

School Responsibility Agreement & Release of Liability

This School Responsibility Agreement and Release of Liability ("Agreement") represents the agreement and understanding between the officials representing _____, (name of high school) (hereinafter "the High School") and the INTERalliance of Greater Cincinnati, a 501(c)(3) non-profit corporation with offices at 10290 Alliance Road, Cincinnati, OH 45242 (hereinafter "INTERalliance") regarding participation by students from the High School in "TechOlympics 2019" (hereinafter "Conference") on Friday, February 22, 2019 through Sunday, February 24, 2019, at the Millennium Hotel, 150 W. Fifth Street, Cincinnati, OH 45202 (hereinafter "Hotel").

- 1. Official School Event** -- The parties agree that the Conference is to be considered an **official school event** by the High School and its officials, administrators, faculty members, and representatives, and that all rules, regulations, expectations of sanctioned and appropriate behavior by students from the High School at an official school event will be in effect for the students attending the Conference from the High School.
- 2. Responsibility for the Students** -- The High School does hereby accept responsibility for all aspects of the behavior, safety, and whereabouts of all students from the High School participating in the Conference, from the time the students arrive onsite at the Hotel (no sooner than 3:00PM, Friday, February 22, 2019) until the time the students are officially dismissed from the Hotel by INTERalliance (no later than 4:00PM, Sunday, February 24, 2019.)
- 3. Supervision of Students** – The High School will provide no fewer than one (1) adult faculty or staff member onsite at the Hotel during all waking hours of the Conference (7:00AM to 12:00 MIDNIGHT) for every 25 students from the High School. At all times, one such individual will be identified as the "**Head Coach**" for the High School, and will be designated by the High School principal to serve as the formal representative of the High School. Other individuals supporting the "Head Coach" will be identified as "**Assistant Coach(es)**". The "Head Coach" and "Assistant Coach(es)" will be introduced to all students from the High School as the official representative(s) of the administration for the High School. The Head Coach will stay overnight at the Hotel on Friday night and Saturday night in a hotel room provided by INTERalliance. The Head Coach will be responsible for attendance, safety, behavior, well-being, tracking of, and communication to all students from the High School during the Conference, keeping track of students overnight and throughout Conference hours, and addressing any behavior or health issues that may arise for any students from the High School during the Conference. Under no circumstances should a teacher enter the room of an opposite gendered student without a same-gender INTERalliance or school representative present at all times.
- 4. Accommodations** -- A single hotel room (two double beds) will be provided and paid for by INTERalliance for the Head Coach on Friday night and Saturday night. If the Head Coach chooses to share this room with another faculty member or spouse/partner, INTERalliance will provide appropriate hotel keys for that purpose at no cost to the High School. If the High School chooses to procure one or more additional hotel rooms for faculty or staff members representing the High School and staying overnight at the Hotel, INTERalliance will ensure that the Hotel makes available such rooms at the Hotel for the TechOlympics rate to be paid for by the High School or its representatives.
- 5. Meals** – INTERalliance will provide fully paid-for meals for the Head Coach and other faculty/staff members attending the Conference to supervise the students, up to one staff member for each 25 students attending the Conference from the High School. Each such staff will be identified as "Assistant Coach" for the High School. Additional faculty/staff members who register to volunteer as regular volunteers at the Conference and accept volunteer assignments immediately before and/or immediately after a Conference meal hour will receive a complimentary meal ticket for that meal adjacent to their work time. Staff members who attend the conference but are not working as volunteers immediately adjacent to a Conference meal and still would like to dine with the Conference attendees may purchase individual meal tickets at the Conference at the standard meal ticket prices available to other conference guests.
- 6. Head Coach Job Sharing** – Multiple individuals from the High School may share the role of Head Coach by officially designating the individuals who will serve in this lead role and the dates/times that each "Head Coach" is officially on duty in writing to the INTERalliance staff, either by indicating these individuals and their times on duty on this Agreement or by written addendum signed by the High School principal or proxy. At any given time, only one individual may serve as "Head Coach" responsible for the students from High School. This individual must be clearly identified to INTERalliance management, including this individual's cell phone to be used for onsite contact during the Conference.
- 7. Student Permission to Leave the Conference** – It is the responsibility of the High School and its onsite representatives to determine the appropriateness of and grant permission to students to leave the Hotel after the

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Conference has begun (3:00PM Friday) but before final dismissal (4:00PM Sunday), as well as be permitted to return to the Conference while it is underway. The High School onsite representative will handle all custody issues, including managing the release of a Student to an appropriate and authorized third party individual. If the High School decides to allow such departure and possible return to the Conference, the “Head Coach” for the High School will report such students’ whereabouts to INTERalliance representatives at the TechOlympics Information Desk at the time of departure and return.

8. **Hours of Supervision Required** – Supervision onsite at the Hotel is required by the Head Coach and Assistant Coach(es) (total adults no less than one per 25 students from the High School) during the following times/activities:
 - At or before the first student(s) from the High School arrive to register at the Conference at 4:00PM on Friday.
 - Until 12 MIDNIGHT on Friday night, with Head Coach role call/head count turned in for our records to INTERalliance Security at room check/ lights out at 12:00 MIDNIGHT Friday night.
 - Head Coach available to respond to student needs and mitigate issues until 2:00AM Saturday morning, if required.
 - Head Coach and Assistant Coach(s) (number as required onsite by Student headcount) from breakfast at 8:00AM Saturday morning through 12 MIDNIGHT on Saturday night, with Head Coach role call/head count turned in for our records to INTERalliance Security at room check/ lights out at 12:00 MIDNIGHT Saturday night, for information purposes.
 - Head Coach available to respond to student needs and mitigate issues until 2:00AM Sunday morning, if required.
 - Head Coach and Assistant Coach(s) (number as required onsite by Student headcount) from breakfast at 8:00AM Sunday morning through 4:00PM on Sunday afternoon, or until the last student from the High School has been picked up by parents and has vacated the Hotel.
9. **Additional Supervisory/Security Staff Provided by INTERalliance** – The INTERalliance and the Millennium Hotel are providing uniformed, professional security personnel from 3:00PM Friday through 3:00PM Sunday to provide supplemental support to the onsite school representative from the High School, including overnight between the hours of 2:00AM and 8:00AM on Saturday and Sunday mornings.
10. **Student Conduct Contract and Parent Liability Release** – Every student attending the Conference and their parent/legal guardian must have completed and filed with the INTERalliance a Student Conduct Contract and Parent Liability Release Form, also signed by a representative from the High School (form attached as Exhibit I). A hard copy of the signed forms for each student from the High School will be available at all times to the Head Coach at the INTERalliance registration desk at the Conference.
11. **RELEASE OF LIABILITY** – The High School, its principal, faculty, and staff hereby hold INTERalliance, its sponsors, directors, employees, trustees, officers, volunteers and agents harmless from any claims, damages, losses and/or expenses arising out of participation by any Student or staff member or employee from the High School in the Conference and assumes all liability for any and all personal injury, bodily injury, illness or property damage that occurs as a result of Student’s or staff members’ participation in Conference’s activities, whether onsite at the Hotel or at other designated Conference locations. The parties warrant that participation in this Conference is voluntary and that every staff member, Student and affiliated Parent/Guardian have read and signed the Student Contract and Parent Release Liability Form.

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AGREED TO AND ACCEPTED FOR:

_____ (name of high school)

“Head Coach” Printed

Name _____

Onsite Conference Cell Phone Number _____

Dates/times on duty: _____

“Assistant Coach #1” Printed

Name _____

Onsite Conference Cell Phone Number _____

Dates/times on duty: _____

“Assistant Coach #2” Printed

Name _____

Onsite Conference Cell Phone Number _____

Dates/times on duty: _____

High School Principal Printed

Name _____

Emergency Contact After-Hours Phone Number

Principal's Signature _____

Date _____

PLEASE MAIL OR EMAIL THIS PAGE ONLY, ONCE COMPLETED AND SIGNED TO:

INTERalliance of Greater Cincinnati
10290 Alliance Road, Cincinnati, OH 45242

or scan and email to central.office@interalliance.org