



DEPARTMENT OF DEFENSE
DEPENDENTS SCHOOLS
OFFICE OF THE DIRECTOR, EUROPE
Unit 29649, Box 7000
APO AE 09096

December 16, 2005

MEMORANDUM FOR SUPERINTENDENTS, DODDS-E
HIGH SCHOOL PRINCIPALS, DODDS-E
ATHLETIC COACHES, DODDS-E

SUBJECT: DoDDS-E Athletic Travel Standard Operating Procedures (SOP)

A. PURPOSE: This is to establish the DoDDS-E SOP regarding athletic travel for all participants.

B. APPLICABILITY: This SOP applies to all student athletes, coaches, managers and statisticians.

C. PROCEDURES: The official procedures for travel to athletic events are as follows:

Football:

- Official traveling squad size for Division I and II football when air transportation is required is thirty-two (32). The official squad size for Div. III/IV Schools will be twenty-six (26). These are maximum numbers to include coaches, managers, and statisticians.
- The exact number of tickets to be purchased, not to exceed 32/26, will be determined by the respective District Superintendent.
- Only 1 bus is authorized for all games. Exception: When a Varsity and complete J.V. game will be played, a second bus is authorized or a double-decker, which ever is more cost effective. When crossing the Channel (Div. I) and a JV game will be played, a double-decker bus is authorized.
- Schools fielding a JV team must provide transportation for the team (exception: crossing the Alps or Channel). Bus seats cannot be reserved for varsity team members at the expense of the JV team.
- Coaches will need to determine a "travel team" to remain within the bus limits.
- Post Season – 1 Bus maximum – 36 students and 4 coaches. Teams flying will follow the numbers as previously stated.

Golf/Tennis/Cross Country/Volleyball/Wrestling/Softball/Track/Rifle:

- All schools are required to piggyback with other teams within the school or with schools in close proximity traveling to the same site.
- Modes of transportation such as vans or rental vehicles should be acquired for small groups.
- If 7th and 8th grade participants (individual sports only) increase the need for a larger bus, 7th and 8th grade students will not be permitted to travel to that event.

Basketball/Soccer:

- Schools who have complete JV and Varsity boys and girls teams (more than 25 persons total per team) are authorized 2 buses (Div. I and II schools only). All other divisions are authorized one bus.
- Teams crossing the Alps or Channel are authorized 1 bus. Double-decker buses will be approved on a case-by-case basis by the DoDDS-E athletic coordinator.

Cheerleaders:

- Cheerleaders/Mascots are not authorized air travel for regular season or post-season events. Exception: European Cheer Competition.
- Principals will determine travel for regular season events (if not flying), but the number of buses authorized for the scheduled sport will remain at one (1). If two buses are needed, due to JV & Varsity football/basketball games, the varsity cheerleaders are authorized to travel.
- Cheerleaders/Mascots will not travel on regular season trips scheduled to cross the Alps or Channel. Exceptions may be requested through the DoDDS-E athletic coordinator.
- Mascots will not participate in post-season competition.
- Bus travel to post-season events (i.e. Super Six), will be determined by the DoDDS-E Athletic Coordinator.
- Travel is authorized for cheerleaders to participate in the European Cheer Competition. Cheer participants will travel with their respective basketball teams to the competition.

Air Travel – All Events:

- DoDDS-E policy requires the use of economy-restricted tickets.
- Tickets should be purchased as far in advance as possible.
- The number of tickets purchased will not exceed the following the maximum numbers established in this document for any event.
- After tickets are purchased, changes will not be made if the change results in an additional cost to the government.

Post Season Championships:

Number of students + (number of adults)

Activity	Div. I	Div. II	Div. III	Div. IV
Football **	36 + (4)	36 + (4)	36 + (4)	36 + (4)
Volleyball	13 + (2)	13 + (2)	10 + (2)	10 + (2)
Cross Country *	7 + 7 (2)	7 + 7 (2)	5 + 5 +(2)	5 + 5 +(2)
Tennis *	3 + 3 (2)	3 + 3 (2)	3 + 3 + (2)	3 + 3 + (2)
Cheer	10 + (2)	10 + (2)	10 + (2)	8 + (2)
Golf *	Q + (1)	Q + (1)	Q + (1)	Q + (1)
Basketball - G & B	13 + (2)	13 + (2)	10 + (2)	10 + (2)
Wrestling *	Q + (2)	Q + (2)	Q + (2)	Q + (2)
Cheer	10 + (2)	10 + (2)	10 + (2)	8 + (2)
Rifle	6 + (2)	6 + (2)	6 + (2)	6 + (2)

Activity	Div. I	Div. II	Div. III	Div. IV
Track *	Q + (2)	Q + (2)	Q + (2)	Q + (2)
Soccer – G & B	22 + (2)	22 + (2)	16 + (2)	16 + (2)
Softball	16 + (2)	16 + (2)	13 + (2)	13 + (2)


* If less than 5 persons qualify - only 1 coach is permitted to travel.
**Flying numbers remain the same as previously stated.

All Sports:

- All schools are required to utilize the most cost effective means of travel for all activities.
- Coaches, who are not in public law status, are authorized to travel by air at Government expense. Additionally, principals are authorized to submit requests for travel orders for non-DoDDS coaches. Maximum number of orders provided per team, for coaches is two (2). The District Superintendent must approve exceptions. All accommodations will be the same for all coaches (public law and volunteers) when traveling on orders.
- Loss of school time for students and prudent use of TDY should be a priority for all schools.
- Study trips, in conjunction with athletic events, that impact loss of school time, increase funding and do not meet security requirements are not authorized.
- Parent travel is not authorized on DoDDS-E athletic trips, unless a parent is serving as an “official” DoDDS-E coach.
- Departure Times:

Travel Time:	3 hours or less	More than 3, less than 6	More than 6, less than 12	Over 12
Friday games	Departure same day	Friday A.M. or Noon	Friday A.M.	Night before, after school
Saturday games	Departure same day	Day before; after school	Friday Noon	Thursday after school, or Friday morning

D. EFFECTIVE DATE: This SOP is effective December 16, 2005.


Diana J. Ohman
Director, DoDDS-E