



# ADVISER RESPONSIBILITIES

The following responsibilities are based on rules for chaperones established by the Florida High School Athletic Association and policies adopted by the FSPA Board in November 1993.

- Advisers and staffs must stay in the covention hotel.
  - The adviser will bring no more than 20 students from each eligible FSPA-member publication/broadcast staff that the adviser supervises.
  - Advisers may not bring students to the convention who are not registered as the 20 official delegates of each publication.
  - Chaperone-to-student ratio should be no more than 10 students per chaperone and/or should meet your district's requirements.
  - Teachers and chaperones who assume the responsibilities of accompanying students on an out-of-town trip should recognize they are assuming a 24-hour-a-day responsibility. Advisers must be in charge at all times. Advisers and chaperones should not make personal plans away from the hotel.
  - Advisers should arrange a meeting with with chaperones and students well in advance of the departure so that all parties understand the assignments and regulations
  - Advisers should inspect all rooms upon checking in and when checking out so that any damages are cleared with the hotel before leaving the convention.
  - Advisers should never retire until all students are checked in for the night and all visiting between the rooms has stopped.
  - Advisers should keep an accurate check on the students assigned to them at all times. At no time should students be "turned loose."
  - Students may not have members of the opposite sex in their rooms without adult supervision.
- Studetns may not use the hotel's pool at anytime.**

- No student should be allowed to accompany a group on a trip until they and their parents have agreed, in writing, to abide by the rules by signing the Behavior Contract.
- As on any school field trip, consumption of alcoholic beverages or tobacco products at any time during the trip is prohibited.
- Smoking in the presence of students is prohibited.
- Advisers have the duty to notify their school principal of student(s)' rule violation.

## CONSEQUENCES

- Advisers will be notified if their students are in any violation of the FSPA Behavior Contract. The Executive Board reserves the right to notify the school of violations.
  - If a student violates convention rules, the adviser is responsible for helping enforce the consequences, which may include sending the student home at parental expense the day of the infraction or restricting the student to his/her hotel room.
  - Any publication whose representative(s) is/are found to be cheating on any FSPA competition will be disqualified from the event based on the discretion of the Executive Board, may be additionally penalized, including being banned from participation in any FSPA activity through the end of the next academic year.
  - The Executive Director has the authority to notify the school principal, notify the FHSAA and/or ban a student or publication from participation in FSPA events for up to one year based on violation of convention rules or a history of violation convention rules.
- Please bring this signed form to check-in at convention.

## Adviser Contract

I understand that I am responsible for my students at all times during the convention. I also understand that if I cannot be located should a problem arise with one of my students, my school principal will be notified.

Adviser signature	Date
Publication	District
Principal name	Phone
Principal signature	Date