

CO-COACH POLICY

If a team is considering bringing a co-coach to the 2017 NSB, it is VERY IMPORTANT that **both** coaches carefully read the information below. Each team is limited to at most TWO coaches. The NSB does not have the resources or infrastructure for more than two coaches per team.



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

- (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/ORISE will review all submitted information and will decide if the co-coach is "REQUIRED" or "NON-REQUIRED". To be considered a REQUIRED co-coach, both conditions listed above (1 and 2) must be met.

REQUIRED CO-COACHES:

- (1) Must be registered as a co-coach by the primary coach on the team's NSB account: <https://apps.orau.gov/nsb-coach/Account/Login/>. Coaches NOT registered will NOT be allowed on the campus of the National 4-H Conference Center.
- (2) Will be allowed to stay at the National 4-H Conference Center but will be required to share a quad-room (two bunk beds) with two other co-coaches. The coach and required co-coach from the same school will NOT share the same room.
- (3) Will be responsible for paying all transportation costs to/from Washington, DC, and all lodging and meal costs at the 4-H Center.

NON-REQUIRED CO-COACHES:

- (1) Must be registered as a co-coach by the primary coach on the team's NSB account: <https://apps.orau.gov/nsb-coach/Account/Login/>. Coaches NOT registered will NOT be allowed on the campus of the National 4-H Conference Center.
- (2) Will NOT be allowed to stay at the National 4-H Conference Center. However they may reserve a room at the Bethesda 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. To reserve a room at the Doubletree:
 - a. Go to this link: **www.doubletreebethesda.com**
 - b. Find the "**Arrival and Departure**" date boxes on the left side of the screen.
 - c. Select the dates of the stay, number of rooms, and number of people
 - d. Click the Link "**Add Special Rate Codes**" below the date boxes and enter the Code "**NSB**" in the Group Code Box.

- e. Click **“Check Rooms & Rates”**
 - f. On the next screen, verify **“NATL SCI BOWL F&F”** appears in the Room Rate Description and then continue making your reservation.
 - g. Select a king or double bed room and click the **“Select”** Button.
 - h. Complete your personal information and click **“Continue”** Button.
 - i. Verify your stay information, enter your payment information, and click **“Book Reservation”** to book your reservation.
- (3) 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 non-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 ~\$260) upon arrival at the National 4-H Conference Center and
- (2) Submit the following forms prior to their arrival at the NSB:
 - 2017 Adult Medical Form
 - 2017 Media Release Form

If you have any questions regarding any of these items, please feel free to phone or email Norma Ward at 865-241-2890 or NSB@orise.orau.gov.