

FAR EAST ACTIVITIES COUNCIL

MANUAL



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A. FAR EAST ACTIVITIES COUNCIL

1. Introduction

The DoDEA Pacific 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 DoDEA Pacific Director created the Far East Activities Council (FEAC) to coordinate these activities.

2. 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.

3. 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.

4. Objectives

The Far East Activities Council (FEAC) will:

- (a) develop an annual school year activity schedule;
- (b) solicit input from administration, teachers, and staff regarding Far East Activities;
- (c) consider the impact of events on host school, visiting schools, and communities;
- (d) discuss feasibility of funding for existing and proposed Far East events;
- (e) forward concerns and recommendations to the DoDEA Pacific Director;
- (f) review and revise the FEAC Manual and PAIAP Manual.

A final authorized list of events and tournaments will be published and disseminated by the DoDEA Pacific Director's Office prior to the end of the current school year.

5. 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.

6. Membership

FEAC membership includes the DoDEA Pacific *Athletics Coordinator*, the DoDEA Pacific *Activities Coordinator*, a district superintendent (or designee), school administrators, and sponsors representing athletics and activities. The DoDEA Pacific 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 Activities 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

SY	Japan	Korea	Okinawa	Guam	SUPs
03-04	Admin Rep	Admin Rep	Admin Rep	TBA	TBA
	Coach Rep	Coach Rep	Coach Rep		
	Sponsor Rep	Sponsor Rep	Sponsor Rep		
04-05	Admin Rep (returnee)	NA	Admin Rep (returnee)	TBA	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	TBA	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	TBA	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)	TBA	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)	TBA	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	TBA	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	TBA	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)	TBA	TBA
	Coach Rep (returnee)	Coach Rep (returnee)	NA		
	Sponsor Rep (TBA)	Sponsor Rep (TBA)	Sponsor Rep (TBA)		

8. Frequency of Meetings

Beginning with SY '09-'10, FEAC will meet once in the spring. Regular communication will occur between the *Athletics Coordinator* and *Activities Coordinator*, and the FEAC members.

B. COUNCIL PROCEDURES

1. 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.

2. Operations

- (a) Operational guidelines for Far East Activities differ for each activity.
- (b) Official rules and regulations for athletic events are available.
- (c) Standard Operating Procedures (*beginning on page 6 of this manual*) developed by the DoDEA Pacific Director's Office, provide guidance for Far East events and assist the event director in planning and organizing the event.
- (d) The DoDEA Pacific *Athletics Coordinator* or *Activities Coordinator* will coordinate with the host schools to implement the SOP.

3. Monitoring

The DoDEA Pacific *Athletics Coordinator* and *Activities Coordinator* will monitor Far East events. 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 FEAC guidelines.

4. Invitation

Far East Activities 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 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.

5. DoDEA Only Events

Tennis, cross country, wrestling, football, & all non-athletic Far East events are DoDEA events only.

6. Invitation Priority

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

Note on junior varsity teams: junior varsity teams are not authorized participation in Far East events. If there is any reason for a junior varsity team to participate, approval must come from the superintendent of the host district after consulting with the DoDEA Pacific *Athletics Coordinator*.

7. Authorized Participants and Sponsors

- (a) Students in grades 9-12 are authorized to participate in Far East events. 8th graders may participate in athletics but only under certain conditions, as outlined in the PAIAP Manual.
- (b) The Far East Activities Council will state the maximum number of students and sponsors for each Far East Activity. Schools may send a reduced number of participants. Governing rules for each activity determine the minimum number of participants.
- (c) 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.
- (d) Two adults are authorized to travel to Far East events. Schools must send one employee as the 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-DoDEA employee as the adult chaperone. If a non-DoDEA individual cannot be secured, an additional DoDEA employee may travel as the adult chaperone but only with approval from the district superintendent, through the principal of the school making the request. The group sponsor must identify the chaperone to the school principal as far in advance as possible; the chaperone must be approved by the school principal. If the chaperone is not a DoDEA employee it is the responsibility of the sponsor and principal to ensure this person has a favorable background check.

- (e) Chaperones must be at least 21 years of age. Any exceptions must be approved by the District Superintendent, with the request coming from the principal of the school making the request.
- (f) The sponsor and the adult chaperone must sign the “Code of Ethics” (attach B, p 18). 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” (attach C, p 19). 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 primary sponsor/coach and chaperone must be identified on the *Power of Attorney* of each student participant.
- (g) Both the DoDEA 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 participating members of the school group.
- (h) 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.

8. 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.

<u>LARGE SCHOOL DIVISION</u>	<u>SMALL SCHOOL DIVISION</u>
Coed schools: 300 or more students (grades 9-12)	Coed schools: 299 or fewer students (grades 9-12)
Non-coed schools: 150 or more students	Non-coed schools: 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.*

- (a) Non-DoDEA 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. Large schools may only compete in the large schools division.
- (b) To determine the division in which a school will participate the following will be done:

The enrollment figure for each DoDEA Pacific 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.
- (c) 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 Athletics 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.

C STANDARD OPERATING PROCEDURES

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

1. 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. Consideration should be given to minimize costs incurred by participants in any Far East event.

2. Event Requirements

Host schools should ensure:

- (a) 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.
- (b) 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.
- (c) 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.
- (d) 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.
- (e) 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*.

3. Billeting Requirements

- (a) 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. 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.
- (b) 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 *Athletics Coordinator* or *Activities Coordinator*. Under no circumstances are schools allowed to secure their own billeting for any Far East event.

4. 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.

5. Transportation Requirements

- (a) The host school should ensure adequate transportation during the entirety of the event. This would include arranging ground transportation to/from the airport or train station or ferry

station and billeting. It would be reasonable to have participants walk to/from event activities and billeting, if within a reasonable distance and inclement weather would not create a problem.

- (b) School busses should be arranged if a base shuttle is not available.
- (c) DoDEA Pacific schools may not secure their own transportation during Far East events.

6. Optional Activities

- (a) 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 or 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.
- (b) The host school administration must be notified of the event schedule and any optional activities.

7. 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 DoDEA Pacific *Athletics Coordinator* or *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 Event directors will email the event format to the *Athletics Coordinator* or *Activities 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.

10 SCHOOL DAYS AFTER EVENT The AAR (After Action Report) must be submitted through the principal to the DoDEA Pacific *Athletics Coordinator* or *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 either the *Athletics Coordinator* or the *Activities Coordinator*.

8. Host School Invitation and Information Sheet

- (a) 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.
- (b) 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.
- (c) All participants will be in attendance at the opening and/or closing ceremonies.
- (d) 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.
- (e) 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.
- (f) A projected out-of-pocket expense for each participant should also be included in the information packet.

9. Entrance Fees

- (a) 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.
- (b) 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-DoDEA schools is a flat \$350 for participation.
- (c) 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.

10. 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:

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

11. 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.

12. 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).

- (a) 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.
- (b) The *Code of Ethics* must be signed by the coach or sponsor, the chaperone, and the principal.
- (c) 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.
- (d) The *Adult Chaperone Rules and Responsibilities* must be signed by the chaperone and the principal.
- (e) Signed copies of attachments A, B, and C should be kept in the main office.
- (f) 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.
- (g) 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 *Athletics Coordinator* and the *Activities Coordinator* must be notified of any exceptions.

13. Academic Eligibility (for participation in Far East events)

- (a) 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.
- (b) The grade check for academic eligibility is the second Tuesday that school is in session before departure for the Far East event. This date has been set in order for schools to secure air transportation to the event. Although the host school and some other schools may not have to secure air transportation it is understood this date applies to all schools.
- (c) The eligibility check the second Tuesday *that school is in session* before departure for the Far East 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.

14. 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.

D. GUIDELINES FOR FAR EAST OPERATIONS

1. Host School Responsibility

- (a) The *Athletics Coordinator* or *Activities Coordinator* gives final approval for the tournament or event format. Event directors must submit the format to the appropriate coordinator a minimum of 30 days before the event begins. The format will either be approved; or the Athletics or Activities Coordinator will work with the event director in making adjustments or modifications to the format.
- (b) 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 *Athletics Coordinator* or *Activities Coordinator* at least 30 days before the event.
- (c) 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.
- (d) 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*.”
- (e) 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 *Athletics Coordinator* or *Activities Coordinator* for review.
- (f) 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.
- (g) 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 Athletics Coordinator or Activities Coordinator.
- (h) At the conclusion of the event, and before teams depart, the “Event Evaluation” forms must be completed by all sponsors/coaches and turned in to the event director.

2. 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:

- (a) 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.
- (b) 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.
- (c) 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.
- (d) The threat conditions from the local and destination installations are verified.
- (e) Event directors should insure that coaches/sponsors accompanying groups to Far East events have been informed of their responsibility in the above items.
- (f) Sponsors and chaperones must have cell phones and the phone numbers of the event director and/or school personnel of the host school.

E. FAR EAST ACTIVITIES DESCRIPTIONS

a. Basketball

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

b. Cheerleading

The Cheerleading Clinic (10-student limit) was introduced in November 2000. A stateside professional Cheer Squad provides the instruction during this 5-day activity. Large and Small schools Far East champion teams are selected along with all Far East cheerleading squads.

c. 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. Team and individual recognition is given to small schools and large schools.

d. Drama

This February event (12-student limit) has schools participating for five days. The emphasis for this event is educational as opposed to competitive.

e. Football

Large Schools district teams will compete in semi-final games and championship game the first two weeks of the second quarter. Small Schools district teams from Korea and Japan will compete for the championship at the end of the first quarter.

f. Journalism

Schools (10-student limit) meet for presentations given by civilian and military journalism professionals. Awards are presented in yearbook, school newspaper, and photography.

g. JROTC (Junior Reserve Officer Training Corps)

This spring event (13-student limit) has cadets competing in marksmanship, drill, and physical fitness, with awards going to the top schools.

h. JSHS (Junior Science and Humanities Symposium)

This event is held in March at Tsukuba Science City. Presentations are given in original research projects and formal poster sessions. The event is supplemented with study trips to museums and science research facilities. Scholarships and awards are given to the top presenters.

i. 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 and represent.

j. Music Festival

Participants selected by submission of recorded discs. This entertaining week brings together the finest student musicians. The week is filled with rehearsals and culminates with a closing concert.

k. 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.

l. Tennis

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.

m. Volleyball

Girls teams (10-player limit) compete in two tournaments are held (small and large schools) with awards presented to the top teams and an all-tournament team.

n. Wrestling

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

Far East tennis, cross country, wrestling, and all non-athletic events are DoDEA Pacific only. Private and international schools may participate in volleyball, basketball, and soccer.

1. Rules and Regulations

The Standard Operating Procedure (SOP), as described on pages 6-9, will be used by the host school event director, participating coaches, sponsors, and chaperones. The SOP will be reviewed at the conclusion of the event. Recommendations will be made in the After Action Report for review by the Far East Activity Council.

Activity	Standardized Guidelines for Rules / Regulations
Volleyball	USA Volleyball, previously known as USVBA.
Cheerleading Clinic	National Federation of State High School Associations Rules (Spirit)
Football	National Federation of State High School Associations Rules
Basketball	National Federation of State High School Association 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 shared with the next host school.

* Please note that for FILA wrestling there are three exceptions. DoDEA Pacific 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

2. Mercy Rule Implementation

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

(a) Far East Football

The team leading by 30+ points will follow the below rules:

- (1) Non-starters will substitute for starting players.
- (2) Forward passes are restricted to behind the line of scrimmage passes (swing passes).
- (3) Limit of one designed handoff per snap.
- (4) The team leading cannot rush more than five players on any snap, and no blitzes.
- (5) If the team in the lead scores, only a PAT kick is permitted (no 2-point attempts).
- (6) If the 30-point differential is reached in the first half or 35 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.
- (7) When lead decreases to less than 20 points, the above restrictions will be lifted until the 30-point differential is reestablished.

(b) 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).

- (1) Non-starters will substitute for starting players.
- (2) Defensively: no pressing defenses.
- (3) Timekeeper will maintain a running clock. Game clock will be stopped for injury or if the team behind is awarded a timeout.

(c) Far East Soccer

Whenever a team achieves an 8 goal advantage the team in the lead will be required to substitute non-starters for starters.

3. Pool Play for Volleyball, Basketball, and Soccer Tournaments

- (a) Tournaments for volleyball, basketball, and soccer will utilize “pool play” before advancing to the elimination portion of the event. The number of pools is determined by the number of teams entered in the tournament. The difference in the number of teams in each pool shall not be more than one. Inter-pool play will not occur. The length of games may be adjusted in pool not having equal number of teams so as to make total playing time the same, or close to the same. (see FAQ #13, p 25)
- (b) If two or more teams are tied in the standings after conclusion of pool play, tie-breakers should be used to determine team placement in the elimination part of the tournament. See pages 22 and 23 for “Pool Play Tie-Breakers.”

F. AFTER ACTION REPORT - AAR

Event directors should submit an AAR to the host school principal within ten (10) school days of completion of the event, keeping in mind to include all pertinent and necessary information that will assist the following year's director in running the event.

- (1) 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 DoDEA Pacific Athletics Coordinator or Activities Coordinator.
- (2) 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.
- (3) The completed AAR will then be forwarded to the DoDEA Pacific Athletics Coordinator or Activities Coordinator. A courtesy copy of the AAR will be sent to the superintendent of the host district. The AAR should be submitted electronically; the event program should be mailed.
- (4) All evaluation forms, filled out by the school sponsors, are to be included in the AAR.
- (5) The "After Action Report" will include all of the following:
 - (a) **Information Packet**
 - Copy of the initial invitation letter and any pertinent information sent out after this
 - 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
 - Results/scores of all games/competition
 - Names 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

G 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" (page 17)

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" (page 18)

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. When seeing the word *coach* in the text of this document understand this would include the sponsor and chaperone. The signed forms will be kept in the main school office.

Attachment "C" (page 19)

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" (pages 20, 21)

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***.

Pool Play Tie-Breakers for Volleyball, Soccer, and Basketball

Information and details regarding the placement of teams, if a tie exists after completion of pool play, can be found on pages 22 and 23.

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.

Regardless which form is used, wording must appear on each medical POA stating if the participating student is taking any medication, either prescription or over-the-counter. Wording should also state whether the sponsor/coach is authorized to administer these medications.

Non-DoDEA schools participating in Far East events should be informed well in advance by the host school of the requirement to have medical POAs. The host school should be able to provide a POA form for these schools to use, if requested.

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.

Printed Student Name	Signature of Student	Date
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Printed Parent/Guardian Name	Signature of Parent/Guardian	Date
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Printed Coach/Sponsor Name	Signature of Coach/sponsor	Date
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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, sponsor, and chaperone will avoid the use of alcohol while supervising students.
The coach, sponsor, and chaperone will avoid the use of tobacco when 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.

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

Chaperone Signature

Date

Principal Name

Principal Signature

Date

Attachment C

FAR EAST EVALUATION for *ACTIVITIES*

Rate the following 1 – 3

3 = above standard

2 = at standard

1 = below standard

x = none or not observed

____ **Pre-Event Communication**

____ **Event Program**

____ **Activity Facility**

____ **Website**

____ **Awards (trophies, badges, medals)**

____ **Communication During Event**

____ **Transportation (to/from/during event)**

____ **Food Availability**

____ **Billeting**

____ **Opening Ceremony**

____ **Closing Ceremony**

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

Recommendations

ATTACHMENT D

FAR EAST EVALUATION for **ATHLETICS**

Rate the following 0 - 3

3 = above standard

2 = at standard

1 = below standard

x = none or not observed

____ Pre-Tournament Communication

____ Tournament Program

____ Playing Facilities

____ Billeting

____ Awards (trophies, badges, medals)

____ Communication During Tournament

____ Transportation (to/from/during tournament)

____ Food Availability

____ Website

____ Opening Ceremony

____ Closing Ceremony

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

Recommendations:

POOL PLAY TIE-BREAKER FOR VOLLEYBALL

If two or more teams are tied after completion of pool play the following will be used to determine position assignment:

1. The results of the match(es) between the tied teams, first on the won-loss record, and second on the point spread.
2. If still tied, a comparison of point differential for all the round-robin competition will be calculated. Point differential should be determined by subtracting the total points lost from the total points won. The highest plus or the lowest minus remainder will be considered the superior team for tie-breaking purposes.
3. If still tied, a coin toss will occur.

POOL PLAY TIE-BREAKER FOR SOCCER

Team standings will determined by accumulation of points awarded, as follows:

1. 6 points for a win
2. 3 points for a tie
3. 0 points for a loss

A point will be awarded for each goal up to 3 goals and a point will be awarded for a shutout. A forfeit win will result in 10 points for the winning team (scored 3-0).

If 2 or more teams accumulate an equal number of points in pool play, the following will be used to determine placement:

1. Winner in head-to-head competition; if still tied then ...
2. Highest goal difference (goals scored minus goals given up) with a maximum of 3 goals difference per game; if still tied then ...
3. Total goals allowed; if still tied then ...
4. A coin flip or blind draw will occur.

POOL PLAY TIE-BREAKER FOR BASKETBALL

If two or more teams are tied after completions of pool play in the following will be used to determine position assignment:

1. If a tie exists with two teams, the result of the game played involving the two teams will be used to determine position assignment.
2. If a tie exists involving 3 teams or more, "Goal Average" will be used to determine position assignment.
3. Goal Average: for each team tied take the number of points scored and divide by the points given up, for the games played between the teams tied.
4. Three teams are tied after pool play with 2-1 records. Team A scored 95 points and gave up 104, Team B scored 119 points and gave up 108, and Team C scored 120 points and gave up 122 points. For placement purposes the 3 tied teams are seeded as follows:

#1 seed is Team B	Goal Average of	1.109	(119 / 108)
#2 seed is Team C	Goal Average of	0.984	(120 / 122)
#3 seed is Team A	Goal Average of	0.913	(95 / 104)

5. If 2 teams are tied after figuring "Goal Average" the higher seed is the winner of the game played between the 2 teams.
6. If 3 teams are tied after figuring "Goal Average" then the scores for all games played in pool play are used to determine a new "Goal Average."
7. If 3 teams remain tied using "Goal Average" for all pool play games, then seeding will be by points scored, most points scored is #1 seed and so on.
8. In the (very peculiar) instance of all 3 teams still tied, a coin flip or blind draw will occur.

FREQUENTLY ASKED QUESTIONS (FAQs)

FAR EAST EVENTS – ELIGIBILITY AND PARTICIPATION

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?
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. Why can't we have all twelve players on my basketball team attend the tournament? We are willing to pay for their expenses.
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.
3. 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?
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.
4. 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?
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.
5. 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?
Yes, she is allowed to be in the school play but she cannot attend the Drama Festival.
6. 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?
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 3rd quarter. This is the second school week before departure for the event.
7. 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.
8. We have a unit school, grades 7-12. Our music classes have students from all grades enrolled. I would like to take an 8th grade student to participate in the Far East Music Festival. Is this possible?
No, only students currently enrolled as a student in grades 9-12 may participate in Far East events. The only exception is JSHS (Junior Science and Humanities Symposium).

9. We had 25 on our football roster for the (Large Schools) semi-final game. During the game two of our players received injuries and (most likely) will not be able to play in the championship game. Can we add two players to our roster to replace the two injured players?

No. It would be difficult to secure orders and obtain airline tickets for any replacement players. The 25 players dressing out for the semi-final game are the only players eligible to dress out for the championship game or the game for 3rd and 4th place. In fairness to all this also applies to the host school, even though orders and tickets would not apply.

FAR EAST ACTIVITIES COUNCIL

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

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.

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

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.

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

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.

ODDS and ENDS

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

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.

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

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.

15. I’m directing a basketball tournament and we have nine total teams. For the pools we have one pool with 5 teams and the other pool with 4. I’m anticipating some complaints from the teams in the pool with 5 teams; they will have to play 4 games in pool play while the other pool only plays 3 games. What can I do to make it fair regarding this?

Have the pool with 4 teams play 8-minute quarters. Have the pool with 5 teams play 6-minute quarters. This would have teams in both pools playing 96 total minutes in pool play. Of course, this does not take into consideration any overtime games.

