

14. CEESA Events – Regulations for Students AGREEMENT

- 14.1. These regulations shall be followed by students participating in all events (whether athletic, academic, cultural etc.) organized and sponsored by the Central & Eastern European Schools Association (CEESA). **Students must agree to abide by all the below regulations. Schools will have students sign on their own school regulations or they can adopt this form.**
- 14.2. Agree to All CEESA Regulations**
- 14.2.1. Any student who participates in a CEESA event agrees, by signing below, to obey all regulations.
- 14.2.2. Students shall obey all instructions given to them by their host parents and their coaches as if these instructions were given to them by their own parents.
- 14.2.3. This applies to all activities irrespective of location undertaken during the period of the CEESA sponsored event.
- 14.3. Visiting a Host Family - Visitor Responsibilities**
- 14.3.1. When in host families students should be responsible for maintaining their sleeping space and other in-house facilities in orderly and organized condition.
- 14.3.2. This applies to making their beds, organizing their clothes and toiletries and putting away trash.
- 14.3.3. No cleaning services will be available during their stay.
- 14.4. Contraband Items & Activities**
- 14.4.1. Smoking, any tobacco, the drinking of alcohol and the use of drugs are not permitted.
- 14.4.2. Students involved with CEESA activities may not go to bars or nightclubs.
- 14.5. Housing Arrangements**
- 14.5.1. Housing arrangements made by the responsible official of the host school may not be changed.
- 14.5.2. Student curfew for all CEESA sponsored events is 22:00.
- 14.5.3. Students must be in the home of the host parent by this time.
- 14.5.4. Schools and Families may set earlier curfew times.
- 14.5.5. **Families MAY NOT extend curfew times.**
- 14.6. Visiting/Touring Host City**
- 14.6.1. Students may visit host cities but **must** be with an adult from the host school or their own coaches.
- 14.6.2. It is strongly recommended that on the day students arrive at the host site, host families and visiting students not go out so that student participants can rest and prepare for the event.
- 14.7. Changing Host or Visiting School Plans/Rules**
- 14.7.1. Neither host families nor students may negotiate changes to the CEESA regulations for students with respect to curfew, housing arrangements, the use of tobacco, alcohol or drugs or any other rules or provisions set forth by the host school.
- 14.7.2. These regulations apply to all students- both those from the host school and those visiting throughout the event's duration and, for visiting students, apply also during the journey to and from the site of the event.
- 14.8. Behavior & Expectations**
- 14.8.1. Students must display appropriate respectful behavior at all times to: their peers, event officials, event sponsors, coaches and all members of the host community.
- 14.8.2. Violation of these regulations will be reported to the responsible CEESA Official and to the student's coach and/or advisor.

- Name of Student _____
- Signature of Student _____

- Date _____
- Signature of Parent/Guardian _____

15. Chapter 3 - CEESA Participants' Discipline

- 15.1. The following is the preferred process and order for disciplinary action during CEESA Athletic and Activity events:
 - 15.1.1. The event official, coach, advisor, host parents and/or school official reports the incident to the host school Event Director.
 - 15.1.2. The Event Director registers the violation, preferably in a written summary (including what happened, when, where).
 - 15.1.3. The Event Director confirms the violation officially with the participant's coaches/advisors.
 - 15.1.4. The Event Director takes disciplinary action based on CEESA Rules for student participation.
 - 15.1.5. The participant's coaches/advisors may take further disciplinary action based on their schools' rules for participation.
 - 15.1.6. Event Director reports any discipline action to the participant's coach/advisor, participating schools administration and the CEESA Executive Committee.
 - 15.1.7. The Event Director may share the responsibility of any disciplinary action with a neutral colleague. (Host School Administration, Head/CEESA Official, etc.)**
- 15.2. **Discipline Rules:**
 - 15.2.1. By establishing an official set of rules, the objective is to help the Event Director and to ensure consistency among participating schools.
 - 15.2.2. The rules as established in each sport/activity should be consistently adhered to by all member schools.
 - 15.2.3. Before the event, each participating schools' Athletic Director/Activity Coordinator should ensure coaches/advisors are familiar with the CEESA Student and Coaches/Advisors Rules.
 - 15.2.4. Ultimately each disciplinary situation should be dealt with individually and discretion must be given to the Event Director to investigate the disciplinary procedure.
 - 15.2.5. Further disciplinary action or recommendations may be taken by the CEESA Executive Committee.
 - 15.2.6. **Any player or coach sent off or ejected in a game** during a CEESA sponsored sport tournament is ineligible to participate in the following game.
- 15.3. **Rule Change Proposal for Student/Adult Participation**
 - 15.3.1. Changes to the student and/or adult rules for participation in CEESA events will go through the following process:
 - 15.3.1.1. Coaches/Advisors will discuss potential changes at coaches/advisors meeting during a CEESA tournament or event.
 - 15.3.1.2. Tournament/Event Director will email all participating schools if there is consensus for a change.
 - 15.3.1.3. The rule(s) in question will be discussed at the next AD/AC meeting (September or March)
 - 15.3.1.4. Finally, by having an official disciplinary policy, CEESA recognizes the importance of self-discipline in the education of all student participants. Sponsors, coaches and all participants will participate in the knowledge that any behavior beyond the spirit of fair competition or the event rules will be officially reprimanded.

16. Chapter 4 - Rules for Coaches/Advisors

- 16.1.** Coaches/Advisors should consider themselves primarily as teachers and role models. Their chief objective is to encourage a generation of young men and women that health, exercise, participation and enjoyment of sport/activity is an integral part of daily life.
- 16.2. Coach/Advisor**
 - 16.2.1. should first consider their role as a teacher.
 - 16.2.2. Their chief objective is to encourage and support the healthy development (physically, mentally, and socially) of each student; the winning of the game is secondary.
 - 16.2.3. Unless a coach/advisor makes a worthwhile contribution to the total education process, coaches/advisors are not fulfilling their obligations.
- 16.3. Coach/Advisor**
 - 16.3.1. should remember that first impressions are lasting and that a good example speaks louder than words.
 - 16.3.2. Coaches/advisors should model for and encourage their students through their own personal appearance and attitude.
- 16.4. Coach/Advisor**
 - 16.4.1. should always be prompt in meeting assignments at practice sessions, at games and at meetings.
 - 16.4.2. They should expect and demand the same from their student participants.
- 16.5. Coach/Advisor**
 - 16.5.1. should be diligent in attention to the routine details of the position. (for example, filing in all reports when due, keeping all necessary records and following up promptly on all requests made.)
- 16.6. Coach/Advisor**
 - 16.6.1. should accept, as part of their responsibilities, counseling with the students under their discretion.
 - 16.6.2. The coach/advisor and student relationship is unique among members of the school faculty. Because of this, the coach/advisor should be prepared to listen to students' concerns and discuss the issues/problems facing students today.
- 16.7. Coach/Advisor**
 - 16.7.1. should set an example for respect of the rules and order.
 - 16.7.2. The coach/advisor should be a person who accepts the decisions of the officials without any display, either by word or act, as to disagreement with those decisions.
 - 16.7.3. The coach/advisor should develop the attitude that the official is in charge of the rules and should be respected, regardless of whether they agree with their decision.
 - 16.7.4. It would be considered good practice for a coach/advisor (or team captain) to get the attention of an official and ask for an interpretation of the ruling, but considered bad practice to confront or argue with an official.
- 16.8. Coach/Advisor**
 - 16.8.1. should teach their student participants to show this same attitude toward the officials and make it completely clear to them that questioning or disputing decisions of an official will never be tolerated.
 - 16.8.2. When any such action is displayed by a player, coaches should take action immediately to let that particular participant, and all other members of the squad, know that this kind of behavior will not be accepted.
- 16.9. Coach/Advisor**
 - 16.9.1. will respect the rights and feelings of opposing coaches and will never use any tactics that take unfair advantage of them.

- 16.9.2. Coaches/advisors will be friendly and courteous at all times and never argue with the opponent before other student participants or spectators.

16.10. Coaches/Sponsors

- 16.10.1. should instill in their student participants the attitude that they must be good citizens both on and off the field, during the game and afterwards; in school and out.

16.11. Coach/Advisor

- 16.11.1. should teach student participants that their attitude toward the opposing participants must be one of respect and friendship.
- 16.11.2. For example, any display of fighting against an opponent should result in immediate removal from the game of the athletes guilty of such action.

16.12. Coach/Advisor

- 16.12.1. should always use language that demonstrates that the coach/advisor is a teacher.
- 16.12.2. Vulgarities and profanity have no place on the field, in the gym or in the dressing room.
- 16.12.3. Coaches/advisors should, likewise, never tolerate such language by student participants at any time.

16.13. Coach/Advisor

- 16.13.1. must refrain from the use of all tobacco products while in the presence of their team.
- 16.13.2. It is further expected that no coach will allow any student participant to use tobacco while taking part in any CEESA activity, whether at practice or at a game.

16.14. Coaches/Sponsors

- 16.14.1. should not- under any circumstance- drink alcohol at any time during the event and be able at all times to ensure their ability to carry out all of the responsibilities of an official CEESA event sponsor.
- 16.14.2. Coaches/Advisors should remember that they are on duty for the entire time of the event and could be called on at any time (24 hours a day) for emergencies or incidents involving their students.

16.15. Coach/Advisor

- 16.15.1. should teach the student participant that participation in school athletics and activities is a privilege extended to those who meet the standards of eligibility established by CEESA and their own school.
- 16.15.2. Coaches/advisors should make it completely clear that no student has the right to participate, nor that the school owes anything for such participation.

16.16. Coach/Advisor

- 16.16.1. should encourage their squad members, by example, to accept **responsibility** for their own behavior, conduct and performance in training and competition.
- 16.16.2. This refers both in relation to their own players and to the opposition and that their attitudes transcend sporting/activity competitions and should be seen as an integral part of everyday life.
- 16.16.3. The relationship between coach/advisor and student participant relies heavily on mutual trust and respect.

16.17. Coach/Advisor

- 16.17.1. should make sure the activity being undertaken should be suitable for the age, aptitude and ability of the participant.

16.18. Coach/Advisor and Event Director

- 16.18.1. phone numbers will be made available to all participants of CEESA sponsored events.

16.19. Coach/Advisor

- 16.19.1. who accept all of these responsibilities, and require the same acceptance and adherence from their student participants, will never teach or allow any student

under their discretion to use any tactics that attempt to circumvent the spirit as well as the letter of the rules.

- 16.20. **Coach/Advisor**
 - 16.20.1. must deal with personal information about their team members with confidentiality and discretion.
 - 16.20.2. Confidentiality does not preclude the disclosure of information to persons who can be judged to have "the right to know," relating to the student participant.
- 16.21. **Coach/Advisor**
 - 16.21.1. must be at the event site with their students from the beginning of the event until its completion. (Unless the tournament director has approved the departure of student(s) and/or sponsors)
- 16.22. **Coach/Advisor**
 - 16.22.1. should refrain from public criticism of fellow coaches, officials and event sponsors.
 - 16.22.2. Differences of opinion should be dealt with on a personal basis and more serious disputes should be dealt with by athletic directors/activity coordinators.
- 16.23. **Coach/Advisor**
 - 16.23.1. must treat officials and opponents with due respect both in victory and defeat and encourage their squad members to act in a similar manner.
- 16.24. **Coach/Advisor**
 - 16.24.1. must call the host family homes at curfew time on each night of an event and speak to both the host parent and his/her students.
 - 16.24.2. If parents do not receive a call by 22:30 they are instructed to call the event organizer and inform him/her.
- 16.25. **Coach/Advisor**
 - 16.25.1. must, while speaking with his/her students at curfew time, ask questions of them to ensure that they are safe.
 - 16.25.2. Examples of questions could be; what did you do tonight? how are your sleeping arrangements? can you talk freely? what is our school mascot?
- 16.26. **Coach/Advisor**
 - 16.26.1. must engage their students during the morning after a night of housing with questions about their experience.
- 16.27. **Coach/Advisor**
 - 16.27.1. must, while on a CEESA student sponsored trip, refrain from the use of alcohol and/or illegal drugs.
- 16.28. **Tournament/Event Directors**
 - 16.28.1. are in charge of CEESA sponsored tournaments.
 - 16.28.2. have the authority to discipline coaches, as well as students, and will report all discipline infractions to the ranking administrator at the host CEESA School and to the CEESA Sports and Activities Executive Committee within 72 hours.
- 16.29. **Coaches' discipline**, if needed, will be decided at the earliest available date by the CEESA Discipline committee.
- 16.30. **The ranking administrator**
 - 16.30.1. at the host school of the CEESA sponsored event will be the final arbitrator in any dispute among coaches.

IN DOING ALL THESE THINGS, COACHES AND SPONSORS ARE MAKING A REAL CONTRIBUTION TO THE TOTAL EDUCATION OF THEIR STUDENT PARTICIPANTS AND HELPING TO INSTILL IN THEM PROPER ATTITUDES TOWARDS FAIR COMPETITION AND A HEALTHY LIFESTYLE.

17. Chapter 5 - Rules for CEESA School teams/groups participating in CEESA Athletic or Activity events

17.1. Team Supervision

- 17.1.1. Teams/groups should be adequately supervised during travel to and from CEESA hosted events.
- 17.1.2. There should **always** be two chaperones/coaches for each group involved in CEESA sponsored events.
 - 17.1.2.1. If it is impossible to send two chaperones, the host school must be notified, at which time they will assign a person to assist the visiting school in the case of an emergency.
 - 17.1.2.2. It is recommended, but not necessary for schools to send a female chaperone with female teams.
- 17.1.3. **Coach Supervision During Host Pick Up**
 - 17.1.3.1. At least 1 chaperone/coach must be with their students until they are turned over to the host school parents or until the host school has accepted the responsibility by dismissing the chaperone.
 - 17.1.3.2. At that time all students must be fully aware of who is responsible for them and that the instructions of this person are to be followed.
- 17.1.4. **Coach Accompany Student to Hospital**
 - 17.1.4.1. If a student athlete needs to be taken to the hospital, one of the coaches or chaperones must accompany the athlete for assistance.
 - 17.1.4.2. If a prolonged hospital stay is indicated, parents will be responsible for facilitating further care .
 - 17.1.4.3. Chaperone will stay with a student until parents' arrival or return home with a student upon release from the hospital.
- 17.1.5. **Coach Phone Host Family**
 - 17.1.5.1. A coach must call the host family homes at curfew time on each night of an event and speak to both the host parent and his/her students.
 - 17.1.5.2. If parents do not receive a call by 22:30 they are instructed to call the event organizer and inform him/her.
 - 17.1.5.3. While speaking with his/her students at curfew time a coach must, ask questions of them to ensure that they are safe. Examples of questions could be; what did you do tonight? how are your sleeping arrangements? can you talk freely? what is our school mascot? During the morning after a night of housing coaches must engage their students with questions about their experience.

17.2. Visiting Parents

- 17.2.1. The host school should make every effort to discourage parents from staying in the chaperones hotel with students.
- 17.2.2. It is expected that students will stay with host families when participating in a CEESA event. This is in the spirit of CEESA to develop self-esteem, social skills and promote intercultural exchanges.
- 17.2.3. The host school is not responsible for transporting visiting parents unless offered by the host AD.

17.3. Housing of Teams

- 17.3.1. **Refusal to Host a Visiting Students**
 - 17.3.1.1. The host school has the right to refuse housing to those visiting students who have failed to comply with the spirit and intent of the CEESA student rules.
 - 17.3.1.2. In the event that a host school refuses to house a student(s), no alternative housing arrangement should be made until the chaperone/coach has been directly notified and told why the decision has been made.
 - 17.3.1.3. As a matter of courtesy the host school should discuss with the chaperone/coach what alternative arrangements for housing are available for the dismissed student(s) while the decision regarding the student's further involvement in the CEESA event is being made.
- 17.3.2. **Refusal to Host a Visiting Team**

- 17.3.2.1. As a matter of professional courtesy the host school AD/AC, upon deciding not to house an entire team, should make every effort to contact the dismissed team's head teacher to discuss the reasons for failing to house and discuss the alternative arrangements for the team.

17.3.3. Appreciate Gifts for Host Family

- 17.3.3.1. Visiting students **WILL NOT** bring alcohol to their host family as signs of appreciation.
- 17.3.3.2. All kids with special dietary requirements must be communicated on the roster and sent to the host school. This will save emails going back and forth and help the host families prepare stuff.

17.4. Dismissing teams from CEESA events

- 17.4.1. Only the tournament director or the team's coach or head teacher has the right to dismiss a student or team from tournament play or CEESA Activity.
- 17.4.2. Dismissing full teams or refusing to house full teams is not consistent with the spirit of CEESA.
- 17.4.3. CEESA has urged that individual rule breakers be identified and punished.
- 17.4.4. Teams losing players resulting from their dismissal suffer the consequences of lost talent and support, but should not be denied play unless the dismissal number is so great that a team cannot field a team.
- 17.4.5. There may be instances where individual rule breakers are not easily identified and that team behavior as a whole is offensive and contrary to the spirit of CEESA. In these cases most schools may have no other choice than to refuse housing to entire teams and tournament directors to deny play.

17.5. Event Activities

- 17.5.1. Host schools planning activities for visiting teams (tours etc.) should make certain that these plans have been fully discussed with and understood by the visiting school's coaches/advisors before the team leaves for CEESA events.
- 17.5.2. In addition, these plans should be reviewed in the initial coaches/advisors meeting.
- 17.5.3. All student participants in a CEESA event (sports or activity) are expected to take part in all event activities.

17.6. Team/Participant expectations at host school

- 17.6.1. Respect the school's program in progress and do nothing that would interrupt it.
- 17.6.2. Student participants should not wear clothes that may offend others.
- 17.6.3. The use of portable radios ("boom boxes") and other artificial noise makers is not permitted at CEESA events.
- 17.6.4. Host school administrators and teachers are the "bosses" of their school and should be respected whenever they speak or give directions to visiting teams or their individual members.
- 17.6.5. Visiting coaches/sponsors will be expected to play supervisory roles on a shared basis in the planned student activities for after tournament play sponsored by the host school.
- 17.6.6. During CEESA events coaches/sponsors must be responsible and accountable for the behavior for their students. Students are not permitted to leave the event site without the permission of the coach/advisor or the tournament director.
- 17.6.7. *WHENEVER POSSIBLE athletes should wear the official school issued uniform for all sports.* Schools should ensure, when possible, that the uniforms and uniform accessories conform to the respective sport according to the CEESA adopted rule book.
- 17.6.8. Uniform accessories (T-shirts, headbands etc.) are permitted but should be a solid color. All students from the team should have the same color.
- 17.6.9. Athletic Directors/Activity Coordinators are responsible for ensuring that their coaches/advisors are informed of the standards of dress and that their student participants are properly dressed.
- 17.6.10. The host school athletic director/activity coordinator has the authority to require student participants to change their dress when uniform violations occur.

18. Chapter 6 - Rules for Host Schools of CEESA Athletic and Activity events

18.1. Pre-Event Responsibilities - Host School

- 18.1.1. Host schools must send out invitations to the CEESA event a minimum 6 weeks before the tournament.
- 18.1.2. The invitation should be sent to all CEESA Schools in their appropriate Division
- 18.1.3. It is highly recommended that host schools appoint a Tournament Director, a staff member that has background or previous experience with the event or is a specialist teacher in the subject area. This person will ensure the quality and appropriateness of the event.

18.2. Pre-Event Responsibilities - Visiting School

- 18.2.1. Schools planning to participate in events must notify the host school AT LEAST 30 days prior to the event or by the due date listed on the invitation.
- 18.2.2. Communication should be between AC/AD and the host AC/ADs or Tournament Directors unless expressly instructed by the host AD/AC (for example in the case of Music festivals).
- 18.2.3. AD/AC should be CC'd on all emails.
- 18.2.4. Rosters provided to the host school will include: age, grade, gender, nationality, important medical and dietary alerts, t-shirt size, and housing preferences.
- 18.2.5. Roster submission deadlines are set by the host school and should be required at 3 weeks prior to an event.
- 18.2.6. Visiting schools will bring their own 1st aid kits.

18.3. Medical Emergency Procedures

- 18.3.1. In the invitation process, Schools will outline what they will and will not be able to provide for a CEESA tournament. School nurse or external doctor.
 - 18.3.1.1. Standby ambulance or ambulance on site.
 - 18.3.1.2. Transportation to the hospital with school vans/cars or a taxi.
 - 18.3.1.3. Person from the host school to travel with the injured student.
 - 18.3.1.4. Check that a student's insurance will be accepted at the hospital/Host school assumes responsibility for paying, in the event that it is required.
 - 18.3.1.5. For options on procedures in case of an emergency hospital / urgent care visit see [Appendix 18.3.1.](#)

18.4. Host Site responsibilities for Transportation during CEESA event

- 18.4.1. Host school will provide transportation from the point of arrival (airport, train station, bus station) to the host school and transportation after the completion of the event from the host school to the point of departure.
- 18.4.2. The host school can ask for financial reimbursement to cover transportation costs after the completion of the event for costs other than those from the host school to the point of departure.
- 18.4.3. The host site greeter should welcome visiting teams, assist with any arrival needs (money exchanges, visa or luggage problems, etc.) and provide coaches/advisors with any initial event information (schedules, maps, etc.).
- 18.4.4. It is not the host school's responsibility to provide transportation to visiting parents.
- 18.4.5. Host sites are reminded to provide school addresses and/or maps to visiting schools' Athletic or Activity Director prior to the event.

18.5. Housing and Hospitality for visiting students

- 18.5.1. Host site should provide adequate, safe host family lodging for entire CEESA event.
- 18.5.2. For MS Events hosting days are Thursday, Friday and Saturday evenings.
- 18.5.3. For HS Events hosting days are Thursday, Friday and Saturday night.
- 18.5.4. For HS Soccer and Basketball hosting days are Wednesday, Thursday, Friday and Saturday nights.
- 18.5.5. For MS Band and Choir hosting days are Wednesday, Thursday, Friday and Saturday nights.

- 18.5.6. For HS Band and Choir hosting days are Wednesdays, Thursday, Friday and Saturday
 - 18.5.7. Visiting teams are reminded to alert host site AD/AC of student needs (allergies, dietary concerns, etc.) no less than 2 weeks prior to event.
 - 18.5.8. Host families and/or host site shall provide breakfast, lunch and dinner for all participants or money to purchase food.
 - 18.5.9. If a visiting coach or advisor has a student who has a problem or concern arise from a host family situation, please report this to the host Tournament Director immediately.
 - 18.5.10. Host schools may give visiting students a list of emergency contact numbers which includes the phone numbers of their host families. This list could be given in various ways such as; printed piece of paper with the student guidelines, included in the event program or in the form of a wallet size card.
- 18.6. Housing and Hospitality for visiting coaches**
- 18.6.1. Host school will arrange affordable, safe and convenient lodging for coaches and advisors from the visiting schools throughout their stay.
 - 18.6.2. Host schools will provide transportation for coaches/advisors to and from the hotel each day of the event.
 - 18.6.3. Host school will **provide** a dinner one evening during the CEESA event for all coaches/advisors participating in the event.
 - 18.6.4. Alcohol will not be provided at the coaches dinner.
- 18.7. Host School responsibilities during the CEESA Event**
- 18.7.1. The tournament director must also refrain from the use of alcohol and/or illegal drugs while he is hosting visiting students.
 - 18.7.2. Host School will provide a meeting space for coaches/advisors meeting at the beginning of each CEESA event (For example, Thursday evening or Friday morning).
- 18.8. Host school will provide the following at all CEESA events:**
- 18.8.1. Water
 - 18.8.2. Emergency medical personnel on site for the duration of the CEESA event.
 - 18.8.3. Food options - for purchase- for the duration of the event
 - 18.8.4. CEESA event souvenir (t-shirt, towel, cap, water bottle) for all student participants, coaches and advisors.
 - 18.8.5. Coach/advisors **hospitality area** – with refreshments, computer and phone access
 - 18.8.6. emergency contact information for all students and adults
 - 18.8.7. Official balls and equipment for tournaments.
 - 18.8.8. Host school may use students as volunteers (working score tables etc.), however all students volunteers should be supervised by adults.
 - 18.8.9. One “cultural experience” is expected unless the schedule doesn’t allow for visiting school during the course of an event. If a second “cultural experience” is organized or asked for by the visiting schools the host school can ask for financial reimbursement for the costs involved.
 - 18.8.10. The host school can provide a “social event” one evening of an event to lessen the burden put on host families. All costs involved in a “social event” will be paid for by the host school.
 - 18.8.11. Host schools **do not reserve the right to change rules for tournaments and events** at the coaches meeting.
 - 18.8.12. **Live streaming of tournaments**
 - 18.8.12.1. is not and should not be an expectation of a host school.
 - 18.8.12.2. If a school does stream some or its entire tournament that it is at total discretion of the host school.
 - 18.8.12.3. The CEESA community understands that each school is different and has different capabilities in this area.
- 18.9. Post-Event Responsibilities (Host school)**
- 18.9.1. Host school will provide a CEESA event evaluation form to all coaches/advisors at the end of the event that is to be filled out by students and coaches together.
 - 18.9.2. Host school will collect and summarize the event evaluation forms.

- 18.9.3. The summary as well as the results and activity event report must be sent to the ac/ad list server.
- 18.9.4. The AC/AD must post the summaries on the [RESULTS SPREADSHEET](#) to record the results.
- 18.9.5. Host school should submit an article for the CEESA Web Site.
- 18.9.6. Host school AD/AC should be prepared to present a report at the next scheduled AD/AC meeting.
- 18.9.7. Host School will provide a meeting space for coaches/advisors feedback meeting at the end of each CEESA Activity event.
 - 18.9.7.1. At the meeting coaches will openly discuss rules, format and issues for the betterment of the activity.

19. CEESA SUSTAINABILITY CONSIDERATION

19.1. Recommendations for Sustainable CEESA Events

- 19.2. While recognizing that our CEESA Athletics and Activities program will have an impact on our shared environment, there are steps that we feel as AC/ADs can be encouraged to take place at our events in order to help minimize their impact on the environment and maximize efforts at sustainability.
These steps should not be viewed as requirements, but rather as possibilities for reducing our collective environmental footprint.
- 19.3. CEESA Schools will participate in carbon-offset or other programs where and when possible to help offset impact of student and teacher travel.
- 19.4. Host schools will make every effort to recycle materials (paper, glass, plastic) produced or required during the course of an event. Host schools will take steps to make their events as „paperless“ as possible.
- 19.5. Host schools will make every effort to reduce the amount of materials used during the course of an event.
- 19.6. Host schools will make every effort to give consideration to the source of materials: where it was made, who made it, what it was made of, to guide purchase/use of that material.
- 19.7. Where possible, event participants and host schools will take steps to reduce the amount of energy (gas and electricity) that is consumed during the event

As we are educational institutions, we would hope that all CEESA member schools would have their students take the lead on developing, organizing and publicizing the above steps at an event. We encourage host schools to take steps to educate participating students about these steps

20. Chapter 7 - CEESA Rules Consistency and Best Practices

- 20.1. It is important for the success, child protection and risk management plan of all CEESA events, that host families be consistent regarding the rules for student participation.
- 20.2. Host schools should assure that host families understand their role and what is expected of them and the visiting students, especially concerning curfews and a controlled environment. The following will apply to all CEESA sponsored events:
 - 20.3. Curfew**
 - 20.3.1. The student participant curfew is 22:00 for all nights of CEESA sponsored events.
 - 20.3.2. Students in Grades 6, 7, and 8 are not allowed to be unsupervised. They should be under the direct supervision of the host parents or their respective coach or advisor (This applies for all days of the visit.)
 - 20.4. Visiting the City**
 - 20.4.1. Upper school students may visit host cities but should always be with an adult.
 - 20.4.2. It is strongly recommended that on the day students arrive at the host site, host families and visiting students not go out so that student participants can rest and prepare for the event.
 - 20.4.3. Students (visiting and host family) must always inform the host family parents of their intentions and location when leaving the host family home.
 - 20.5. Curfew Calls**
 - 20.5.1. CEESA requires that coaches/sponsors call their respective students' host family at curfew time on each night of an event and speak with both the parents and his/her students.
 - 20.5.2. If parents do not receive a call by 22:30 they are instructed to call the event organizer and inform him/her.
 - 20.6. Violations of Housing**
 - 20.6.1. Any violation of the CEESA housing regulations by any participant will result in those involved being immediately removed from housing with host families.
 - 20.6.2. The student will either be placed in the care of the coach/advisor for the duration of the event or will be sent home.
 - 20.7. Travel Days**
 - 20.7.1. While CEESA realizes the difficulty of travel arrangements for these events, it is recommended that visiting schools arrive for all CEESA sponsored events on Thursdays and depart on Saturdays after the event or Sunday.
- 20.8. CEESA supports member schools in their policies.
- 20.9. The following items are not rules but best practices that can aid in the protection of our students participating in CEESA events.
- 20.10. Students should be seated in groups when traveling by train, bus or plane.
- 20.11. Students should be supervised on transportation (buses, mini vans, taxis etc.) while visiting a host city.
- 20.12. When host schools receive dietary/medical information from visiting schools, they should involve their nurse with any noted students.
- 20.13. Holding a preseason coaches' meeting is an important way to share information and guidelines.
- 20.14. Schools should consider making it mandatory for coaches to have some sort of coaching certification or take a specific course. First Aid courses would have the highest priority. NFHSlearn.com is a resource for paid and free courses.
- 20.15. Pre-travel meetings with coaches may be useful to give all travel documents and information.

- 20.16. All AD/ACs should have each other's phone numbers programmed in their phones in case of emergency
- 20.17. All AD/ACs should have first aid training.
- 20.18. Visiting coaches should be shown, when they arrive, the emergency procedures of the host schools.
- 20.19. Holding a pre season parents meeting is a good way to give parents the CEESA and school guidelines.
- 20.20. Before a hosting event parents should be reminded of the CEESA guidelines and specifically about coaches calling at curfew and what to do if they do not call.
- 20.21. Host schools should consider using their school security guards or hiring outside guards when tournaments are located off campus. Sites do not need to be locked down (as some campuses are) but at least a security presence that walks around the event location paying particular attention to possible non community members.

21. Chapter 8 - Guidelines for Parents

- 21.1. For the duration of the event you stand in place of the visiting student's parents. Please exercise all supervision and care that you would normally exercise with your own children and observe all CEESA rules below.
- 21.2. Attached for your information are the regulations for student behavior. The student(s) you are hosting has already agreed to observe these regulations.
- 21.3. Visiting Student Rule Violations**
 - 21.3.1. Please report immediately any violation of these regulations by the student(s) you host to the responsible official designated by your school. (Event Director, Athletic Director, Activity Coordinator, etc.)
- 21.4. Changing Curfew or CEESA/School Rules**
 - 21.4.1. Neither host families nor students may negotiate changes to the CEESA regulations for students with respect to curfew, housing arrangements, the use of tobacco, alcohol or drugs or any other rules set forth by the host school.
- 21.5. Hosting Pick Up/Drop Off & Transportation**
 - 21.5.1. Please make contact with the student(s) you are hosting at the time designated by the host school.
 - 21.5.2. Please arrange for suitable transport if necessary. Normally this is expected to be a private car to and from the event.
 - 21.5.3. Students may not be left without adult supervision after the tournament games/events/activities when at host family homes and in their care.
 - 21.5.4. Host families will make every effort to be at home when they host or, in extraordinary situations, provide an adult (approved by the tournament director) to supervise for a limited period of time.
- 21.6. Food & Meals**
 - 21.6.1. Please provide the student(s) with a suitable meal at whatever times may be necessary because of the scheduling of the event.
 - 21.6.2. Please provide a "bag lunch" for the student(s) during the competition and for the return journey to their home city.
 - 21.6.3. You may give the student(s) money to purchase a meal if provided by the host school.
- 21.7. Curfew Check**
 - 21.7.1. CEESA requires that coaches/sponsors call their respective students host family at curfew time on each night of an event. They are required to speak with both a parent and his/her students. If you do not receive a call by 22:30 please call the event organizer and inform him/her.

22. Chapter 9 - CEESA Statement of Integrity and Fair Play

- 22.1. It is recommended that the statement below be read at the beginning of all CEESA sponsored events.
- 22.2. It should be read in the presence of the student participants (sports and activities), coaches, advisors, officials and especially the spectators.
- 22.3. The hope is that in calling to mind the purpose and spirit of CEESA this statement will promote a dignified atmosphere and appropriate behavior especially on the part of the adults to whom our children look for guidance and models of behavior.

READ TO PARTICIPANTS AT OPENING CEREMONY

The purpose of the Central and Eastern European Schools Association is to provide a venue for students from member schools to compete or gather in an environment that is safe, challenging, professional and educational. Each student is given the opportunity to demonstrate her/his best ability while maintaining a spirit of respect and co-operation with fellow students from various international backgrounds.

Each event involves students and adults in their different roles: these include student athletes or participants, chaperones, coaches and spectators. All those involved in the event are expected to uphold the same spirit of respect and co-operation. This spirit is demonstrated by fair play among students, positive encouragement from coaches, impartial judgments from officials and respectful enthusiasm from spectators. The behavior of the adults is crucial to the successful educational aspect of the event.

The adults act as models for our student participants. Therefore profanity, deliberately making noises that interfere with the performance of a competing student, the condemnation of coaches or officials, or any behavior that is disrespectful or degrading to the CEESA standard of sportsmanship, jeopardizes the purposes of the CEESA organization and, most of all, jeopardizes the quality of the experience for the students involved.

As this event ensues, we ask that all of our parents, coaches and students keep this vision of our purpose in mind.

TOURNAMENT CITIZENSHIP

- As athletes, coaches, officials and spectators we all have a role in an athletic event. Together we all have RESPONSIBILITIES to make this event a positive and healthy experience for all!

The athlete:

- Maximizes one's potential in the pursuit of individual and team excellence.
- Perseveres in the face of adversity.
- Wins with modesty and accepts defeat with poise and dignity.
- Respects self, all participants and the sport they participate within.
- Represents his/her school with the highest standard of conduct at all times.

The coach:

- Inspires athletes to compete within the rules of the sport they participate within.
- Teaches the importance of competing fairly regardless of outcome.
- Sets an example for players and spectators in respecting officials.
- Models exemplary conduct at all times.

The official:

- Is impartial, fair and firm in decisions.
- Treats all participants with respect.

The spectator

- Recognizes that the goal of athletic competition is to provide young people with the opportunity for healthy, physical, social and emotional growth.

- Recognizes that spectators as participants have responsibilities for appropriate behavior.
- Does not speak to other participants negatively and disrespectfully.
- Respects decisions made by game officials' and tournament organizers.
- Allows coaches to coach