

2014 CO-COACH ATTENDANCE POLICY

While all co-coaches are welcome to attend the NSB, due to the limited number of rooms at the National 4-H Conference Center, co-coaches will only be permitted to stay with the team at the Center if the official NSB primary coach submits the following information to ORAU:

- (1) A copy of the school's district policy (not the school's policy or the school principal's policy) that clearly states a co-coach's attendance is required.
- (2) A copy of the co-coach's school identification card that clearly proves that he or she is an employee of the team's school district.

ORAU will review all submitted information and will decide if the co-coach is "**REQUIRED**" or "**NOT REQUIRED**". To be considered a REQUIRED co-coach, both conditions listed above (1 and 2) must be met.

REQUIRED CO-COACHES:

- (1) Will be allowed to stay at the National 4-H Conference Center but will be required to share quad-rooms (two sets of bunk beds) with two other co-coaches. The coach and required co-coach from the same school will NOT share the same room, and the required co-coaches' rooms may or may not be located near their teams' or coaches' rooms.
- (2) Will be responsible for paying all transportation costs to/from Washington, DC, and all lodging and meal costs at the 4-H Center.

NOT REQUIRED CO-COACHES:

- (1) Will not be allowed to stay at the National 4-H Conference Center. However they may reserve rooms at the Doubletree Hotel (the official NSB overflow hotel), or at any other hotel of their choosing. The Doubletree Hotel is the only hotel that the NSB will be providing limited bus transportation to/from the hotel and the 4-H Center.
- (2) Will be responsible for paying all transportation costs to/from Washington, DC, and all lodging and meal costs at the 4-H Center.

All co-coaches (required and not required) may travel on the NSB-provided bus transportation to/and from all official NSB functions provided they:

- (1) Purchase a NSB meal ticket from the National 4-H Conference Center (12 meals for ~\$150) upon arrival at the National 4-H Conference Center
- (2) Submit the following prior to their arrival at the NSB:
 - **Co-Coach Medical form**
http://science.energy.gov/~media/wdts/nsb/pdf/2014%20forms/2014_AdultMedical.pdf
 - **Co-Coach Media Release form**
http://science.energy.gov/~media/wdts/nsb/pdf/2014%20forms/2014_AdultMediaRelease.pdf
 - **A copy (front and back) of the co-coach's school identification card faxed to 865-241-5219.**