athletes can practice but not play in games. Using this wording these ineligible students may try out and train with the team but cannot participate in any matches until they become academically eligible.
3. We have a couple football players academically ineligible and cannot participate in this Friday’s football game. Are they allowed to ride the bus but not dress out for the game?
Academically ineligible student-athletes cannot ride the bus or travel with the team. If they travel to the game on their own they must sit in the stands; they cannot be on/near their team bench during the game.
4. Our soccer team is having try-outs soon. Some student-athletes do not have their physical but have appointments scheduled at the clinic. Is it safe to assume they can try out?
No. Student-athletes trying out for an athletic team must have a current physical exam on file at the school. There are no exceptions to this.
5. We have our first basketball game scheduled on the Saturday after Thanksgiving. My understanding is that student-athletes must have 10 practices in the sport before their first game. Several of my players will not have 10 practices with the basketball team but all played on the football team or ran on the cross country team. Can they play in our first game?
Yes, as long as 10 days have not passed in between their fall season and the day they began basketball practice. Any students having not participated in a fall sport and participating on the basketball team must have 10 practices in before they compete in any game.
6. To ensure our volleyball team has 10 practices in before our first game, I have scheduled 2 practices each day on Monday and Tuesday before teachers report to work. See any problem with this?
Yes, this is not permitted. Teams can have 2 practices per day but for counting purposes 1 calendar day can count as only 1 practice day.
7. We have a student at our school who participates on a host nation soccer team. He would like to miss a few practices on our DoDEA Pacific team to participate on this team. Can this be permitted?
No. Participating on a host nation soccer team is permitted as long as the student-athlete does not miss any practices or games for his DoDEA Pacific team to participate on the host nation team.
8. We have 7th and 8th graders practicing with our high school tennis team. Why can’t they compete against other high schools in our matches?
Middle school students (only 7th/8th graders) can practice with high school teams in tennis, cross country, wrestling, golf, and track. If middle school competition is scheduled in conjunction with high school competition they are permitted to compete against only middle school students.
9. A golfer on our HS team was ill this morning and came to school only for the afternoon. Is he permitted to play in our match this afternoon?
A student-athlete must attend a full day of school to participate in after school practices or games. High School principals are permitted to make exceptions.

10. A student-athlete enrolled at our HS beginning with the 2nd semester, late January. Is he permitted to join our wrestling for the remainder of the season and also at Far East?
The PAIAP Manual states any additions to athletic teams after the first month of the season must be approved by the school principal, in consultation with the District Superintendent and the PAO Athletics Coordinator. Careful consideration must be given in situations such as this, with as much as 10 weeks of the basketball season being completed and 3 weeks remaining until participation in the Far East tournament.
11. A special needs student has asked to be the manager for our football team but cannot pass the physical exam required to do this. What alternatives are there?
All participants on athletic teams, to include team managers, are required to have physicals on file at the school. The doctor providing this student's physical exam could approve his participation on the team as a manager and list any physical limitations.
12. We just moved to DoDEA Pacific and plan to home-school our daughter. We would like for her to participate in HS activities, especially cross country and track. Is this permitted?
Yes. She must meet all eligibility requirements and have a current physical on file at the school in which she is participating.
13. At our high school, teachers are provided a list of students academically ineligible for the week, yet I see students from this list playing in games on the weekend. Information received states that grades are being changed on Wednesday or later, after students are turning in their assigned school work. Is this permitted?
Students should understand all assignments and tests should be completed on time in order to maintain their eligibility, regardless if they are in school or not. Some schools have computer programs which allow students to turn in assignments on-line and also to arrange for make-up work, to include any tests. Schools should establish a policy regarding make-up work and academic eligibility, and ensure it is included in their school handbook.
14. When are eligibility checks for participation in Far East events? How about for regular season competition?
The 3rd Tuesday before departure is the eligibility checks for all Far East events occurring in November. For winter Far East events, 2nd quarter grades are used. For spring Far East events, 3rd quarter grades are used. Both of these grade check dates are at, or near, the 3rd Tuesday before departure for the Far East events.
15. We have been invited to participate in another district's basketball tournament. Is this permitted?
No. Only schools within a district are authorized to participate in their district or post-season tournament.

COACHING

16. We have a teacher new to our school who signed the EDC to coach the HS volleyball team. It is understood she must take some "coach certification" courses. How does she go about obtaining these courses?
All EDCs should have wording that states the coach must complete the 2 NFHS "coach certification" courses before being paid for the EDC. The 2 courses are "Fundamentals of Coaching" and "First Aid for Coaches." Both are paid for by DoDEA Pacific. Athletic directors should provide the names of coaches to the PAO Athletics Coordinator who have signed an EDC but have yet to take the courses. Courses will be assigned to each of these coaches. They have until the end of the current SY to complete them. It must be emphasized that payment of the EDC cannot be made until after completion of both courses.
17. Our basketball coach was ejected from the basketball game last Saturday. What consequences will occur because of this?
Coaches who are ejected from games must sit out the next regularly scheduled game. This means the coach is not permitted in gym during the game, regardless if a home or away game. School administration should meet with the ejected coach to address the issue.
18. A baseball player was ejected from the last game he played in at the Far East baseball tournament. This was in the spring of the previous SY. When does he sit out his game for being suspended?
A student-athlete unable to complete a suspension during the sports season of the ejection will sit out the first game of the student's next season of participation, in any sport.
19. I plan to scout a future football opponent by videotaping their next game. Are there any rules I should be aware of before doing this?
Yes, this is not permitted unless permission is granted in writing by both coaches at least 48 hours before the game.

20. I coach at a small school and have 16 total basketball players. Our school would like to have a varsity and a junior varsity team. Are there any rules I need to be aware of?
Yes. If a varsity game and junior varsity game are scheduled on the same day, or each have games on consecutive days, a player may participate in a maximum of 5 combined quarters. One quarter of participation is counted regardless of the amount of time played in the quarter, whether it be as little as 30 seconds or the complete quarter.
21. During a weekend basketball tournament our school is hosting we would like to have a “Slam Dunk” contest, it will add excitement to the event. Is this OK?
No. “Slam Dunk” contests are not permitted at any time during a DoDEA Pacific basketball event. DoDEA Pacific athletes are not permitted to enter any “Slam Dunk” contest associated with events sponsored by organizations or schools not associated with DoDEA.
22. Our school’s volleyball team will be participating in the Far East volleyball tournament, I am the coach. We have raised money this season to help pay for a rental van. There are blocks of time during the tournament I would like to transport the team either back to billeting or to the food court. Is this OK?
DoDEA Pacific provides adequate transportation to/from the airport and during all Far East events, for all team participants - to include the coach, chaperone, and players. Coaches, sponsors, and chaperones are not authorized to rent a vehicle, and authorization for a rental vehicle should NOT be indicated in their orders. In addition, coaches, sponsors, and chaperones are not authorized to use or borrow vehicles at the site of the Far East event to transport any student-participants. This is potentially a liability issue. If an accident was to occur with such vehicle and a players were injured, the coach, the school, DoDEA Pacific, etc would be held liable.
23. A former college player has volunteered to assist with the high school tennis team. What is necessary for her to begin helping with the team?
Any volunteer assistant coach must fill out the necessary paperwork (in PAIAP Manual) before having any interaction with the team. After successful completion of the required steps she may begin assisting with the team.
24. As Athletic Director of our high school all names of coaches requiring the coach certification courses are provided to the Pacific Athletics Coordinator. The two courses were provided to a coach at our school (last year). He did not complete either. Can this person coach in DoDEA Pacific this school year?
The coach not completing the 2 courses should not have been paid for last years EDC. Also, this individual should not be permitted to sign any EDCs for the present school year, until after proof that both courses have been completed and the certificate of completion has been sent to the Area Athletics Coordinator.
25. We are preparing to travel to the Far East basketball tournament. My understanding is that I am authorized a chaperone and a volunteer assistant coach. Do I have this correct?
Both the chaperone and the volunteer coach must have completed the “Volunteer” paperwork. The chaperone is authorized orders while the “Volunteer” assistant cannot have anything paid for by DoD; everything must be at the volunteer’s own expense. The “volunteer” assistant coach must have all completed paperwork on file at the school and must have been with the team from the beginning of the season.
26. We have a football volunteer coach. Is he required to complete the 2 “Coach Certification” courses?
No. He is only required to have completed all necessary “volunteer coach” paperwork. Only those having signed an EDC are required to have completed these 2 courses.
27. Our baseball coach will not be able to work with the team for one full week, he is going TDY. He has suggested an individual not on staff as his replacement during his absence. Is this OK?
A certified coach should be used as a substitute when the head coach cannot attend practices and/or games. During absences such as this, the coach and/or the administration of the school should seek out coach-certified staff members to fill in during the head coach’s absence. If this is not possible, and only for emergency or short-term situations, a non-certified staff member can be used. When a coach knows of an impending absence from the team, as much advance notice should be provided to ensure the team is being coached and supervised by certified individuals.
28. I will be the softball coach at our school. The 2 coach cert courses have been completed. The school I came from required all coaches to have a First Aid certificate issued by the Red Cross and to be certified in CPR. Do I need these?
Yes. DoDEA Regulation 2720.1 (First Aid/Emergency Care) states the superintendent shall provide financial support for materials needed to certify the staff in First Aid and CPR; the school principal shall ensure designated staff members hold current certification in First Aid and CPR. “Designated staff members” are, but limited to, all DoDEA Pacific coaches on EDCs.

FAR EAST EVENTS and GAMES

29. We have 12 members on our volleyball team but have been told we can only take 10 to the Far East tournament. Can DoDEA pay for the 10 players and the team pay for the extra 2? They would not dress out, but I hate to see them miss out on the tournament after being on the team all season.
No. Only 10 players are authorized to travel with the team for volleyball, along with 1 coach and 1 chaperone. All 12 must be on orders to be able to be provided with billeting and also authorized transportation to/from the airport and during the event.
30. What happens to a wrestler who is ineligible on the check date (3rd Tuesday before departure) but becomes eligible the week before the tournament? Also, we are traveling to the tournament by bus so airline tickets do not have to be purchased.
Eligibility for participation in Far East events will occur on designated eligibility check dates. For fall events this is the 3rd Tuesday before departure for the event; for winter events, 2nd quarter grades are used; for spring events, 3rd quarter grades are used. Regardless if your team is flying or not, the 3rd Tuesday is the date to determine if a student-athlete is eligible to participate in the event. After this date students not only cannot become eligible, they cannot become ineligible – if already eligible.
31. Our school is hosting Far East soccer this spring. The only applicant for the event director's position is the soccer coach. Can she be designated at the Far East tournament director for this event?
The event director and the coach of a team in the tournament have their own responsibilities during the event. Several times these responsibilities may overlap. The school should select an event director who is not coaching a team in the event. This does not preclude the participating coach from assisting the event director in an "as needs" basis.
32. Our basketball team would like to play a local national team. How do I go about getting this game scheduled?
Scheduling games against local teams would be a great experience for your basketball team. Go through your admin and AD for approval and to assist with these games. Ensure you speak with local nationals on your staff to prepare you for hosting these games or what to expect when traveling to their campus for the game.
33. Our basketball team is having difficulty getting in 10 practices before our first scheduled game. Are exceptions permitted? Can we have 2 practices per day in order to meet the 10-practice minimum?
Athletes competing in a sport immediately preceding basketball season are exempt from the 10-practice rule as long as long as 10 calendar days have not elapsed between seasons. In order to meet the 10 practice rule, each calendar day will count only as one practice.
34. When can our coaches have their camps? Our football and basketball coaches continue to ask.
Athletic camps, regardless of the sport, can be held only after the completion of the spring sports season. This is after the week of Far East events in May. Some things to keep in mind –
(a) Although helmets and pads may be worn during a football camp, person-to-person contact drills are not permitted.
(b) All student-athletes must have a current physical on file at the school, to include 8th graders
(c) No students younger than 8th grade (currently) may participate.
(d) Coaches should keep in mind this is near the end of the SY. Students may need time to prepare for exams, finish projects, etc. – especially if they have just finished a spring sport.
35. There is a Far East tournament in volleyball for girls. We have boys' volleyball at our school – why can't we have a boys' Far East volleyball tournament?
It would not be wise at this time to schedule a Far East tournament with only 4 DoDEA Pacific high schools having boys' volleyball teams. We would encourage the 2 districts sponsoring boys' volleyball to continue with their district tournaments.
36. What is the number of student-athletes that are authorized to participate at the Far East track meet?
Each school DoDEA Pacific sets qualifying standards for participation in the Far East track/field event. Each DoDEA Pacific high school can enter 4 boys and 4 girls in the Far East track meet, regardless if they have met the qualifying standards or not. Teams are authorized a maximum of 10 boys and 10 girls to participate at Far East. If a team takes over 4 athletes (boys or girls) to Far East, then all athletes must have met the qualifying standard in order to participate. This includes the 4 minimum athletes (boys or girls) that schools are permitted to take the event.

