

dodea europe

**INTERSCHOLASTIC  
ATHLETICS  
PROGRAM MANUAL**

Updated August 2019

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# **DoDEA-EUROPE MANUAL 2740.2**

## **INTERSCHOLASTIC ATHLETIC PROGRAM**

### **A. Overview**

#### **Purpose**

This manual standardizes the implementation of the Department of Defense Dependents Schools-Europe Interscholastic Athletic Program (E-IAP) in accordance with DoDEA Regulation 2740.1. The policies and procedures contained in this manual supersede all policies and procedures previously issued.

The guidance and the expectations contained in this manual apply to all DoDEA-E schools and International schools participating in the E-IAP. The policies referenced in this manual have precedence over all district or school policies and may not be superseded.

#### **Mission**

Athletics play a major role in the lives of many stakeholders within DoDEA-E schools who participate as players, coaches, officials, and spectators. DoDEA-E offers a well-administered athletic program that is an integral part of the total school curriculum enhancing the well-being of each participant. Participation in the DoDEA-E athletic program is a privilege and not a right and therefore DoDEA-E makes every effort to offer the opportunity for participation.

This includes students with a disability or who has a record of disability, shall not be excluded from participating in, or be denied the benefits of a DoDEA-Europe education program or activity. Students with disabilities will be provided equal opportunities to participate in school programs and activities in accordance with Federal law and DoDEA policy.

A student athlete engages in challenging learning opportunities both on and off the playing field, with responsible and productive citizenship a requisite part of sports participation. These valuable educational experiences directly complement classroom academic performance. They are also viewed as very important in the total preparation of every DoDEA-E student to be a productive citizen in the 21st Century.

#### **References**

- a) DoDEA Regulation 2740.1, "Interscholastic Athletic Program," July 2010
- b) DoDEA Regulation 2051.1, "Disciplinary Rules and Procedures," March 23, 2012
- c) DoDEA Manual 1005.1, "Administrators' Guide," October 2007
- d) DoDEA Manual 2051.1, "Students Responsibilities and Privileges," March 23, 2012
- e) DoDEA-E Manual 2942.0, "School Health Services Guide," March 2004
- f) DoD Manual 1342.6-M, "Administrative and Logistic Responsibilities for DoD Dependents Schools," August 1995

g) United States European Command Instruction 1305.01, “Overseas Dependents Education in USEUCOM,” 1 March 2012

## **Definitions:**

Terms used in this guidance are defined in [Enclosure \(1\)](#)

## **B. Responsibilities**

### **1. European Athletic Council (EAC)**

The EAC serves as a recommending body to the Director of Student Excellence on all athletic policy matters.

- Membership: To be determined by Director, DoDEA-E.
- Issues brought to the attention of the EAC must be endorsed by the requesting schools’ principal.
- Meetings: Meetings will be held at the minimum of once every school year or when necessary at the direction of the Director, DoDEA-Europe.

### **2. The Director of Student Excellence, DoDEA-Europe (DSE) shall:**

- Identify authorized IAP activities
- Define eligibility rules for student athletes
- Define standards for physical examinations and emergency medical care
- Establish guidance regarding event scheduling, practice, and travel
- Ensure the administration of the IAP at each organizational level within the Region is in accordance with this Regulation and established Region guidance
- Exercise final authority on all matters relating to the IAP

### **3. The DoDEA-E Regional Athletic Administrator (RAA) shall:**

- Ensure compliance with the DoDEA-E IAP and provide guidance where necessary
- Chair the DoDEA-Europe Athletic Council (EAC)
- Issue guidance regarding practices, contests, and safety standards
- Organize pre-season meeting/training of Athletic Directors and Coaches
- Develop IAP schedules for regular and post-season
- Review, in conjunction with the EAC, requests for waivers or exceptions to the IAP and forward written recommendations to the Director (DSE), DoDEA-E
- Receive all ejection reports and appeals and complete an investigation with the appropriate officials’ organization.
- Develop budget and coordinate travel for all post-season championships.
- Manage all post-season events.
- Contract officials for schools as appropriate.
- Develop and manage athletic budget.
- Coordinate purchase and maintenance of athletic equipment with schools.
- Review all AIRS/SIRS relating to the athletic program.
- Communicate and correspond with school athletic directors on all athletic matters.

- Develop, publish, and revise guidelines for the administration of each sport and activity consistent with Region-wide IAP needs.
- Provide oversight and funding for coach certification requirements

**4. The District Superintendent (DSO) is responsible for ensuring equitable application of the IAP throughout the district.**

- Each DSO will establish a five-year purchasing plan for uniforms and equipment for all sports under the IAP.
- The DSO will be responsible to provide funding in accordance with the five-year plan.
- The DSO will provide travel orders for coaches for regular season and post-season events.
- Substitute days for coaches are provided by the DSO using the appropriate sub code.
- The DSO will notify the Regional office immediately when athletic issues are brought to their attention.
- Responsible for providing funding for travel to all regular season competitions.

**5. The Principal (PRI) shall:**

- Ensure compliance with the DoDEA-E IAP
- Serve as liaison along with the AD between Medical Treatment Commander and school to provide required medical support and ensure that contests requiring medical coverage do not begin until medical coverage is on site.
- Designate an athletic director who will coordinate the athletic program at the local level.
- Ensure supervision at all interscholastic events (scrimmages and games) by a DoDEA-E administrator or designee
- Oversee departure of teams, or their designee, to insure that all bus requirements are met.
- Provide guidance to the designated athletic director with regard to all athletic matters.
- Conduct a pre-season coaches' meeting in conjunction with the Athletic Director for all members of the coaching staff (DoDEA personnel and volunteers) for each sport season.
- In conjunction with the athletic director, conduct mandatory pre-season meetings to communicate expectations related to the IAP with athletes and parents.
- Make every effort to hire the most qualified coach following the EDC hiring procedures.
- Designate an individual to be responsible for monitoring academic eligibility for athletes.
- Designate individual to create trips in the Risk Assessment Planner (AETS)
- Ensure coaches are issued travel orders where appropriate and verify travel vouchers.
- Create an athletic review board when an athlete desires to appeal removal from the team, lettering issues or any other non-disciplinary concern.

1. The review board will consist of the following members, who will make a recommendation to the Principal:

- a. Athletic Director (Chair)
- b. Assistant Principal
- c. Out of season coach
- d. Teacher
- e. Community Member
- f. Student

**6. The Athletic Director (AD) shall:**

- Ensure compliance with the DoDEA-E IAP.
- Coordinate risk assessment (AETS) requirements for events and ensure compliance with DoDEA-E travel policies
- Coordinate medical requirements in accordance with Reference (g) and [Enclosure \(3\)](#) for all sporting events.
- Maintain school records pertaining to athletic awards (i.e. letters, pins.)
- Must maintain an accurate inventory of all uniforms and equipment.
- Assist administration in monitoring academic eligibility.
- Provide eligibility rosters to the Regional Athletic Director.
- Serve as liaison between the Regional Athletic Director and coaching staff.
- Host school Athletic Director will:
  1. Communicate, well in advance, with the visiting schools' athletic directors' information regarding billeting, meals, local transportation, starting times, location of competition, and any other pertinent details.
  2. Provide all schools with required documentation for base access or any other local military requirement. The visiting school must meet established deadlines for submission of this information or access may be denied.
  3. Coordinate arrival of medical personnel where appropriate.
  4. Coordinate and verify officials and submit verification forms.
  5. Ensure the smooth operation of home events:
    - Coordinate practice times and facilities
    - Coordinate ordering of uniforms and equipment.
    - Review current coach certifications and request courses for all new coaches through the DoDEA-E Athletic Director.
    - Provide assistance to coaches as needed

**7. The Coach/Sponsor is:**

- Required to be an employee of DoDEA-E (TP employees, substitute teachers) and will serve as the official spokesperson for the team.
- Responsible for administering and overseeing all team activities home and away.
- Host coach is required to provide scores and game statistics to the media.
- The host coach is responsible for filing all ejection reports that may occur during their home contest with the Regional office, their administration and athletic director.
- The Coach is responsible for notifying administration and the school nurse when additional medical attention was required at practice or a game. The nurse will be responsible for filing the Accident Incident Report (AIRS) and administration will be responsible for filing a Serious Incident Report (SIR)
- Coaches will immediately notify administration of serious incidents that occur with their athletes at any time during the season. Administration is responsible for filing the Serious Incident Reports (SIRS).
- Coaches will have available the Medical Release Form for each athlete any time team members are present.

- Coaches are required to maintain a daily attendance roster.
- Responsible for the safety and well-being of athletes to include:
  1. Conducting physical fitness pre-assessments for athletes.
  2. Conducting practices and games in a safe physical environment
  3. Use of current knowledge of proper pedagogy and methods of instruction
  4. Use of safe and appropriate equipment
  5. Matching of athletes in practices by size, experience and ability
  6. **Education and prevention of harassment, discrimination, bullying, and hazing by coaching staff and athletes addressed at the mandatory sports meeting at the beginning of each season.**
- Provide appropriate emergency care as required
- Responsible for developing a site emergency plan (practice and contests) and filing it with administration and athletic director
- Developing a player packet for distribution at the pre-season meeting outlining team policies, goals, expectations, responsibilities, lettering policies, practice and game schedules and any other pertinent information to include emergency contact information.
- Subject to disciplinary action when ending a game prior to the end of regulation time
- Responsible to teach and model good citizenship and sportsmanship
- Coaches are required to follow all rules as stated in the respective sport rule book and the DoDEA-E guidelines.
- Required to travel on the bus with the team to the contest and on the return.
- The coach/sponsor must provide responsible and adequate supervision of athletes at all times. Adequate supervision includes from the time students arrive for practices, games or other team events, to include between events such as practices or games, overnight or until the activity officially commences and they are released back to their parent/guardian or approved designee.
- The DoDEA-E coach/sponsor must be present when team members are present to include all meetings, practices, scrimmages and athletic competitions;
- Coaches receiving Extra Duty Compensation (EDC) must be certified according to the DoDEA-E requirements:  
NFHS Required Courses: Fundamentals of Coaching, First Aid, Health and Safety, Concussion, Safe and Respectful Environment. Cheer coaches must also have the AACCA safety certification.
- DoDEA-E coaches are required to hold a current CPR/AED certification.
- Required to attend a virtual coaches meeting prior to the start of the season if scheduled.

## C. Sport Offerings

1. The athletic program provides the opportunity for young men and women to participate on an equitable basis in the school's sports program and in compliance with Title IX requirements. When the same sport is offered for both males and females an athlete must play on their respective gender team.
2. Only activities authorized and fully funded by DoDEA-E will be part of the IAP. The following list of sports may be offered at DoDEA-E High Schools:

**Fall:** Football, Cross Country, Fall-Cheer, Volleyball, Golf, Tennis

**Winter:** Basketball, Wrestling, Marksmanship, Winter-Cheer

**Spring:** Soccer, Track and Field, Softball, Baseball

3. The Principal in consultation with the District Superintendent, RAA and Director of Student Excellence (ADIR) will determine which of the above listed sports will be offered at his/her respective school.
4. Schools must have a required minimum of high school participants to offer an extra -duty position in the individual sports (golf, tennis, cross country, wrestling and track).
5. A school should not attempt to promote or compete in an athletic program unless adequate student interest, equipment, playing facilities, and responsible faculty supervision can be provided.
6. Schools interested in adding sports must request consideration through the District Superintendent and the Director of Student Excellence the year prior to the season
7. A lack of resources, management capacity, or an inability to provide adequate support for an established program by a community or other DoD agency is not the basis for the establishment of a DoDEA-E sport. The underlying reasons for the inability of the other agency's program must be analyzed and adequately addressed prior to consideration by DoDEA-E.
8. Discretionary funds available to support any new programs are limited and the timeline for assessment, review, and implementation will normally require 6-12 months.

## **D. Eligibility**

### **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 and remains eligible throughout the remainder of that school year.

### **2. Eight Semester Rule:**

Athletes are eligible to participate in the high school athletic program for a period of 8 consecutive semesters beginning with the student's first entry into grade 9. [Please note that DoDEA Europe will not recognize grade-level promotions for students, including home school students, during the DoDEA academic school year. The student's grade-level on the first day of school will remain until the following school year begins.](#)

### **3. Participation Rule:**

An athlete may participate in a maximum of 4 seasons in any one sport. An athlete who officially participates on a team in any capacity (practice and games) is credited with one season of participation.

### **4. Undergraduates:**

- a) A student must be officially enrolled in the school serving their residential area and must be currently enrolled in grades 9-12.
- b) To participate in the IAP, an eligible student is defined as being enrolled in at least one half (4 subjects) of the periods offered and must be receiving a grade.
- c) Students holding a graduation diploma from another school are ineligible to participate in the DoDEA-E IAP.

### **5. Home Schooled Students:**

- a) Home Schooled Students eligible to attend a DoDEA-E school on a space-required, tuition free (category 1-A) basis are eligible to participate in the IAP and a participation fee is not

required.

- b) Tuition paying home schooled students are required to pay a participation fee. This fee must be paid prior to participation in any practice.
- c) Home schooled students participating in the IAP must meet the same eligibility and all other requirements as all other athletes.
- d) The only grades accepted for academic eligibility are from an accredited home school program. Sponsors are required to provide evidence of enrollment prior to participation.
- e) Sponsor must provide evidence that the program is equivalent to the appropriate grade level for the student wanting to participate.

## **6.Foreign students:**

- a) Foreign students attending a DoD school on a full-time basis who are required by their country's regulations to attend a 13<sup>th</sup> year of school may be allowed to compete during their 13<sup>th</sup> year providing the following:
  - 1. The student meets all age and academic eligibility requirements.
  - 2. The student does not violate the eight consecutive semester rule during the last year of competition.
  - 3. The student is able to provide evidence of their date of entry into the 10th grade and a statement that the individual(s) did not participate during the 9th grade.
  - 4. The student has not participated in 4 seasons of a particular sport.

## **7.Host Nation School Students:**

- a) DoD dependent students who live within the commuting area of a DoD dependent school and by choice or necessity attend a host nation school, international school, or private boarding school with DoDEA support (through the DoDEA Non-DoD schools program) are not eligible to participate in the DoDEA-E IAP.
- b) Exception: Students in either of these categories may participate in the regular or postseason when their school (international or host nation) is an active and fully recognized member in the DoDEA-E IAP.

## **8.Transfer Students:**

- a) A transfer student retains their eligibility if the student meets DoDEA-E eligibility requirements which are verified and approved by the DoDEA-E RAA.
- b) Documentation of participation from the student's former school is required to include a valid physical.
- c) Students transferring from another school may practice and play immediately if no more than seven calendar days have passed from the last scheduled practice or competition at the previous school in which the student participated. If more than seven days have passed, but less than 14 days, the athlete must have a minimum of 5 practice days. If more than 14 calendar days have passed, the athlete must complete an additional 10 days of team practice before competing.
- d) A student who is ineligible at a DoDEA-E school or a stateside school for disciplinary reasons shall not be permitted to participate at the receiving school during the current sport season or during the disciplinary period outlined by the departing school.

## **9.Withdrawing Students:**

- a) Students withdrawing from school maintain their eligibility through the upcoming weekend.

## 10. Academic Eligibility Requirements

### a) Initial Academic Eligibility

To participate in interscholastic/extracurricular activities requires a minimum **GPA of 2.0 and no more than one failing grade**. Eligibility will be determined for each sports season:

1. **Fall Season:** GPA from the previous semester and no more than one F  
*\*Incoming 9<sup>th</sup> grade students* are automatically eligible for the fall season ONLY
2. **Winter Season:** 1<sup>st</sup> Quarter GPA and no more than one F
3. **Spring Season:** \* see below

### b) Initial Academically Eligible Athletes

1. Athletes will be monitored weekly throughout the season for a 2.0 and no more than one F.
2. Athletes who have below a 2.0 are ineligible from 8:00am Wednesday to 8:00am the following Wednesday
3. Grades during the period of monitoring will be cumulative from the beginning of each quarter.
4. Students declared ineligible may practice but are not authorized to participate in scrimmages, competition, be in school uniform at a scheduled event, travel with the team to any away event or sit on the bench in a managerial position to keep stats or support the team.
5. An athlete who has been identified as being ineligible three times during the season may be dropped from the team. Administration will be the final authority on removal after consultation with the athletic director and head coach. One additional week may be added if approved by admin.

### c) Initial Academically Ineligible Athletes:

1. If a student/athlete does not meet the 2.0 GPA or higher with no more than one F requirement for the particular season in question, they will be ineligible for the first competition. They are allowed to practice, but may not be in uniform or travel at any time with the team.
2. Initial ineligibility is considered to be their “first strike” of the season for athletic eligibility.
3. An ineligible athlete will be checked on the Tuesday after the first competition and each week after as all other athletes. They are not in a separate category after the first weekly check of the season.

### d) Procedures for Monitoring Academic Eligibility:

1. All schools must complete grade checks ON Tuesday after school no later than 1530.
2. A student declared ineligible with below a 2.0 on the Tuesday grade check will be ineligible from Wednesday 8 AM Wednesday to 8 AM the following Wednesday.
3. If a student/athlete does have a 2.0, they may not have more than one F to be eligible.
4. **Winter Sports – initial check is 1<sup>st</sup> quarter grades. For the first two weeks of second semester, please use quarter grades or semester grades to determine eligibility.**
5. **Spring Sports – \*Initial check for a 2.0 will be two weeks prior to the first competition of the season for that sport. 3<sup>rd</sup> quarter grades will be used for the first two weeks after Spring Break.**
6. For post-season championships, tickets will be purchased at the minimum of three weeks prior to the event and final eligibility will be determined at that time.
7. Schools may not establish additional academic eligibility criteria.
8. Schools will provide intervention support services to students who have been identified as having academic difficulty. Examples of these support services include, but are not limited to monitoring sessions, tutoring, before and after school study halls/instruction.

e) **Eligibility Violations:**

1. Teams playing ineligible players will forfeit any game in which ineligible players participate.
2. Coaches shall not enter athletes or athletic teams in any interscholastic competition unless they are eligible, nor shall any school knowingly permit its athletes or athletic teams to compete with another school in a game or contest in which an ineligible athlete is used.

**11. Physical Examinations**

- a) All participants, including team managers, must have a physical examination with a certified statement of medical qualification signed by a physician (certified nurse practitioner, or physician's assistant). This form is required to be on file with the school nurse prior to participating in tryouts/practice.
- b) Any physical examination form used by the local military medical authority is acceptable.
- c) The physical is valid for 365 days from the date of examination. Schools are highly encouraged to work with their local medical treatment facility to provide opportunities for physicals at the end of the school year or prior to the start of the fall season.
- d) DoDEA-E assumes no responsibility for the cost of physical examinations. Civilians should contact the local military medical facility regarding the opportunity for a free school physical.

**12. 7<sup>th</sup> and 8<sup>th</sup> Grade Participation:**

- a) Participation cannot exclude a 9-12 grade student.
- b) 7<sup>th</sup> and 8<sup>th</sup> grade students may only participate in the individual sports listed below in an exhibition status provided that there is adequate supervision and practice facilities can accommodate the additional students. If the community CYS offers the sport to 7<sup>th</sup> and 8<sup>th</sup> grade students, the school will not provide additional opportunities.
  1. Fall Season: Cross Country, Golf, and Tennis
  2. Winter Season: Wrestling
  3. Spring Season: Track and Field
- c) 7<sup>th</sup> and 8<sup>th</sup> graders participating in individual sports must meet all requirements as stated in the IAP.
- d) Exhibition/unofficial status means
  1. No team points awarded for 7<sup>th</sup> and 8<sup>th</sup> grade participation
  2. Participants may not letter (varsity or junior varsity)
  3. Participants may not be recognized in the media.
  4. Participants may not participate in post season competitions (divisional, conference, sectional, European)
- e) Travel
  1. Overnight travel is authorized if transportation costs do not increase, multiple school teams are not sharing a bus, or piggybacking with other schools is not required.
  2. 7<sup>th</sup> and 8<sup>th</sup> grade students are not authorized to fly to athletic event.

## **E. Conduct**

All participants to include athletes, managers, coaches, parents and any other person involved in the athletic program are expected to adhere to the highest principles of conduct and sportsmanship at all times. All participants and their parents are required to sign the Code of Conduct/Contract prior to the start of the season.

### **1. Illegal/Controlled Substances/Alcohol/Tobacco/Other Drugs:**

All participants in the DoDEA-E IAP will adhere to DoDEA and DoDEA-E regulations concerning unlawful possession, use, or distribution of illegal/controlled and mind altering substances. (See DoDEA Regulation 2051.1)

a) This policy refers to the use, consumption, sale, distribution, transfer, promotion, and/or possession of tobacco/nicotine, alcohol or other drugs, drug paraphernalia (equipment or apparatus designed for, or used for the purpose of measuring, packaging, distributing or facilitating the use of drugs) such as items used to consume tobacco, alcohol or other drugs, or tobacco, alcohol or drug use promotion or marketing.

### **Tobacco/Nicotine Products**

Tobacco products in any form (for smoking, chewing, etc.)

	<b>During School Time/Events</b>	<b>Outside of School</b>
<b>First Offense</b>	<ul style="list-style-type: none"><li><b>School Consequence: Level 1 **</b></li><li><b>Attend 1 ASACS session</b></li><li><b>1 game suspension from a DoDEA-E regularly scheduled game</b></li></ul>	<ul style="list-style-type: none"><li><b>ASACS Counseling – 1 session</b></li><li><b>1 game suspension*</b></li></ul>
<b>Second Offense</b>	<ul style="list-style-type: none"><li><b>School Consequences: Level 2</b></li><li><b>Removal from team for remainder of the season</b></li></ul>	<ul style="list-style-type: none"><li><b>Removal from the team for the remainder of the season</b></li></ul>
<b>Third Offense:</b>	<ul style="list-style-type: none"><li><b>School Consequences: Level 3</b></li><li><b>No athletic participation for remainder of the school year</b></li></ul>	<ul style="list-style-type: none"><li><b>No athletic participation for remainder of the school year</b></li></ul>

### **Alcohol and Other Drugs**

**Alcohol** (any alcohol related product, such as beer, wine, distilled spirits, malt beverages, etc.) Alcohol may also include medicinal products such as mouthwash and cold medicine, which contain alcohol.

**Other Drugs:** refers to any mind-altering substance, legal or illegal. The only acceptable drugs are those medications prescribed by a board certified doctor or nurse practitioner to an individual, or over-the-counter

medication given to a school nurse or other designated staff by a parent or legal guardian; that are registered with the school nurse or other designated staff; that are dispensed by or under the supervision of a parent, legal guardian, or the school nurse or other designated staff; and that are taken as prescribed or directed. To include any legally prescribed medications and/or drug that is used by a non-prescribed user.

Infraction	During School Time/Events	Outside of School
<b>First Offense:</b>	<ul style="list-style-type: none"> <li><b>School Consequence: Level 1</b></li> <li><b>Suspension from school</b></li> <li><b>Removal from the team for the remainder of the season. Parents are liable for return travel if infraction occurs during an away competition</b></li> </ul>	<ul style="list-style-type: none"> <li><b>1 game suspension*</b></li> <li><b>ASACS Counseling – 1 session</b></li> </ul>
<b>Second Offense</b>	<ul style="list-style-type: none"> <li><b>School Consequence: Level 2</b></li> <li><b>Removal from team for the current season and the next sports season; Parents are liable for return travel if infraction occurs during an away competition</b></li> </ul>	<ul style="list-style-type: none"> <li><b>Removal from team for the current season and next sports season</b></li> </ul>
<b>Third Offense</b>	<ul style="list-style-type: none"> <li><b>School Consequence: Level 3</b></li> <li><b>Removal from the team and no athletic participation for 1 calendar year starting at the end of the current season (three consecutive sport seasons)</b></li> </ul>	<ul style="list-style-type: none"> <li><b>No athletic participation for the current season and removal from sports for 1 calendar year (three consecutive sport seasons)</b></li> </ul>

## **Drug and Controlled Substances:**

Includes any of the following: A controlled substance identified in Schedules I, II, III, IV or V of the Controlled Substance Act, 21 U.S.C. § 812 (c); but does not include such a substance that is legally possessed or used under the supervision of a licensed professional or that is legally possessed or used under any other authority under the Controlled Substances Act or under any other provision such as school medication policy, in school buildings, on school property and grounds, in school sponsored vehicles or at school-sponsored events at other sites.

It does mean controlled substances including, but not limited to, cannabis (marijuana); hallucinogens (LSD, psilocybin mushrooms); stimulants (cocaine, amphetamines such as “speed” or Ritalin); depressants (barbiturates, “Quaaludes”); narcotics (opium, heroin); inhalants (nitrous oxide, medical products, or other fume-producing substances); anabolic steroids and counterfeit (look-alike) controlled substances.

Prescription medication or over-the-counter (OTC) medications, herbal or homeopathic medications for personal use shall be allowed only as per DoDEA medication policy, under the supervision of school personnel, with written orders from a physician. Federal, state and local laws shall apply to students and employees alike.

**DRUG PARAPHERNALIA:** Means equipment or apparatus designed for, or used for the purpose of measuring, packaging, distributing or facilitating the use of drugs.

**SUBSTANCE ABUSE:** Means the use of any substance that alters a person's ability to perform physically, intellectually, emotionally or socially.

Infraction	During School Time/Events	Outside of School
<b>First Offense</b>	<ul style="list-style-type: none"> <li><b>School Consequence: Level 1</b></li> <li><b>No athletic participation for remainder of the school year.</b></li> </ul>	<ul style="list-style-type: none"> <li><b>No athletic participation for remainder of the school year.</b></li> </ul>
<b>Second Offense:</b>	<ul style="list-style-type: none"> <li><b>School Consequence: Level 2</b></li> <li><b>No athletic participation for remainder of high school years.</b></li> </ul>	<ul style="list-style-type: none"> <li><b>No athletic participation for remainder of high school years.</b></li> </ul>

**All infractions occurring during the post-season championships, at the minimum, will result in immediate removal from the team, loss of athletic letter and suspension from athletic participation for the next season which will carry over to the next school year, if the infraction occurred at the end of the SY. If this is a second offense occurring during the school year, the athlete will be removed from participation for the remainder of the SY. However, if there is a violation of controlled substances, the athlete will be immediately removed from the team, loss of athletic letter and removal from athletic participation for 1 calendar year (three seasons).**

- b) Championships: Any athlete in violation of the policy during (departure from school until the championships are over and the team has returned to school), the postseason championships will be immediately suspended from the championships, removed from the team, and will not be permitted to participate in the next season. Parents are responsible for providing transportation from the championships when their athlete violates this policy. [Requests for an exception to policy will be handled on a case by case basis.](#)
- c) Exception: Athletes using Illegal Drugs during the championships will be immediately suspended from the championships, removed from the team, and will not be permitted to participate for one calendar.

\*\*Levels refer to the DoDEA Administrative Guide on consequences.

2. DoDEA-E expects all coaches, volunteers, athletes, and spectators to adhere to the following:
  - d) Be modest in victory and gracious in defeat.
  - e) Respect the judgment and integrity of game officials.
  - f) Recognize and respect good team play; individual skill and outstanding examples of sportsmanship.
  - g) Harassment, physical or verbal abuse in athletics is never justified.
  - h) All stakeholders at all times are expected to treat others with dignity and respect.
  - i) Observe the rules, spirit and customs of the sport in both practice and competition
  - j) All schools are required to read the published DoDEA-E sportsmanship announcement at all athletic events where appropriate.
  - k) All game Announcers must abide clear expectations regarding what a public-address announcer should and should not do when working at the high school level. Schools will be held accountable.
  - l) Spectators, both students and adults, are an important part of DoDEA athletic events; however it is inappropriate for spectators to engage in the following:
    - Violence
    - Obscenity or obscene gesture as well as harassment of officials.

- Verbal abuse
- Possession or use of alcohol and tobacco
- Using illegal substances
- Vandalism
- Throwing objects

m) Artificial noise makers to include, but not limited to, air horns, trumpets, drums, cow bells and improper use of cheer megaphones are not permitted to be used before, during, and after DoDEA-E athletic events.

**Exception:** Under the direction of the school music department a school band may perform at appropriate times. Appropriate times are half times, time-outs, between, and before/after games.

## 2. Hazing, Bullying, Harassment

- Harassment, bullying, hazing, or aiding and abetting any other student in the commission of these acts, is unacceptable. DoDEA-E has zero tolerance for such behaviors. Any such behavior will be reported to the appropriate DoDEA-E authority and subject to disciplinary action. A safe learning environment that is free from hazing, bullying and harassment for students and staff members will be maintained at all times. These activities of any type are inconsistent with the educational goals of DoDEA-E and are prohibited at all times. This policy applies to behaviors that occur on or off school property and during and after school hours.
- No student, teacher, administrator or other school district employee, contractor or volunteer shall plan, direct, encourage, aid or engage in these activities.
- No student, teacher, administrator or other school district employee, contractor or volunteer shall permit, condone or tolerate these activities.
- Parent permission or consent by a person involved in such activities does not lessen the prohibitions contained in this policy.
- A person who engages in an act that violates school policy or law in order to be initiated into or affiliated with a student organization shall be subject to discipline for that act.
- The school, district and Region will act to investigate all complaints of hazing, bullying or harassment and will discipline or take appropriate action against any student, teacher, administrator or other school, district or Region employee, contractor or volunteer who is found to have violated this policy.
- Reporting Procedures:
  - Any person who believes he or she has been the victim of any of these behaviors or any person with knowledge or belief of conduct which may constitute one of these behaviors shall report the alleged acts immediately to an appropriate school/district/Regional official.
  - Teachers, administrators, other school employees as well as contractors and volunteers shall be particularly alert to possible situations, circumstances or events that might include these behaviors. Any such person who receives a report of, observes, or has other knowledge or belief of conduct which may constitute hazing, bullying or harassment shall inform the appropriate authority immediately.
  - Submission of a good faith complaint or report will not affect the complainant or reporter's future employment, grades or work assignments.

4. Upon completion of the investigation, the school, district or Region will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination or discharge.
5. Disciplinary consequences will be administered consistently. They will appropriately discipline prohibited behavior and deter others from these types of behaviors. School district action taken for violation of this policy will be consistent with other DoDEA-Europe policies and applicable collective bargaining agreements and statutory authorities.
6. **Reprisal:** The school/district/Region will take appropriate action against any student, teacher, administrator or other employee of the school district, or any contractor or volunteer who retaliates against anyone making a good faith report of hazing, or who testifies, assists or participates in an investigation or hearing about a hazing incident. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.
7. **Dissemination of Policy:** This policy shall appear in each school's Student Handbook. Further, it will be disseminated to parents and presented to every athlete at of the pre-season meeting.

## **F. Season Team Stipulations**

### **1. Attendance Requirements**

- a) A student cannot be absent from school and attend practice except for an excused absence approved by administration.
- b) Students are required to be in school the full day of a weekday game. The only exception is for a medical appointment approved by administration or approved field trip.
- c) If games are scheduled for Saturday, a student must be in school for the full day prior to the contest to be eligible to play except for an approved medical appointment.
- d) When a team is traveling, the athlete must be in school (a minimum of .5, if applicable) on the day of departure.
- e) **School Suspensions:** any student suspended from school is not eligible, at the minimum, for the next scheduled DoDEA-E competition. A Friday/Saturday scheduled competition is considered one event and the championships (post-season) are considered one event.

### **2. Practice/Contest Requirements**

- a) The athlete must complete 10 days of TEAM practice under the direction of the head coach.
- b) If multiple practices are held in one day, these count as one day of practice.
- c) Practices cannot be held on the day of a scheduled competition.
- d) Athletes who are removed due to a physician's decision will not be permitted to participate in practice/contests until documentation is provided from said physician reinstating them to practice. This must be a current medical release.
- e) Athletes who are absent from practice for medical reasons for a period of seven calendar days must be cleared by a physician and are required to have an additional 5 days of practice prior to competing in any contest.
- f) If the athlete misses more than 14 calendar days of practice, the athlete must have a minimum of 10 days of team practice prior to returning to competition.

- g) Concussions require return to play protocols and a letter from a doctor is required with the exact date the athlete may return to practice and competition.
- h) Athletes removed for disciplinary actions for more than 14 calendar days are required to complete an ADDITIONAL 10 days of team practice prior to participation in any scrimmage or contest.

### **3.Roster Additions:**

After the first DoDEA scheduled competition, any student currently enrolled in school prior to the start of the season is no longer eligible to participate in any sport during the current season.

### **4.Sport Transfers:**

Any player who competes in the first scheduled competition or is a member of a given team on that date is not authorized to transfer to any other sport for that sport season.

Exception: If the gaining coach, losing coach, AD, and principal agree that this is in the best interest of the team and student, then an exception may be granted.

### **5.Concurrent Sports:**

Students are authorized to participate and letter in only one DoDEA-E sport per season. If an athlete is participating in a school sport and a sport accepted by DoDEA-E via an MOU in the same season and the athlete letters in both sports, the athlete must choose which letter they will receive.

### **6.New Season Participation:**

A player is not eligible to participate in the new sport season until they have returned or paid for all issued equipment/uniforms from the previous sport season in which they participated.

### **7.Varsity or Junior Varsity Placement:**

The placement of an athlete on the varsity or junior varsity team is at the discretion of the coach based on skill level, not grade level.

### **8.Outside DoDEA-E Participation:**

Any athlete or team participating in the DoDEA-E IAP is expected to participate in all DoDEA-E events and practices. Participating in a non-DoDEA-E athletic event in lieu of a scheduled DoDEA-E practice or event is not permitted. Any athlete or team who does so, forfeits the privilege of continued participation for that season. Exceptions will be considered on a case by case basis.

### **9.Amateur Standing:**

- a) Each student, in order to represent his/her school in any sanctioned contest, shall be and shall remain an amateur.
- b) Amateur athletes shall participate and always have participated under their own name.
- c) An amateur athlete shall not compete for money or other monetary compensation with the following exceptions:
  1. Individual students may receive monetary rewards for participation in luck-of-the-draw or lottery type programs and must be limited to individual type and not to pit one contestant against

another. There is no limit on the amount of monetary award for this type of participation.

**Examples:** Shooting baskets at half time at professional basketball games; shooting hockey pucks at goals during intermission at hockey events.

2. Amateur athletes may receive a fee for officiating non-interscholastic high school and non-intercollegiate sports without jeopardizing their amateur standing.
3. Amateur athletes shall retain their amateur standing even though they receive compensation from private clubs for instructing students not enrolled in high school.
4. Amateur athletes may enter a tournament with or against professionals without jeopardizing their amateur standing provided they do not receive any monetary awards, gift certificates, or merchandise awards that exceed the \$250.00 limit.
5. Amateur athletes shall not enter into any agreement with any corporation, association, partnership, or individual for services as an athlete until they have terminated their attendance in high school, except for a letter of intention to attend a college or university.
6. No member of the family of an amateur athlete may receive remuneration, either directly or indirectly, such remuneration being given to influence the student or the family to reside in given high school district for purposes of establishing the student's eligibility on a team of said school.
7. An athlete who has lost his/her amateur standing in any DoDEA IAP sport loses his/her amateur standing in that sport for a maximum of one full calendar year from the date of discovery of the infraction or until reinstated by the RAA.

## **G. Season Parameters**

A sport season begins on the first day of official practice and ends with the awarding of the letter.

- a) Authorized dates for the start of practice for each season are published by the RAA.
- b) Practices/contests may not be held on Sunday, except in Bahrain.
- c) Coaches may not hold more than two practices a day. If two practices are held, they shall not exceed more than two hours each and must be separated by two hours of non-practice time.
- d) Any competitions that would occur after the DoDEA-E season ending tournament (Europeans) are not authorized unless approved by the RAA.
- e) DoDEA-E will observe an "interval week" between the post-season championships and the start of the next sports season. Coaches may not have any contact during or after school during interval weeks, with the exception of team meetings during lunch to issue paperwork.
- f) Games will not be played during the week of semester exams until after the completion of all the exams.
- g) Additional scrimmages/games, not included in the published yearly schedules, may be arranged locally but must meet the following criteria:
  - Approval from the principals of the schools involved.
  - Notification to the RAA.
  - There will be no cost to DoDEA-E for officials, transportation, awards, or temporary duty orders for coaches unless approved by the RAA.
  - Additional scrimmages/games will not be arranged before completion of 10 calendar days of organized practice of a sport.
  - The additional scrimmages/games will result in no loss of school time (seminar is considered school time).
- h) Teams in season will have priority over needed practice facilities.

- i) The RAA of DoDEA-E may approve a non-scheduled DoDEA activity (i.e. clinic, camp, scrimmage, or other special event).
- j) Sanctioning of non-DoDEA-E IAP events is permitted under the following conditions:
  - Completion of Sanction Request Email and forwarded to the RAA 60 days prior to the event.
  - No cost to DoDEA-E (travel, billeting, per diem and officials)
  - No loss of school time
  - The use of DoDEA-E equipment and uniforms for sanctioned events is authorized.
  - The use of DoDEA-E facilities must be approved by the local school administration and DSO.

## **H. Competition**

1. The RAA will publish the official schedules.
2. All schools will participate in all scheduled contests. Failure to participate may result in sanctions to include forfeiture of participation in post-season competition.
3. Changes to the published schedules must be agreed upon by both school principals after coordination with officials and medical personnel. Once this coordination/approval has occurred the change must be approved by the RAA. Changes to the published schedule will minimize loss of school time.
4. Protest procedures will follow the adopted rule book specific to each sport. When a specific sport rules book allows for a protest the following will occur:
  - Protests can be made in reference to rules interpretation or rules application only.
  - The protest must be notated in the official score book at the time of the protest, before the game resumes or notated in writing prior to the end of the contest to the on-site AD/Administrator.
  - A protest may only be filed by the DoDEA Head Coach.
  - The coach filing the protest is responsible to forward the letter of protest the next working day following the event to their Administrator, AD, and RAA.
  - Protests of an IAP policy/newsletter/bylaw must follow the same procedure listed above.
5. Ejection from a contest of a coach, a player or anyone associated with the team will result in a minimum one-game suspension from the next regularly scheduled contest or championship. The RAA will determine if additional consequences shall be imposed depending on the severity of the action/behavior. Students with continual ejections for unsportsmanlike conduct or violent behaviors may be removed from the athletic program for the remainder of the school year.
6. Athletes ejected from a contest must be supervised and remain on the bench with the head coach for the remainder of the game.
7. Ejections must be reported to the RAA no later than the close of business on the next working day following the ejection.
8. The ejection will be filed by the host school as well as the coach of the offending school/player. Coaches failing to file the ejection report within the stated timeline will be sanctioned.
9. An ejected coach cannot be in the gym/field or location during the one-game suspension. There will be no contact with the team prior to the start of the game, during the game or following game.
10. All schools participating in post-season events must wear uniforms that are the officially adopted school colors with no names on the back.

11. Courtesy Rule: All coaches will abide by the courtesy rule as outlined in the specific sport by-laws, published by DoDEA-E.
  - Coaches failing to abide by the courtesy rule will be sanctioned.
12. DoDEA-E maintains a strict policy of neutrality about religion. It neither proposes to advance nor to retard religious exercise. Athletic directors, coaches, event directors, and other school personnel should refrain from official or mandatory prayer at all times during DoDEA-E athletic events.

## **I. Medical Coverage and Care:**

1. It is DoDEA-E and U.S. European Command (EUCOM) policy that adequate emergency support plans be provided for all scheduled interscholastic athletic competitions, events, and activities.
2. The local Medical Treatment Facility Commander (MTF CO) is responsible to provide resources to support this requirement.
3. **Collision/contact sports** (Basketball, Football, Soccer, and Wrestling) will have an Emergency Medical Technician-level (EMT-level) trained provider designated by the MTF CO on hand with the minimum emergency materiel to manage airway, cardiac, and spinal injuries.
4. **Limited contact sports:** (Cheerleading, , Cross-country, Baseball, Softball, Volleyball, and Field events ) will have a DoDEA-E designated individual present throughout the event with a cell phone and medical emergency contact telephone numbers.
5. On-call medical response services designated by the local commander will be notified of the event time and location to ensure rapid response.
6. **Non-contact sports:** (Golf, Marksmanship, Tennis, and Track) events do not require on-site medical support.
7. An EMT-level provider is the minimum medical support requirement. An on-site doctor, physician's assistant, or nurse would also meet this requirement.
8. Both the principal and local MTF Command must agree that provider's qualifications are adequate.
9. The medical provider must have professional training to know how to restore breathing, do CPR, stop bleeding, immobilize a fracture, recognize a potential spinal injury, and make a determination as to whether or not the injured athlete can be moved.
10. The medical provider or a designated individual in the immediate vicinity must have the ability to call the ambulance and call the hospital to explain the situation to the ER personnel while the ambulance is en-route.
11. It must be clear to the medical provider that he/she is the medical authority on scene.
12. Host nation EMT level personnel may provide on-scene emergency medical coverage as determined by the local Host nation emergency ambulance services may provide necessary emergency medical transportation on an-call basis (the ambulance is not required to be on scene during the competition). Local MTF commanders may provide a higher level of service if desired.
13. While the intent of this policy is that games should not stop if an ambulance leaves the field, it is an issue that must be decided by the school principal or designee on scene. Should the EMT-level provider depart the immediate area at any time during the event (e.g. to accompany an injured player during ambulance transport), the school principal, designee, or component command policy will delay or cancel the game as appropriate.
14. **Liability:** DoDEA-E assumes no financial responsibility for medical insurance or incurred medical expenses as a result of participation in the IAP.

## **J. Officials**

1. Officials will be contracted for the following sports: football, volleyball, basketball, wrestling, soccer, baseball, and softball.
2. Officials will be provided through the contracted officials' company/association.
3. It is the responsibility of the association to hire qualified/certified officials according to the each sport's governing body meeting the requirements for the number of officials as set forth in each sport rule book.
4. The contracted association/company is required to provide the officials assignments to the schools no later than three days prior to the contest.
5. The host school is responsible for notifying the officials of any emergency changes in games times and locations at least five days prior to the contest.

## **K. Travel**

1. DoDEA-E is responsible for providing safe, cost effective modes of transportation for all officially scheduled interscholastic athletic competition.
2. The local school transportation office (STO) is responsible for arranging all travel for scheduled athletic events and should be the first point of contact for providing schools with the most economical method of transportation for team travel.
3. Schools flying to post-season events are required to purchase tickets at the minimum, three weeks in advance of the 1<sup>st</sup> day of the event. Academic eligibility will be established at that time.
4. The DSO is responsible to fund all regularly scheduled athletic trips and the Region is responsible for funding all post-season travel.
5. Athletes are required to travel as a unit under the supervision of the DoDEA-E coach/sponsor to the athletic event to be eligible to compete. Schools are required to establish a procedure to allow the athlete to return from the contest with their parent/guardian.
6. The DoDEA-E coach/sponsor is responsible for the conduct of students under their supervision from the time of departure until the time of return.
7. The DoDEA-E coach/sponsor and any volunteer coach on orders is required to travel and be billeted with their team.
8. The DoDEA coach/sponsor is responsible for the supervision of all facilities when traveling used by his/her team. He/she should be the last one to leave the facility after a thorough inspection.
9. Athletes are not permitted to be released to sponsors, parents or legal guardians during the championships. When the final contest for that team has ended, the coach, with the schools' permission, may release an athlete for the remainder of the trip. If an athlete is released, they are no longer authorized to use the government provided transportation.
10. Family members (spouses, children) of coaches and players are not authorized to travel on DoDEA-Europe provided transportation.
11. Overnight Travel:
  - a) It is recommended but not required that visiting schools stay at the hosting school in the gym or in classrooms provided those facilities are available with appropriate accommodations.
  - b) The principal of the visiting school has the authority to allow her/his teams to stay in on-base/post billeting as long as no student/family is placed in a difficult financial situation due to the cost.

- c) If facilities cannot be provided at the school or in the community, schools will need to find lodging off base/post. Please check with the host school in reference to an appropriate place to secure accommodations.
- d) The use of appropriated funds to provide lodging and/or meals for students participating in the IAP is not allowed.
- e) Class Work/Assignments: Students are responsible for all class work assigned during their absence. It is highly recommended that coaches should plan study “hall” hours during extended athletic contests/travel.

## L. Uniforms/Equipment

- 1. The DSO’s are responsible to provide funding for all uniforms and equipment.
- 2. Uniforms and equipment required by the sport must be provided by DoDEA-E and will be used in DoDEA-E athletic practices, scrimmages and games. No names are allowed on the back of uniforms.
- 3. Equipment includes, but is not limited to: helmets, shoulder pads, lower body pads, catchers’ equipment, batting helmets, shin guards, wrestling head gear.
- 4. DoDEA-E will not provide personal items such as socks, shoes, briefs or any other item considered personal in nature.
- 5. All schools may have an “Awareness Event” during any sports season. Schools will not be allowed to ask parents to provide funds for special uniforms, but may wear accent pieces to represent the event. The hosting team will let the traveling team(s) know in advance so they can participate as well if they choose to do so.

## M. Athletic Awards

- 1. Appropriated funds are authorized for the purchase of athletic letters, pins, and certificates.
- 2. One varsity letter (8 inch chenille) and/or one junior varsity letter (6 inch chenille) will be issued during a student’s tenure at the school. **7<sup>th</sup> and 8<sup>th</sup> graders are ineligible to receive any type of varsity or junior varsity letter.**
- 3. Letters earned in additional sports should be indicated by an emblem for that sport and a bar may identify sequential awards earned in a sport.
- 4. If an MOU for a sport with an outside agency exists and there is agreement to provide letters for athletes meeting the DoDEA-E athletic requirements, awards will be purchased by the school.
- 5. Students earning a varsity or junior varsity letter and have the following GPA will be awarded an Athletic Academic certificates as follows:
  - **3.0-3.49:** Academic Achievement Award
  - **3.5-3.99:** Academic All-Conference Award
  - **4.0 +:** Academic All Europe Award
 The following time frame is used
  - **Fall Sports** – 1<sup>st</sup> Quarter grades are used
  - **Winter Sports** – 2<sup>nd</sup> Quarter grades are used
  - **Spring Sports** – 3<sup>rd</sup> Quarter grades are used

## N. Off-Season Coaching

- There will be no additional EDC hours/monies for any of the following activities
- Activities are held at no cost to the government
- Coaches may not require participation in any of the following activities as criteria for team selection
- Any current HS student and incoming 9<sup>th</sup> graders may participate
- No Sunday sessions, except in Bahrain and team camps
- DoDEA person must be present at all team coaching and summer recess times and team camps
- Practice sessions must be approved by school administration via a written request from the DoDEA person outlining schedule and plan
- Schools may not furnish any uniforms, FB helmets/pads, shoes, caps, gloves, etc. but may furnish court/field/pitch equipment/golf clubs/ sport balls/safety equipment for non-contact sports
- Current physical is required
- Must be widely publicized to all HS students and incoming 9<sup>th</sup> graders (summer following 8<sup>th</sup> grade year)
- Coaches are allowed to coach club teams during the off-season and the summer months that may have players from their school on the roster.
- Coaches are allowed to work with no more than two potential athletes at a time during the off-season as long as the athletes are not currently on a team. Example: the basketball coach may work with two of his/her potential players at a time, twice a week on skills, during the fall season as long as those athletes are not on a fall sports team. This will be strictly enforced.

a) **Weight Training/Conditioning (No Time Restrictions)**

- Cannot be sport specific (open to all students), i.e. no sports specific equipment
- If using school facilities, a DoDEA person must be present

b) **Team Coaching Period:** Begins 1st Monday after Memorial Day and ends the last day of the current school year Mon & Wed – Fall Sports Tues & Thur – Winter/Spring Sports

- No Fridays or Saturdays
- 1.5 hours per session maximum
- Football: No contact
- Only intra-squad scrimmages are permitted
- Schedule must be approved by school administration

c) **Summer Recess: 9 July – 10 August (dates will vary)**

- Required participation prohibited
- No travel is authorized
- Scrimmages must be intra-squad only
- Maximum contact is 10 days per sport; no more than 2 hours per day
- Football: No pads, No contact
- Schedule must be approved by school administration – share with other coaches

d) **Team Camps**

- Each team is authorized to attend one team camp between the last day of school and 31 July, not to exceed five days.
- Travel is authorized, but at no cost to DoDEA
- Prior approval by the DoDEA-E Athletic Director must be submitted 60 days in advance of departure outlining logistics, dates and location of the camp.



## **DoDEA-Europe IAP - DEFINITIONS**

**APPEAL:** Procedure following a decision meant for reconsideration at a higher level.

**AMATEUR:** An amateur athlete is one who engages in sport for the physical, mental, or social benefits derived there from, and to whom the sport is nothing more than an avocation. An amateur athlete is one who has never used and is not using his/her knowledge of athletics or athletic skills in an athletic contest for financial gain.

**CLINIC:** A clinic is a special practice for athletes wishing to learn or play a specified sport the following school year. DoDEA Europe clinics must be sanctioned by the Regional office. Participation is voluntary and no instructional time will be missed.

**CONDITIONING:** Conditioning is physical preparation for a sport. Students wishing to condition in the off season will do so independently.

**EJECTION:** Contracted official/DoDEA Official removes coach/athlete from contest for rule violations or inappropriate behavior. Consequences will be applied.

**GAMES:** Formal competition involving members of different teams with officials and the official score is recorded. DoDEA Europe is responsible for funding of travel and officials for all contests published on the DoDEA Europe schedules.

**HAZING:** Hazing is any action, threatened action, or situation, which has potential for harming or endangering a student's self-esteem or physical health. Hazing could be mental, physical or emotional in nature. NFHS defines hazing as any humiliating or dangerous activity expected of a student to belong to a group, regardless of their willingness to participate.

**IN-SEASON:** Begins the 1<sup>st</sup> day of legal practice as published by the Regional Office and ends with the season ending awards program.

**OUT-OF-SEASON:** Anytime except "in-season". During out-of-season, coaches may conduct organized practice as specified in the Open Season/Closed Season practice rules.

**SCRIMMAGE:** Informal competition involving members of the same team without officials and no cost to DoDEA. Scores and statistics are not recorded or reported. Scrimmages are normally held prior to the first regularly scheduled game of the season.

**SPORTSMANSHIP:** Sportsmanship is a quality of responsible behavior characterized by a spirit of generosity and a genuine concern for opponents, officials, and teammates.

**TEAMS(S):** Coaches (DoDEA and volunteer), players, managers, statisticians, film crew, and others directly or indirectly associated with the players.

**WAIVER:** Formal request for an exception to a procedure.

## **DoDEA Europe Manual Acronyms**

AAR After Action Report

AD Athletic Director

AP Advanced Placement

DSO District Superintendents' 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

PA Public Address

Europe IAP Europe Region Interscholastic Athletic Program

ERO Europe Region 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

DEA Department of Defense Education Activity

