



SCHOOL BOARD OF MANATEE COUNTY
BRADENTON, FLORIDA

ATHLETICS HANDBOOK
(Revised 8/2020)

**School District of Manatee County Athletic Handbook
2020-21**

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I. PURPOSE

The purpose of this handbook is to serve as a guide and reference for an understanding among administrations, teachers, coaches, parents, and students of the policies and procedures which guide athletic programs in Manatee County. This handbook includes policy and best practice relative to athletic administration and is not intended to supersede any FHSAA, district or state policies.

II. MISSION STATEMENT

Athletics are of historical and social significance in our national culture and provide a primary means through which we develop and maintain the physical vigor and stamina required to develop our full potential. Athletics provide healthful and wholesome leisure time activities for our youth and are a building block of lifelong health and wellbeing. By understanding that athletics play an important role in not only developing students physically but also mentally and socially Manatee County embraces the important role that athletics and our coaches play in that process.

To utilize fully the potential in athletics for educational experiences, interscholastic programs should be organized and conducted in accordance with these six basic principles:

- 1) Interscholastic athletic programs should be regarded as integral parts of the total educational program and should be conducted so that they are worthy of such regard.
- 2) Interscholastic athletic programs should supplement rather than serve as substitutes for basic physical education programs, physical recreation programs, and intramural athletic programs.
- 3) Interscholastic athletic programs should be subject to the same administrative control as the total educational programs.
- 4) Interscholastic athletic programs should be conducted by personnel with adequate training in the principles of coaching.
- 5) The welfare of the participant should be placed above any other consideration. What happens to the athlete who participates in the sports program is of primary importance. His or her welfare should transcend any other consideration.
- 6) Interscholastic athletic programs should be conducted in accordance with the letter and spirit of the rules and regulations of appropriate conference, state, and national athletic associations.

III. SPORTSMANSHIP

1. Fundamentals of Sportsmanship

- a. Show respect for the opponent at all times. The opponent should be treated as a guest, greeted cordially upon arrival, given the best accommodations possible, and accorded the tolerance, honesty and generosity that all human beings deserve. Good sportsmanship is the Golden Rule in action.
- b. Show respect for the officials. The officials should be recognized as impartial arbitrators who are trained to do their job and who can be expected to do it to the best of their ability. Good sportsmanship implies the willingness to accept and abide by the decisions of the officials.
- c. Know, understand, and appreciate the rules of the contest. A familiarity with the current rules of the game and the recognition of their necessity for a fair contest are essential. Good sportsmanship suggests the importance of conforming to the spirit as well as the letter of the rules.
- d. Maintain self-control at all times. A prerequisite of good sportsmanship requires one to understand his own bias or prejudice and to have the ability to recognize that rational behavior is more important than the desire to win. A proper perspective must be maintained if the potential educational values of athletic competition are to be realized. Good sportsmanship is concerned with the behavior of all involved in the game.
- e. Recognize and appreciate skill in performance regardless of affiliation. Applause for an opponent's good performance is a demonstration of generosity and goodwill that should not be looked upon as treason. The ability to recognize quality in performance and the willingness to acknowledge it without regard to team membership is one of the most highly commendable gestures of good sportsmanship.

2. Responsibilities for Good Sportsmanship

a. The coach bears the greatest burden of responsibility for sportsmanship. His influence upon the attitudes and behavior of players, the student body, and the community are unequaled. In order for good sportsmanship to become a reality, it is essential that the coaches subscribe to the values of sportsmanship and teach its principles through word and deed. The coach should:

1. Set a good example.
2. Discipline students who display unsportsmanlike behavior.
3. Respect the officials' judgment and interpretation of the rules.
4. Supervise his/her team at the completion of their contest.

b. The responsibility of the players for sportsmanship is second in importance only to the coach. Because players are admired and respected, they exert a great deal of influence over the actions and behavior of the spectators. Desirable behavior for players would be to:

1. Shake hands with opponents following the contest.
2. Exercise self-control at all times; accepting decisions and abiding by them.
3. Respect the official's judgment and interpretation of the rules. Never argue or make gestures indicating a dislike for a decision.
4. Accepting both victory and defeat with pride and compassion; never being boastful or bitter.
5. Congratulate the opponents following either victory or defeat.

c. Students/spectators habits and reactions determine the quality of sportsmanship that reflects upon the reputation of their school and community. Students/spectators should:

1. Respect, cooperate and respond enthusiastically to cheerleaders.
2. Censure fellow spectators whose behavior is unbecoming.
3. Respect the property of the school and the authority of the school officials.
4. Avoid profane language and obnoxious behavior.
5. Do not heckle, jeer, or distract members of the opposing team.
6. Know and demonstrate the fundamentals of sportsmanship.

3. Penalties for Unsportsmanlike Conduct

a. Coach

1. The payment of all fines assessed against the school by the FHSAA will be the responsibility of the coach or coaches involved in the unsportsmanlike act.
2. Coaches who are suspended for contests by the FHSAA will lose one day of supplemental pay per game suspended.

b. Athlete

1. The payment of all fines assessed against the school by the FHSAA will be the responsibility of the athlete or athletes involved in the unsportsmanlike act beginning with the first incident.
2. An athlete who is ejected or disqualified for unsportsmanlike conduct will not participate in or represent his or her school in any further athletic contests until all fines assessed have been paid to the school.
3. An athlete who is ejected or disqualified for unsportsmanlike conduct is subject to additional disciplinary action by the Principal of the school depending on the severity of the unsportsmanlike behavior. Athletics are an extension of the school day and athletes are subject to the same regulations found in the Student Code of Conduct handbook.
4. Collection of Fines
 - a. It will be the responsibility of the school site Principal, or his or her designee, to collect fines from coaches, players, and parents who have been assessed fines for their actions.
 - b. The funds collected from fines will be placed in the internal athletics account at each school. The fines will be paid from this account to the FHSAA.

4. Parent and Spectator Conduct:

One mission of the School District of Manatee County athletic programs is to teach appropriate conduct to our student athletes and to reinforce values relating to wholesome competition, good sportsmanship and fair play. It is our expectation that spectators assist in this goal by exhibiting appropriate behavior at all athletic events. Often spectators fail to remember the primary role of interscholastic athletics is to prepare students to be good citizens, become better adults, learn new skills, and have fun! Spectators must act as role models of sportsmanship for all athletes and promote a healthy perception of success.

5. Spectator Code of Conduct for Sports Events:

Our goal is to provide a safe environment for all those involved (Players, Coaches, and Spectators) and to preserve the integrity of the contest.

1. All participants / spectators are expected to exhibit good behavior (sportsmanship) at all sports events.
 - No swearing or use of vulgar language.
 - No taunting.
 - No causing a public disturbances or fighting.
 - No threat of physical harm or acts of aggression.
 - Treat all players, coaches, spectators with respect.
2. SDMC may impose the following penalties for violating these expectations:
 - Immediate eviction from the event.
 - Ban from future contests.
 - Ban from all SDMC events.
3. SDMC also reserves the right to take the following action to preserve the safety and integrity of a contest:
 - Student suspended from participating in a contest.
 - Student dismissal from team.

SDMC is not in the practice of enforcing a court ordered Temporary Restraining Order (TRO). It is the responsibility of the parties involved to contact the police and have the TRO enforced. Parents should be aware that if athlete(s) are involved in a TRO against member(s) of the opposing team the following action may be taken by the police:

- Removal of one of the parties from the event.
- Removal of both parties from the event.

If the dispute causes (or may cause) a significant disturbance or safety risk

The game may be:

- Terminated and not rescheduled.
- Played at a secured sight with no spectators.

*LET THE PLAYERS PLAY. LET THE COACHES COACH. LET THE OFFICIALS OFFICIATE.
LET THE SPECTATORS BE POSITIVE.*

6. PARENT/GUARDIAN COMMUNICATION GUIDE:

The following section is designed for parents of athletes participating in the School District of Manatee County's athletic programs. Both parenting and coaching are extremely difficult vocations. By establishing an understanding of each position, we are better able to accept the actions of the other and provide greater benefit to children. As parents, when your children become involved in our program, you have a right to understand what expectations are placed on your child.

This begins with clear communications from the coach of your child's program.

A. Communication you should expect from your child's coach

1. Philosophy of the coach.
2. Expectations the coach has for your child as well as all the players on the squad.
3. Locations and times of all practices and contests.
4. Team requirements, (i.e. fees, special equipment, off-season conditioning).
5. Procedure should your child be injured during participation.
6. Discipline that result in the denial of your child's participation.

B. Communication coaches expect from parents

1. Concerns expressed directly to the coach.
2. Notification of any schedule conflicts well in advance.
3. Specific concern in regard to a coach's philosophy and/or expectations.

As your children become involved in the program in the Manatee County Public Schools, they will experience some of the most rewarding moments of their lives. It is important to understand that there also may be times when things do not go the way you or your child wishes. At these times discussion with the coach is encouraged.

7. APPROPRIATE CONCERNS TO DISCUSS WITH COACHES:

1. The treatment of your child, mentally and physically.
2. Ways to help your child improve.
3. Concerns about your child's behavior.

Coaches make judgment decisions based on what they believe to be the best for all students involved. As you have seen from the list above, certain things can and should be discussed with your child's coach. Other things, such as those that follow, must be left to the discretion of the coach.

8. ISSUES THAT ARE NOT APPROPRIATE TO DISCUSS WITH COACHES:

1. Playing time.
2. Team strategy.
3. Play calling.
4. Other student-athletes.

There are situations that may require a conference between the coach, athlete, and the parent. These are to be encouraged. It is important that both parties involved have a clear understanding of the other's position. When these conferences are necessary, the following procedure should be followed to help promote a resolution to the issue of concern.

THE FOLLOWING PROCEDURES SHOULD BE USED IF THERE IS A CONCERN:

1. Student-athlete should first discuss concerns directly with coach.
2. If parents/guardians still have concerns, they should contact the coach to make an appointment.

DO NOT confront a coach before, during or after a practice or game. These can be emotional times for both the parent and the coach. Meetings of this nature do not promote resolution.

3. If the conversation / meeting did not provide a satisfactory resolution, call and set up an appointment with the Athletic Director to discuss the situation with the coach.
4. If there remains no resolution a meeting should be scheduled with the school Principal.
5. The final step in any resolution process will be contacting the District Supervisor of Athletics. The Supervisor of Athletics will review all pertinent information, speak to all parties involved and issue a final decision.

RETRIBUTION:

Students and parents must be confident that the voicing of an opinion or a concern, using the proper forum and method, is not only free from penalty or retribution, but also is strongly encouraged. The Athletic Director and coaches are committed to insuring that after a student or parent raises an issue or concern, there shall be no "retribution" in any form within the athletic department at your school.

9. PRE-SEASON MEETING FOR STUDENTS AND PARENTS/GUARDIANS:

Each head coach of a sport is required to have a meeting to cover team rules and regulations (including code of conduct, expectations, sportsmanship, and chain of command), selection of team members, practice schedules, pre-game and post-game procedures, emergency first aide procedures to include concussion symptoms and travel policy

IV. GENERAL ATHLETIC GUIDELINES:

1. ATTENDANCE:

- A. A student on a team should be in attendance at every scheduled practice unless an emergency prevents this. The coach should be made aware of the reason for an absence so he/she will not be depending on that athlete that day.
- B. A student must be in attendance a minimum of one-half day, unless documented (doctor's note, field trip, subpoena, etc.), to practice or participate in a contest or practice on that day unless approved by the Principal or designee.
- C. All athletes should present a neat appearance at all school and athletic functions.

2. ATHLETIC ELIGIBILITY:

- A. High school interscholastic contests are governed by the Florida High School Athletic Association (FHSAA) and all Manatee County high schools are expected to **maintain** a membership in this organization and comply with the rules and regulations set forth in the constitution and By-laws. The Manatee County School Board may adopt higher standards.
- B. The FHSAA eligibility rules shall be followed in all cases. These rules will be explained to all athletes prior to the season.

It will be the responsibility of that principal to demonstrate eligibility.

GOOD CAUSE TRANSFER GUIDELINES:

Per FS 1006.15 the School District of Manatee County has defined just cause for immediate eligibility as:

- a) Special Assignment by Superintendent, or Office of Student Assignment.
- b) Move to a new residence following the marriage of the student. The student immediately establishes a new residence that makes it necessary to attend a different school.
- c) Reassignment by District School Board or Charter School Board.
- d) Transfer of school within the first twenty days of a semester in acceptance of a seat (first opportunity to enroll) into a previously applied for magnet program.
- e) Any other athletic eligibility appeal will be ruled upon by the Athletics Review Committee when asked to intervene and make a decision on a case brought before the committee by the Supervisor of Athletics. All decisions will be given within 10 school days from the date of the appeal.

3. DISCIPLINE:

A core principle of extracurricular activities is that sports are an extension of the classroom but are a privilege and not a right. Due to the leadership role and the high profile nature of the student athlete the student code of conduct is applicable beyond the time the student is physical on school grounds or at an athletic event. Actions in public and in or that take place in social media that are in violation of team policy or the student code of conduct will be subject to disciplinary action.

4. CUT FROM A SQUAD:

- A. A student who is not selected for a team is eligible to try out for another sport.
- B. Students are selected for teams at the discretion of the head coach.

5. SUSPENSION:

- A. Any athlete or manager who is suspended from a team is not permitted to go out for another sport while the original sport is still in season. The season is officially over when the team plays the last game of the season. A season is defined as the first day of practice through the last play-off game.
- B. A student suspended from the team may not use any of the department's facilities or equipment until his suspension is officially terminated.
- C. Students who are serving out of school suspension are not allowed to participate in any athletic activities until they have returned to regular class attendance for one full school day.
- D. 180 Day Suspension
Any student athlete found to have committed a level 3 or level 4 offense on the School District of Manatee County discipline matrix will be suspended from all interscholastic athletic activities including practice and competition for 180 calendar days. This suspension become effective on the day of the violation. The student athlete is afforded the opportunity to appeal the suspension to the school district's athletic good cause committee for review. This appeal must be made in writing to the district supervisor of athletics within the first 5 school days of the suspension.

6. QUITTING A SQUAD / DISMISSAL FROM A TEAM:

If a player quits or is dismissed for disciplinary reasons from a team, he/she shall not be permitted to try out for the next season's sport until the season ends in the initial sport from which the athlete quits. For example: Quits football to try out for baseball. A season is defined as the first day of practice through the last play-off game.

7. CRIMINAL OFFENSES

1. Criminal Offense: After a hearing with the principal, a student charged with a criminal offense will be suspended from extracurricular or co-curricular activities by the school principal until the charge is adjudicated.
2. Adjudication Withheld: A student who has been suspended from extracurricular activities because of a criminal charge may be reinstated at the principal's discretion if adjudication is withheld.
3. Felony: A student's conviction in "adult" court or judgment of "delinquency" in a juvenile court for any act that would have been felonious in "adult" court will mandate loss of eligibility to participate in any student activity for the duration of the years enrolled in a Manatee County public high school from the time of conviction. After one calendar year following conviction, the student may request a review of his/her eligibility by the principal.
4. Misdemeanors: A student's conviction in "adult" court or judgment of "delinquency" in a juvenile court for the following misdemeanors (assault or battery, possession of concealed weapons, lewdness or indecent exposure, theft, drug possession/sale) will mandate loss of eligibility to participate in any student activity for six months from the time of conviction. After three calendar months following conviction, the student may request a review of his/her eligibility by the principal.
5. It is expected that the student athlete will self-report arrests/convictions to his/her coach.

There shall be no team penalty for students charged with crimes, whether it is misdemeanor or felony. Sanctions as described herein will be attached only to the individual student.

8. NON-SCHOOL TEAM OFF-SEASON PARTICIPATION

The FHSAA in Policy 22 outlines the requirements for participation of student athletes in off-season competition and practice through “non-school” teams. The FHSAA defines “Off-season” means the period of time during the regular school year but outside the defined sport season for a specific sport. Participation on non-school teams cannot be a requirement of the sports program and can in no way be mandatory. In order to meet FHSAA requirements non-school teams must meet the following criteria.

- A. The team must be affiliated with an outside agency promoting athletic participation opportunities such as; AAU, USSA, USA Baseball, etc.
- B. Participation must include competition in the published scheduled events of the outside agency.
- C. Student athletes and coaches, where applicable, are not permitted to wear any portion of a school’s athletic uniform.
- D. All fees or assessment for participation must be documented.
- E. Participation shall be voluntary and shall not be required, either directly or indirectly, for membership on an interscholastic team.
- F. Member schools may make their gymnasiums and other athletic facilities available to outside groups or organizations provided a fully executed usage agreement is provided and available upon request.
- G. The personnel affiliated with the non-school team, including, but not limited to, any coach, assistant, director, manager, supervisor, organizer, etc., must provide notification in writing to the student athletes that participation with the team could jeopardize their eligibility to participate in high school interscholastic athletics and verification of such notification must be made utilizing the official Association process as approved by the Executive Director

9. REQUIREMENTS FOR STUDENT ATHLETIC AWARDS:

- A. The individual coach of each sport shall be responsible for the granting or withholding of awards. No athlete shall receive an award if they fail to finish the season due to dismissal from or quitting the squad.
- B. Each school will develop criteria for awards and letters in each sport.
- C. It is the coaches’ responsibility to notify all athletes prior to the season of the criteria set for students to earn an award in that sport.
- D. Athletic letters shall only be awarded for sports sanctioned and offered by the school.

10. TRANSPORTING STUDENTS:

Any designated driver responsible for transporting students must be a minimum of 21 years of age and will abide by the following policy prior to transporting students:

Parents

Complete the following forms prior to the event.

- A. **Request to Transport Student(s) in Private Vehicle** form which includes an MVR check and submit to Athletic Director at least 10 days prior to the event.
- B. **Volunteer Application** form

School Board Employees

- A. Complete the **Request to Transport Student(s) in Private Vehicle** form which includes an MVR check and submit to Risk Management at least 10 days prior to the event.
- B. Must be approved by the Principal.
- C. Must have a record clear of 'Driving Under the Influence' (DUI) convictions or refusal to take a breathalyzer test in the past five (5) years.
- D. Historical bad driving record is also grounds for disqualification
- E. Failure to report license revocation or suspension to the school principal on his/her next working day is grounds for removal from the driver pool.
- F. When possible, a cellular phone should be available for emergency use.

Students:

During school hours, students may transport themselves to in-county student activities. The student's permission form must indicate that the student will be providing his/her own transportation. **Students may not transport other students to activities. Students may not drive themselves to student activities outside of the radius determined by the school's principal for bus transportation.**

STUDENT TRANSPORTATION GUIDELINES

(Must be 21 years old or older to transport students.)

These guidelines are applicable for all school sponsored events and trips.

Vehicle Type	Employees, Parents, and Volunteers
Passenger Cars (not to exceed 8 students)	Yes
Crossovers, MPVs (Multi-Purpose Vehicles) including Minivans and SUVs, and Trucks (no passengers in open bed) ** Must be rated with a P or MPV denoting passenger rating. Check door jamb, owner's manual or manufacturer website.	**Yes
Vehicles having seating for more than 10 persons (including driver)	No
Full Size Vans (seating for 10 or more) / Conversion Vans	No
Convertibles / Open Jeeps	No
Motorcycles, Trailers, and RVs	No

NOTE: In any vehicle (other than buses), all students must be in a designated seating position with seatbelts properly fastened.

VOLUNTEERS: Please be aware that volunteers cannot drive school board vehicles for any purpose.

BUSES: Charter bus usage is acceptable, if the company and driver are approved. See the Purchasing Department for the current list of approved charter bus companies and drivers.

Guidelines for determining vehicle type and approval:

Vehicles built on a large chassis **without a "P" or "MPV" designation are not approved.** Look inside the door jamb and on the sticker with the serial number it should say Passenger or MPV. If it says Passenger or MPV it is approved. You may also check the owner's manual, manufacturer's website under specifications, or call dealerships to confirm this information.

Sources: Florida Statute 1006.22 (www.leg.state.fl.us)

VEHICLE USAGE IN TRANSPORTING STUDENTS

School Owned Vehicles:

1. A school administrator or designee must approve use of a school vehicle. All vehicles used to transport students must meet the **Student Transportation Guidelines**.
2. Must be driven by a school board employee.
3. A mechanical safety and cleanliness check will be made by school designee before releasing to and from the approved driver.
4. An MVR completed and clearance from Risk Management on all employees prior to driving a school vehicle and/or transporting students.
5. Upon return, report any concerns regarding the operations of your vehicle to your school designee.

Buses:

1. School:
 - Bus requests will be submitted in writing to eliminate possible misinformation.
 - Submit to staff personnel designated to enter computer request to Transportation.
2. Charter:
 - Schools may only contract with companies on the approved district list.

Vans and Buses:

1. Purchase of vans or buses will be through the Purchasing Department regardless of who is purchasing the vehicle for the Board (the Board, Booster Clubs, individual gift, etc)
2. Lease (long term) of vans or buses will be through the Purchasing Department, regardless of who is paying for the lease.
3. Rental of vans will be by approval of the Principal or supervisor. It is the responsibility of the Principal or supervisor to insure that the rental is one of the vans on the approved list.
4. No conversion type vans will be used for the purpose of transporting students.
5. No full size vans seating 8 or more persons will be used for the purpose of transporting students.

VEHICLE ACCIDENTS ON THE JOB

The following guidelines must be followed if you or an employee under your supervision is involved in an automobile accident while on the job. Failure to comply may result in disciplinary action.

Employees involved in a vehicle accident while **driving a school board vehicle**, including a driver education car **must:**

1. Call the police! (911). If the accident involved another vehicle, there are no exceptions to calling the police. If the accident occurred on private property, the police will make the decision if they will or will not come to the scene.
2. Call Transportation and your Principal or designated contact immediately.
3. Upon being released from the scene of the accident, you will be required to take a post-accident drug test. Transportation will assist with the necessary information when you report the accident. If a student is driving a driver education car when an accident occurs, the post-accident drug test does not apply at this time. However, the other procedures must be followed. If the employee is in need of medical treatment, they are required under the ‘Drug Free Work Place Policy’ to be drug tested.

Employees involved in a vehicle accident **while on the job** but in their **personal vehicle** **must:**

1. Call the police (911), call your Principal or designated contact immediately.
2. If the employee is in need of medical treatment, they are required under the “Drug Free Workplace Policy” to be drug tested. Transportation will assist with the necessary information when they receive the call.

Florida Statute 316.065 requires all vehicle accidents resulting in personal injury and /or death or property damage of \$500.00 or more, to be reported to law enforcement immediately. To protect the employees and the Manatee County School Board from legal action, these guidelines must be followed.

11. MANATEE COUNTY SCHOOL DISTRICT SPORTS TRYOUT FEE:

For the 2020-21 school year Manatee County Schools will be requiring a mandatory tryout fee be paid by all potential student athletes prior to participation in school sponsored sports. This fee covers the cost of insurance for the student for all sport related activities including conditioning, weight training, open facilities, tryouts, practices and competitions for the 2020-21 year including summer 2020. The onetime cost will be \$75 for football and \$50 for all other sports.

NOTE: THIS IS A ONE TIME FEE. EXAMPLE: STUDENT PAYS \$75 FOR FOOTBALL AND THEN GOES ON TO TRYOUT FOR BASKETBALL AND BASEBALL THE STUDENT WILL ONLY PAY THE FEE FOR THE FIRST SPORT PARTICIPATED IN FOR THE YEAR – NO SECOND SPORT FEES.

Collection of fees and subsequent payment of premiums to the districted selected insurance carrier is the responsibility of the Athletic Director at the respective school.

12. NON-TRADITIONAL STUDENTS:

Non-Traditional students as defined by the FHSAA (including but not limited to; home school, private school and charter) will be eligible to participate in interscholastic athletics at the school where based on or at a school of their choice that has available seats through the district controlled open enrolment policy per FS 1006.

13. CONTACT WITH MIDDLE SCHOOL ATHLETES:

Coaches and representatives of high schools may only have contact with students that are zoned for their high school or have completed the choice process after completion of their 8th grade year (exception for spring football per FHSAA policy). All contact with middle school athletes should be in accordance to FHSAA policy. Any high school coach, administrator or representative who is contacted by a prospective student athlete is required to refer that person to the Athletic Director. At that time the Athletic Director is required to notify the prospective student athlete of this policy and have no further contact until the above criteria is met.

Failure to follow this policy is a violation of district and FHSAA policy and may result in disciplinary action against the coach and school in question and may impact the eligibility status of the student athlete.

14. NATIONAL SIGNING DAY

School wide national signing day ceremonies conducted by the athletic department are for school student athletes only. Athletes must have played for the school on an FHSAA varsity sport to be recognized. All other athletes may be afforded an area and time to sign but will not be a part of the school wide ceremonies.

15. CONCUSSION POLICY AND PROCESS

It is the policy of the School Board that the school site based athletic directors provide the materials developed by the Florida High School Athletic Association (FHSAA) to educate coaches, student-athletes, and parents/guardian of student-athletes about the nature and risks of concussions and head injuries, including continuing to play after a concussion or head injury, before any student-athlete is allowed to participate in any interscholastic athlete activity or practice for any school-sanctioned athletic team. Student-athletes and their parents shall be required to sign Form EL3CH before participating in any practice or interscholastic competition. Per the FHSAA rules and this policy, coaches and licensed athletic trainers (ATC) shall document completion of the online training program provided by the FHSAA annually. Additionally, as a portion of the pre-participation process, student-athletes will be subject to baseline assessment conducted by a licensed athletic trainer (ATC). No student-athletes will be allowed to participate or compete without a completed baseline assessment. During any athletic season, a coach, teacher, school nurse, or ATC who suspects that a student-athlete may have sustained a concussion or head injury shall remove the student from participation or competition at that time. For purposes of this policy, a “student-athlete” is any student who participates on any athletic team sponsored by the District. When a student-athlete is removed from an interscholastic athletic activity or other competition, including any practice session, because of a suspected head injury or concussion, that student-athlete may not return to the contest or practice until written clearance to participate is obtained from a licensed physician in Florida has been provided and the student-athlete has successfully completed a “return to play” process under the supervision of the ATC. In the case that written clearance is obtained from a medical provider outside of the ATC for that student athlete’s school site, concurrence must be obtained for the ATC prior to the student-athlete being reinstated to participation or competition. In the event of a disagreement from an outside medical provider and the ATC, the student-athlete will remain withheld from participation and/or competition pending a resolution of the disagreement. Additionally, (concussions are no longer classified by grade) needs for additional time for “make up” work will be handled on a case by case basis similarly to hospital homebound assignments or other serious student injuries/illnesses.

Objective of the Management Program

- A. To pro-actively address the risk of head injuries to our student-athletes.
- B. To educate student-athletes and their parents to recognize the warning signs of possible head injury.
- C. To safeguard the health of student-athletes, utilizing clinically proven, objective assessment tools and best practices related to safe post-injury return to activity.

Medical management of sports-related concussion is evolving. In recent years, there has been a significant amount of research into sports-related concussions and head injuries in interscholastic athletes. This protocol is established to provide education about concussions for athletic department staff and other school personnel. This protocol outlines procedures for staff to follow in managing head injuries and outlines best practices as it pertains to return to play and return to learn issues after concussions. District schools seek to provide a safe return to activity for all athletes after injury, particularly after a concussion. In order to effectively and consistently

manage these injuries, procedures have been developed to aid in insuring that concussed student-athletes are identified, treated and referred appropriately, receive appropriate follow-up medical care during the school day, including academic assistance, and are fully recovered prior to returning to activity.

In addition to recent research, three (3) primary documents were consulted in developing this protocol: the "National Federation of High Schools Rule Book 2010-2011 Changes on Concussion" (referred to in this document as the NFHS Rule Book); the "Florida High School Athletic Association Concussion Action Plan" (referred to in this document as the FHSAA Action Plan); the "Concussion Information" (2013) pamphlet produced by Coastal Orthopedics; and supporting information from Jeremy Ng, MD, Children's Hospital of Philadelphia; Neno Bartocci, ATC; and Erica Buehnig, ATC. Definitions and Covered Sports 8/1/2019

Student-athletes in the following sports will be required to have baseline testing: football, soccer, basketball, wrestling, baseball, softball, lacrosse and cheerleading. Additional sports and student-athletes may be required to undergo baseline testing at the discretion of the ATC.

Concussion: Injury to the brain as a result of head trauma, such as a violent blow, quick rotation or change of direction, rapid acceleration followed by a sudden stop, impact when the head slams into a hard surface, and when the brain is shaken. A student athlete does not have to be hit in the head to sustain a concussion.

Baseline: An initial pre-season test of cognitive function, this data will be held as a standard against which post-injury data will be compared.

Recovery: Recovery time from suspected head injury, including concussion, depends on the severity of the blow and how many previous concussions a person has suffered. Generally, after several concussions it takes less of a blow to cause the injury and requires more time to recover. However, recovery time and susceptibility to injury is an individualistic characteristic.

Return to Play (RTP): A protocol established to ensure that a student-athlete is evaluated thoroughly before being permitted to return to active participation.

Return to Learn (RTL): A protocol established to ensure that a student-athlete is evaluated thoroughly before being permitted to return to the classroom.

Team Physician: A licensed physician in good standing to practice medicine in the State of Florida reported as "clear/active" by the Florida Department of Health, division of Medical Quality Assurance. Supervises/Consults with team ATC.

Trainer: A health professional, certified athletic trainers (ATC or AT) are assigned to high school athletic programs. ATC's possess education and special skills in the areas of prevention, diagnosis, and treatment of injuries to student-athletes.

Second Impact Syndrome (SIS): Massive swelling of the brain causing pressure inside the skull that chokes off the flow of fresh blood, possibly leading to irreparable brain damage or death. SIS may be caused by suffering a second concussion before the brain has recovered from a previous concussion.

Providing information/education on head injuries to parents prior to the beginning of each season, the school site athletic director, head coach, and ATC will hold a pre-season meeting with student-athletes and their parents to discuss the baseline testing program and concussion awareness. Topics to be covered in this meeting will include but not be limited to: parent consent

to testing, frequency of testing, confidentiality, testing procedures, RTP protocols, RTL protocols, SIS, a discussion of the objective and subjective signs of a head injury appropriate responses, discussion of concussion education resources and the process to access such resources, and a review of the FHSAA Form EL3CH.

PROCEDURES

A. Parent Consent

1. All prospective student-athletes must have written consent from their parent or legal guardian and undergo baseline testing before being permitted to participate in any covered sports.

2. Parent or legal guardian may indicate the names of physician(s) to whom medical information may be confidentially disclosed. No student medical information will be disclosed without prior parent consent.

3. Original signed consent forms for testing will be kept in secure filing by the athletic director.

B. Baseline Testing

1. Baseline cognitive testing will be conducted by athletic trainers at the beginning of all covered sports seasons utilizing an industry approved instrument. 8/1/2019

2. A student-athlete must undergo baseline testing a minimum of every two (2) years.

C. Post-Injury Testing

1. A post-injury clinical report will be reviewed and evaluated by the ATC and team physician.

2. Post-injury testing data will be compared with the student-athlete's baseline data to determine the rate of recovery of cognitive function.

3. Additional post-injury testing will be conducted as necessary until the student-athlete is deemed ready to return to active participation.

4. Return to active participation will only occur after the student-athlete successfully completes the RTL and RTP protocols.

D. Documents and Records All documents and records related to testing and the student-athlete's health in general will remain confidential in accordance with the Family Educational Rights and Privacy Act (FERPA) and the Health Insurance Portability and Accountability Act (HIPAA).

E. Concussion Management The following protocol will be reviewed on a regular basis. Any changes or modifications will be reviewed and given to athletic department staff and appropriate school personnel in writing. All athletic department staff will attend a yearly in-service meeting in which procedures for managing sports-related concussion and head injuries are discussed.

Contents

1. Recognition of concussion and head injury
2. Testing requirements
3. Management and referral guidelines for all staff
4. Procedures for the ATC
5. Guidelines and procedures for coaches
6. Concussion team
7. RTL procedures
8. RTP procedures

F. Recognition of Concussion and Head Injury Common Signs and Symptoms of Sports-Related Concussion

1. Signs (Observed by Others):
 - a. athlete appears dazed or stunned
 - b. confusion
 - c. memory or concentration issues: forgets plays or directions, unsure about game, score, opponent, forgets events just prior or after the hit/incident, etc.
 - d. dizziness/balance problems e. nausea/vomiting 8/1/2019
 - f. abnormal emotional state
 - g. sleeping more/less than usual
 - h. loss of consciousness
2. Symptoms (Reported by the Student-Athlete):
 - a. headache/head pressure
 - b. nausea/vomiting
 - c. blurred vision
 - d. sensitivity to light noise
 - e. feeling "foggy" or "off"
 - f. fatigue
 - g. sleeping more/less than usual
 - h. difficulty concentrating or remembering

These signs and symptoms are indicative of a probable concussion. Other causes for symptoms should also be considered. Cognitive impairment (altered or diminished cognitive function) - General cognitive status can be determined by simple sideline cognitive testing. ATC may utilize Sports Concussion Assessment Tool (SCAT), SAC, or other standard tool for sideline cognitive testing.

G. Management and Referral Guidelines for all Staff Guidelines for Management of Sports-Related Concussion

1. Any athlete with a witnessed loss of consciousness (LOC) of any duration should be spine boarded and transported immediately to nearest emergency department via emergency vehicle.
2. Any athlete who has symptoms of a concussion and who is not stable (i.e., condition is changing or deteriorating) is to be transported immediately to the nearest emergency department via emergency vehicle.
3. An athlete who exhibits any of the following symptoms should be transported immediately to the nearest emergency department via emergency vehicle:
 - a. deterioration of neurological function
 - b. decreasing level of consciousness
 - c. decrease or irregularity of respiration or pulse
 - d. unequal, dilated, or unreactive pupils
 - e. any signs or symptoms of associated injuries, spine or skull fracture, or bleeding
 - f. mental status changes: lethargy, difficulty maintaining arousal, confusion, or agitation
 - g. seizure activity
 - h. cranial nerve deficits

Any athlete, who is symptomatic but stable, may be transported by his/her parents/guardians. The parents should be advised to contact the athlete's primary care physician or seek care at the nearest emergency department on the day of the injury. Student-athletes suspected of a concussion or head injury must not be allowed to drive or be released to a nonparent/guardian. ALWAYS give parents the option of emergency transportation, even if a staff member does not feel it is necessary.

I. Procedures for the ATC

The ATC will assess suspected injuries.

1. Immediate referral to the athlete's primary care physician or to the hospital will be made when medically appropriate.

2. The ATC will perform serial assessments and utilize industry approved resources as recommended by their parent organization. The ATC will notify the athlete's parents and give written and verbal home and follow-up care instructions. The ATC will notify the school based concussion team and initiate the RTL and RTP protocol process.

J. Guidelines and Procedures for Coaches

Recognize, Remove, and Refer

1. Recognize Concussion

a. All coaches should become familiar with the signs and symptoms of concussion that are described in this procedure.

b. In the absence of the ATC, the coach will act as the evaluator and will allow the student-athlete to resume activity only when there is ABSOLUTELY no doubt of a lack of injury. If there is any suspected injury, the student-athlete will be withheld from activity until s/he can be evaluated by the ATC.

c. Suspected injuries will be reported to the ATC at the first opportunity if the ATC is not available at the time of injury.

2. Remove from Activity

a. If a coach suspects the athlete has sustained a concussion or head injury, the athlete must be immediately removed from activity until evaluated by trained medical personnel.

b. If the ATC has evaluated the athlete and suspected a concussion or head injury, the athlete is removed from activity until s/he can be cleared by medical personnel and the RTL and RTP.

3. Refer the athlete for medical evaluation according to this procedure established herein.

a. Coaches should report all head injuries to the ATC, as soon as possible, for medical assessment and management, and for coordination of home instructions and follow-up care.

b. Coaches should have access to contact information of the ATC at all times.

c. If on site, the ATC will be responsible for contacting the athlete's parents and providing follow-up instructions.

d. Coaches should seek assistance from the host site ATC if at an away contest.

e. If the ATC is unavailable, or the athlete is injured at an away event, the coach is responsible for notifying the athlete's parents of the injury.

1. Contact the parents to inform them of the injury and make arrangements for them to pick up the athlete at school or medical facility if the athlete was transported.
2. Contact the ATC with the athlete's name and home phone number so that follow-up care can be initiated.
3. Insure that the concussion team is notified and the RTL and RTP process is initiated.

K. Concussion Team

1. Each school will have a designated team assigned to managing each student-athlete as they recover from their concussion. The goal of the team is to maintain clear communication with all involved in each individual student-athlete's recovery and ensure that student-athlete's greatest chance for success upon returning from their injury.
2. ATC - Using the evaluation process set forth by the employer of the ATC, the ATC is responsible for determining if the student-athlete has a concussion. If the student-athlete is diagnosed with a concussion, the ATC will contact the parents or guardians of the student-athlete and provide instructions for care. The ATC will then contact the concussion team via email to alert them of the athlete's injury. The ATC will also maintain contact with the athlete during their cognitive rest phase to ensure there are no complications and to assist with determining when the student-athlete may return to school. The ATC will keep the concussion team updated as to the athlete's status (i.e., still symptomatic, returning to school tomorrow, etc.) in order to insure open and clear communication to all parties.
3. "Gatekeeper" - Upon notification of the student-athlete's injury, the gatekeeper will notify all of the student-athlete's teachers. They will use an email template provided by the ATC that explains what a concussion is, why the student-athlete will not be in school during their recovery, and why the teacher's cooperation is vital to their recovery. The gatekeeper will also provide updates as to the athlete's status to the teachers as their recovery. It is recommended that the gatekeeper be the school nurse, ATC, or the learning specialist depending on each individual school's needs.
4. School Nurse/Nurse Aid/ATC – Will verify that the student-athlete is actually asymptomatic when they return to school after the injury. If the student-athlete reports to the nurse's office during the school day with symptoms, the nurse will notify the parents to come pick the student-athlete up from school. They will also notify the rest of the concussion team.
5. Learning Specialist - Works with the student-athlete and their teachers to coordinate an academic plan to make up work. Given the nature of a concussion or other head injuries, additional time may be required to complete make up work and/or become current in school. As a result, the learning specialist will work closely with the classroom teachers to create an individualized plan. They will also assist in finding the student-athlete tutors and other accommodations that are deemed necessary through findings in the student-athlete's history or physical examination. This position becomes more critical as a concussion becomes more chronic. Section 504 service plans and hospital home bound services may become necessary in some cases where a severe injury presents.
6. Other Concussion Team Members
 - a. attendance
 - b. athletic director

- c. principal
- d. coach (if coach is not already aware of the injury)
- e. team physician f. overseeing physician if the injury is severe or complex

L. Cognitive Rest

1. After the diagnosis of a concussion, the first step is the institution of physical and cognitive rest. Cognitive rest includes but is not limited to:

- a. no school attendance
- b. no home/school work/make up work
- c. no reading
- d. Eliminate all non-essential work; the student-athlete should not be carrying a double workload of new work and make up work.
- e. Large font material or books on tape can be of assistance.
- f. No more than one (1) make-up test in one (1) day.
- g. Allow adequate time before having the student-athlete take quizzes or tests, no testing the first week back to school.

2. Once the student-athlete can complete a full day of school without experiencing any symptoms, they should check in with the athletic trainer at the conclusion of the school day. If the student-athlete presents with a normal examination as per the protocol, they will be referred to a physician to be cleared to begin the RTP protocol. The physician must sign the FHSAA AT-18 form before the protocol can begin.

RTP Procedures

1. This portion of the protocol comes directly from the FHSAA mandated return to participation protocol. All parts of this phase must be filled out and be in compliance with the AT-18 form.

2. All four (4) phases of the AT-18 must be supervised by an ATC, coach, or health care professional. Any coaches or ATC who supervise the RTP protocol must be affiliated with the student-athlete school. Any deviations from this must be cleared by the student-athlete's athletic trainer.

3. Stage 1 - Light Aerobic Exercise The goal is to increase the student-athlete's heart rate. Exercises can include walking, swimming, or stationary biking. Heart rate is not to exceed seventy percent (70%) of their maximal effort. No weight training is permitted at this phase.

4. Stage 2 - Sport Specific Exercise The goal is to increase movement. Exercises should include any non-contact drills that are specific to their sport. Basic weight training can begin at this phase, no plyometric drills or Olympic weight lifting at this point.

5. Stage 3 - Non-Contact Training The goal is to increase exercise, coordination, and cognitive load. The student-athlete can participate in complex non-contact drills/practice.

6. Stage 4 - Full Contact Practice The goal is to restore confidence and simulate game situations. The student-athlete can participate in non-restricted, full-contact practice. No games are allowed at this point.

7. Each phase of the AT-18 must be completed on separate days with at least twenty-four (24) hours separating each phase. If the student-athlete begins experiencing any symptoms throughout the process, s/he must immediately stop the activity, wait until s/he is twenty-four (24) hours asymptomatic, and then repeat the last phase where s/he did not experience symptoms.

8. Once all four (4) phases are successfully completed, the second page of the AT-18 form must be filled out by the same physician previously seen. Once this is complete, the student-athlete is cleared for full, unrestricted game participation.

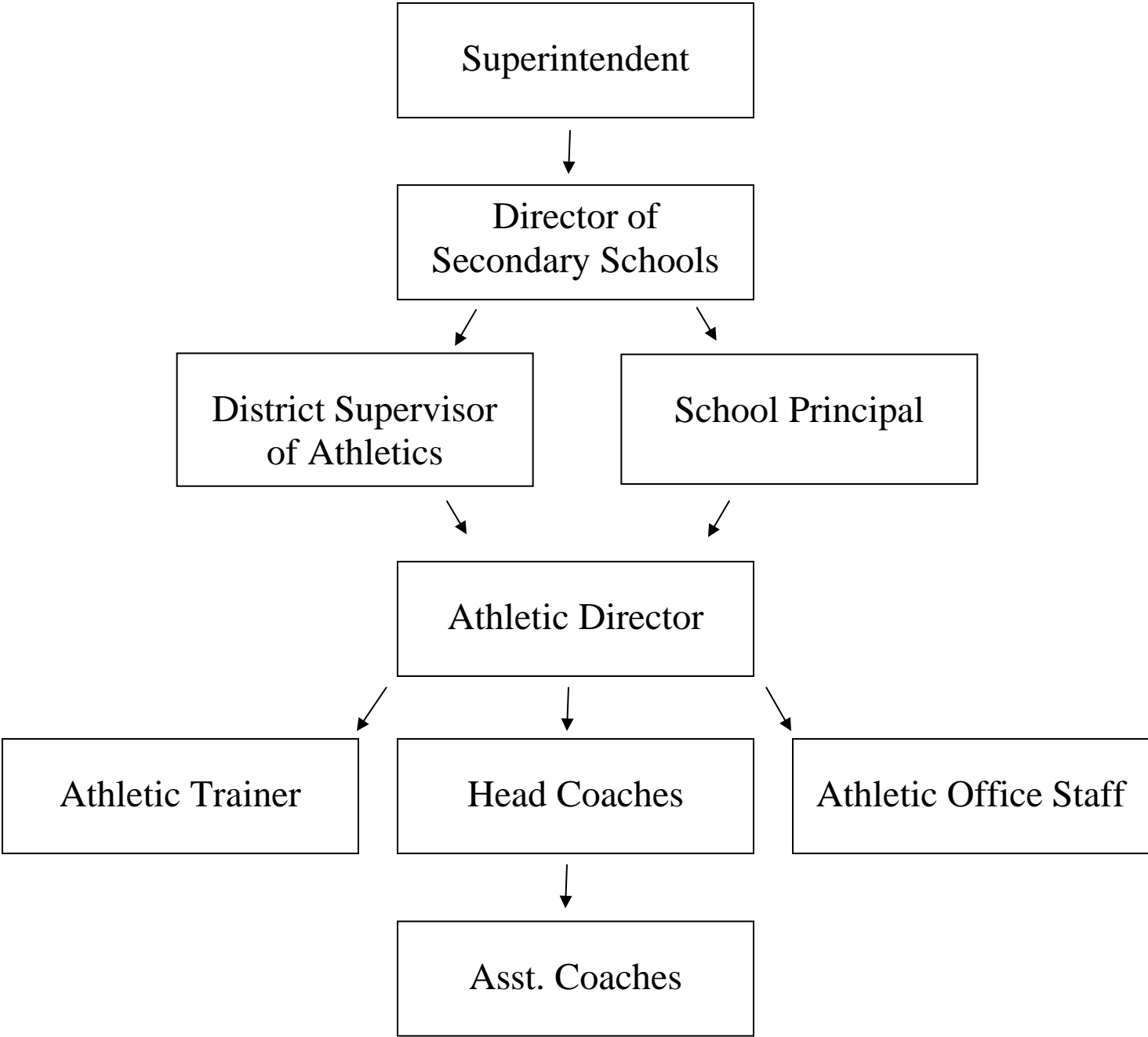
9. Any physician clearance notes or completed AT-18 forms that are not compliant with this policy may not be accepted and the athletic trainer's supervising medical director will be consulted before the student-athlete is allowed to participate in activity.

16. Cold Water Emersion

All high schools are required to have access to a cold-water emersion tub for the sports of football and cross country (practice and competition including off campus) as well as any other outdoor practices or games as deemed needed by the athletic trainer. Access is defined as at the venue or in a training room that is in the immediate area of the event. Any student athlete in heat distress will be placed in the tub and cooled to a core body temperature deemed by the ATC staff as safe to transport prior to leaving the venue. (area EMS has been notified of this policy by district staff).

V. COACHING POLICIES:

1. SCHOOL DISTRICT OF MANATEE COUNTY ATHLETICS ORGANIZATIONAL CHART:



2. ROLES AND RESPONSIBILITIES

A. Role and Responsibilities of the Manatee County School Board

- The Board of Education is the final authority for establishing policy for the school district, including the Department of Athletics.
- The Board of Education will periodically review existing policies affecting the athletic program in the Manatee County school district and will revise, expand, update, and improve policies as appropriate.
- The Board of Education will serve as a link to the extended school community and communicate a full realization of the value of athletics as an educational tool important to the development of young people.

B. Role and Responsibilities of the Superintendent of Schools

- The Superintendent of Schools is responsible for implementing Board of Education policy for the school districts and shall, per Board directive, establish regulations and procedures for administering the schools, including management of the Department of Athletics, as appropriate.
- The Superintendent of Schools will periodically review existing regulations and procedures affecting the athletic programs in the Manatee County school district and will work with the school administrators and Athletic Directors to revise, expand, update, and improve regulations and procedures as appropriate.
- The Superintendent of Schools will serve as a communication link to the extended school community, along with the Board of Education, and will communicate a full realization of the value of athletics as an educational tool important to the development of young people.
- The Superintendent of Schools or his/her designee will participate in the overall ongoing assessment of the athletic program and will serve as the final administrative appeal for conflict resolution and/or problem solving in the Department of Athletics.

C. Role and Responsibilities of the Director of Secondary Schools

- The Director of Secondary Schools is directly responsible to the Superintendent for the development of the county interscholastic athletic program. His/her duties shall encompass the following areas:
- Provide the schools with consistent unified leadership in their interscholastic athletic program, and provide management leadership which will enable all schools to develop their individual athletic capabilities to the fullest extent; and thereby, provide the Manatee County school system with the maximum benefits to be derived from a balanced, well-operated interscholastic athletic program.
- Encourage schools to provide athletic opportunities to all middle and high schools.
- To interpret Board policy to the extent necessary to provide guidance for schools.
- Responsible for annual review of Athletic Policy and Guidebook.
- Request, receive, and review individual school athletic budgets
- Provide direction and guidance to schools, (when in need) to assure compliance with the Florida High School Athletic Association.
- Coordinate and offer periodic training for Athletic Coaches.

D. Role and Responsibilities of the Secondary School Principal

- The Principal of the school is responsible for the operation of his/her school.
- The Principal recommends appointment of the athletic personnel. As such, the Principal is responsible for educating his/her staff to ensure compliance with the policies and procedures contained within district policy, FHSAA policy, and guidelines within the Manatee County Schools Athletic Handbook.
- The Principal is the instructional leader of the school and, therefore, is an important component of the overall supervision of the athletic program, which is an extension of the school day.
- The Principal will supervise the Athletic Director to support his/her efforts to allow all eligible students the opportunity to have a positive educational experience through participation in athletics.
- The Principal will support and work with the Athletic Director in his role as supervisor and primary evaluator of school athletics personnel.
- The Principal, in his/her leadership position, must have as his/her first concern the welfare of students and staff, including those participating in the athletics program.
- The Principal, working with the Athletic Director, has control over all interscholastic athletic relations in which his/her school participates, including interscholastic athletics for boys and girls.
- The Principal must sanction all athletic contests in which his/her school participates.
- The Principal may exclude any contestant who, because of improper conduct, would not represent his/her school in a becoming manner, and may also exclude any contestant who has suffered serious illness or injury until that contestant is pronounced physically fit by a licensed physician.

- The Principal and other members of the school's administrative team, will attend athletic events and demonstrate support for the students, coaches, and parents involved in the programs.
- The Principal shall have such other powers concerning interscholastic athletics with his/her school as are in keeping with the growth and needs of the school and which are consistent with the provisions of the regulations of the FHSAA.
- The Principal should prepare an evaluation of the Athletic Director on an annual basis.

E. Role and Responsibilities of the Athletic Director related to athletics.

Each secondary school athletic program shall be supervised by the school level Athletic Director. These individuals are charged with the responsibility of administering a wholesome and broad athletic program within the limits of policies established by the School Board of Manatee County. He or she should plan, adjust, and administer a program that is in harmony with the total school program and will promote good relations among the faculty and the student body. He or she shall be responsible for the following:

- Directly communicate with his/her Principal and the district's county Director of Secondary Schools.
- To coordinate the interscholastic athletic program at the school.
- To recommend, develop, and administer the athletic schedules of the school.
- To consult, meet and work with coaches to keep them informed on all matters pertaining to the athletic program.
- To supervise all athletic facilities, schedule practice use, schedule even use (high school only), and recommend maintenance, repairs, and improvements.
- To coordinate, in conjunction with the head coach, all athletic program transportation for events, and work with transportation personnel in the implementation of the schedule.
- To make all necessary arrangements for all non-school facilities needed in the athletic program.
- To be responsible for scheduling of and supervision for home athletic events.
- To coordinate with appropriate personnel the starting and stopping time schedules for bands, pre-game ceremonies, and half-time programs.
- To coordinate the necessary information needed to prepare and distribute individual event programs.
- To help coordinate and determine the need in the establishment of a schedule of specific assignments for all athletic events. This includes timers, scorekeepers, security, ticket sales, ticket collectors, judges, and other personnel necessary to complete an event. Also, sending appropriate visiting team information.
- To develop schedules and notify other media necessary to publicize all athletic programs.
- To attend all local, district, regional, and state meetings that are necessary to the functioning of the athletic program.
- To assign appropriate personnel to meet visiting team buses. This person will show coaches to their dressing room and stand by to give assistance as needed.
- To work with coaches in preparing budgets, securing bids, and purchasing equipment.

- To work with coaches in the distribution, collection, cleaning, storage, and inventory of all uniforms and materials.
- To supervise and coordinate the eligibility certification of all student athletes for each athletic activity such as insurance, physical examination, and eligibility requirements.
- To review all school accident reports submitted by the head coach for injuries due to a student participating in athletics.
- To encourage membership and participation of staff in professional organizations.
- To maintain accurate records of teams and individual award winners in each sport.
- To maintain accurate records for athletic participation of students while in the school.
- To be responsible for the preparation of all athletic areas and facilities for each athletic event.
- To assure that all coaches within the school's athletic program remains in compliance with Board policy, FHSAA rules and regulations, and the guidelines outline in the Manatee County School Athletic Handbook.
- To maintain an accurate database of all coaches currently coaching at the school. This includes compensated coaches and volunteer coaches.
- To maintain accurate records of coaches CPR certification. It is the responsibility of the Athletic Director to make sure each coach has a valid CPR certification prior to the start of the coach's athletic season.
- To approve fundraising activities related to the athletic program.
- The Athletic Director is expected to serve as a liaison to all sports fundraising groups and to monitor the ongoing activities of said groups to determine adherence to Board of Education policy, Title IX, and the administrative regulations of the FHSAA.
- To ensure the school remains in compliance with Title IX (gender equity).
- To attend all Athletic Director meetings arranged by the school district
- To provide leadership, coordination, and innovation, in athletics so the coaching staff the students and the community derive maximum benefit from the extra-curricular activities available to students in the School District of Manatee County.
- To directly supervise the staff assigned to the athletic office and all personnel who are involved in the school's athletic program.
- The Athletic Director will keep the Principal fully informed of all information concerning the Department of Athletics in his/her school.
- To assume full responsibility for the implementation and operation of the school's interscholastic athletic program which includes scheduling and rescheduling of games, security, transportation, game personnel, and officials.
- To assist in the hiring and supervision of interscholastic coaches per the district approved guidelines for hiring of staff and evaluation of staff performance and will serve as a mentor to all new Head Coaches for the duration of his/her first sports season as Coach.
- To be responsible for the budgeting, ordering, repair, maintenance, inventory, and distribution of all athletic supplies and equipment. Budget planning must reflect appropriate distribution of funding across all sports areas and sports seasons.
- To administer the athletic program in accordance with school district policies, school regulations, and regulations of the FHSAA.
- To coordinate an end of the season meeting/conference with each Head Coach. The purpose of this meeting is for season review, planning for awards ceremony, and

planning for the future. Following this meeting the Activities Director will then make a recommendation to the Principal regarding the continuation of the Head Coach within the school's athletic program, as appropriate.

- To direct the Head Coach to coordinate a meeting with each Assistant Coach, affiliated with the same sports program at the conclusion of each sports season and to make a recommendation to the Athletic Director, regarding the continuation (of each Assistant Coach) within the school's athletic program.
- The Athletic Director will be responsible for instructing all coaches annually on the updated revised Manatee County Schools: Athletic Handbook, Manatee County School Board's athletics program protocol, and all other policies and administrative regulations that govern the overall operation of the athletic program.

F. Role and Responsibilities of the Head Coaches

They shall be guided by the principles that interscholastic competition is to be conducted for the welfare of the student and that each sport has a definite contribution to make the overall development of the student, the school, and the community. Responsibilities of Head Coaches are:

- To carry out the policies and procedures of the School District of Manatee County and the Florida High School Athletic Association.
- Each Head Coach is responsible for developing an emergency action plan specific to his/her sport and school campus. Items to be included (but is not limited to) in the emergency action plan includes:
 - Who will call 911?
 - Who will provide access to the emergency medical personnel once they are on campus?
 - Who will stay with the injured athlete?
 - Who will secure the other players and spectators?
 - Who will contact parent or guardian?
 - Who will accompany student athlete to the hospital?
 - Who will notify the school's Athletic Director?
- To be directly responsible to the Athletic Director for the proper operation and supervision of their sport.
- To be loyal to their Principal, Athletic Director, school, and county administrative policies and personnel.
- To submit budget proposal to his/her Athletic Director for approval.
- To discuss and receive approval from the Athletic Director for all expenditures of athletic funds.
- To discuss and receive approval from the Athletic Director prior to accepting any uniforms, equipment, etc... from outside clubs or groups.
- To be responsible for care and storage of equipment.
- To be responsible for complete inventory of equipment.
- To be responsible for coordinating schedules through the Athletic Director.

- To assure all student athletes have completed and have submitted, to the Athletic Director, all paperwork that is required by the FHSAA and Manatee County, prior to allowing the student to participate in practices or games.
- To attend all athletic meetings. This includes those organized at the school level as well as those coordinated at the district level.
- To complete the FHSAA on-line rules video clinic prior to the deadline date, established by the FHSAA. If this is not done prior to the deadline, the fine assessed by the FHSAA will be the responsibility of the Head Coach.
- To submit a written transportation request to the Athletic Director at least two weeks prior to the need of a bus.
- To ensure, that when making a trip that requires loss of time from school, the Athletic Director has a list of students making the trip and amount of class time they will miss.
- To be responsible for facilities used by their sport. Turn in to the Athletic Director any needed maintenance or facility requests.
- To (in cooperation with the Athletic Trainer) fill out an accident report on any athlete who becomes injured during practice or competition within 24 hours of the date of the injury.
- To notify the Athletic Director of any situation that necessitates the completion of an accident report.
- To be responsible for setting up required facilities for all home contests involving their sport.
- To ensure within one week after the close of the season, the following items are submitted to the Athletic Director:
 - List of letter winners
 - Season record
 - List of athletes receiving any special recognition
 - Complete inventory of all equipment
 - List of awards to be ordered
- To be responsible for assuring all assistant and volunteer coaches follow the policy and guidelines of the Manatee County School District, the Florida High School Athletic Association, and the Manatee County School's Athletic Handbook.
- To be a leader of young men and women, constantly setting a fine personal example of what it means to be an athlete. It is expected that the Head Coach will be consistent and fair in all rules and regulations applied to the athletes they coach.
- To be a person with high moral character, integrity and who's first concern is always the welfare of the athletes he/she coaches.
- To be responsible to instruct his/her athletes in the proper and current rules of the game.
- To make sure him/her and his/her assistants and other coaches in the sports program are using proper training and conditioning techniques at both practices and games.
- To be responsible for safe use of athletic equipment used in his/her sports program and the end-of-season inventory of said equipment.
- To work with the Athletic Director, for monitoring the team's discipline under the accepted rules and standards of the school district. This includes any violation of the Manatee County Athletic Handbook and the Manatee County Schools Code of Conduct for athletes during and after school hours, on or off school properties, as appropriate.

- To make recommendations on hiring of Assistant Coaches. No coach, at any level, may work with students until they have been properly processed through the Human Resources Department.
- To assign all duties to his/her Assistant Coaches within his or her specific sport program.
- To conduct a thorough check of locker rooms, shower, and equipment room after each practice session and game. The Head Coach (designee) should be the last to leave practice, game or locker room area.
- To work cooperatively with Athletic Director to make decisions/plans concerning schedules, times of games, officials, transportation, dressing facilities, and eligibility lists; however, the Athletic Director reserves the right and the responsibility to make all decisions to benefit the entire sports program and not to show favoritism to or special treatment of any particular sports team, boys or girls, during any of the sports seasons.
- To submit the official score report to the FHSAA (where applicable). Submission of the official score report must be done in a manner acceptable to the FHSAA.

G. Role and Responsibilities of the Assistant Coaches

The Assistant Coach will remember that their contribution to the total program is to assist the Head Coach in the successful operation of their program; however, individual ingenuity and enthusiasm will always be outstanding attributes of the successful Assistant Coach. All ideas, both of critical and constructive nature, shall be channeled through the Head Coach.

Responsibilities of the Assistant Coach are:

- To understand that Assistant Coaches responsibilities are not fulfilled until the conclusion of the varsity season for a given sport, or at the discretion of the Head Coach.
- To be directly responsible to the Head Coach of the sport.
- To be loyal to the Head Coach and carry out their coaching philosophy.
- To carry out the duties assigned by the Head Coach.
- To follow the policy and guidelines of the Manatee County School District, the Florida High School Athletic Association, and the Manatee County Schools Athletic Handbook.
- To instruct athletes in individual and team fundamentals, game strategies and physical training as necessary to realize a degree of individual and team success.
- To understand the proper administrative line of command and will communicate to the Head Coach any and all conflict resolutions issues.
- To maintain discipline and will work to increase morale and cooperation within the school sports program and the school's community.
- To provide and abide by the same training rules as the Head Coach.
- To understand the junior varsity and freshmen teams are feeder programs for the varsity team.
- To supervise and direct practices, games, and team trips, as appropriate and within the approved guidelines per the Head Coach.
- To be accountable to the Head Coach for all equipment and inventory of equipment and supplies.
- To examine and supervise locker rooms before and after practice and games, including checking on the general cleanliness of the facility.
- To attend all required athletic staff meetings.
- To perform other duties are consistent with the nature of the position and that may be required by the Head Coach

3. QUALIFICATIONS FOR VOLUNTEER COACH:

STEP 1. Complete an application in the district employment system for a non-funded position._____.

STEP 2. A Valid Cardiopulmonary Resuscitation Card and a Valid First Aid Card issued by the American Heart Association or the American Red Cross.____

STEP 3. Completion of the mandatory “Identifying and Reporting Child Abuse and Neglect” course, Log on to <http://www3.fl-dcf.org/RCAAN/register.aspx>

Print your Certificate in Landscape View: Your Name and Date of Completion
Must be posted to the Certificate. Forward a copy to the HR Department.

STEP 4. Fingerprinted by The Human Resource Department. (\$90.00 Money Order or Cashier Check Made out to The School District of Manatee County). _____

**Steps 1 through 4 must be completed and Sign off by Demetra R. McDaniel in Human Resource Department before you can Coach.

4. QUALIFICATIONS FOR NON-FACULTY COACH

(ANY PAID COACH WHO IS NOT EMPLOYED WITH THE SCHOOL DISTRICT OF MANATEE COUNTY AND DOES NOT HOLD FLORIDA CERTIFICATION)

STEPS 1-7 MUST BE COMPLETED AND SIGNED OFF BY THE HUMAN RESOURCE OFFICE BEFORE A COACH IS PROCESSED.

STEP 1. Current application in the district employment system. 3 References and High School Diploma or Transcripts Received by Human Resources. _____

STEP 2. A Valid Cardiopulmonary Resuscitation Card and a Valid First Aid Card issued by the American Heart Association or the American Red Cross. _____

STEP 3. Completion of the mandatory “Identifying and Reporting Child Abuse and Neglect” course, Log on to <https://www3.fl-dcf.org/RCAAN/> Print your Certificate in Landscape View: Your Name and Date of Completion Must be posted to the Certificate. Forward a copy to the HR Department.

STEP 4. Apply for a Temporary Athletic Coaching Certificate (Application on line at: www.fldoe.org/edcert the \$75.00 fee is paid by Master Card or Visa.

STEP 5. The School sends Employment Form into Human Resource.

STEP 6. Payroll paperwork and Fingerprints processed in Human Resource. (\$90.00 Money Order or Cashier Check made out to The School District of Manatee County for fingerprints, a \$50.00 Personnel Check or Money Order also made out to SDMC for the Application Fee. Applicants must provide Valid Driver’s License; Social Security Card and Voided Check for Direct Deposit or Complete the Cash Pay Enrollment Form.

STEP 7. Drug Test completed. _____

A three (3) year Temporary Certificate will be issued. During the three (3) years of the Temporary Certificate the Coach will need to complete an In-service Component. You will need to contact The Professional Learning Department to Complete the Component Training, they can be reached at 941-751-6550 Ext. 2159. If the In-service Component is not completed and the Temporary Expires, The Coach will not be allowed to coach until this is completed and the Five (5) year Certificate is Issued.

1. TEAM VOLUNTEER

Team volunteers are positions for those wishing to offer their time in helping athletic teams and serving as added help for the coaches on staff. Parents or Persons who volunteer to help with athletic teams must go through Raptor screening and complete the district packet for school volunteering. Volunteers who have not completed the district process to be designated volunteer coaches CANNOT be alone with or supervise students and must always be within the sight of a certified paid or district approved volunteer coach.

6. SAMP EMPLOYEES

Employees on the SAMP pay schedule cannot receive stipends for coaching teams within the district. In addition district personnel employed as Athletic Directors, Principals or Assistant Principals may not coach school based FHSAA athletic teams in any capacity.

7. Differentiated Pay Salary Schedule

2018-2019 Salary Supplement Schedule for Other School Personnel

1. Personnel who coach combined boys and girls teams shall receive only one basic supplement for that sport.
2. With the exception of coaching supplements specifically designated for middle school sports, all coaching supplements are for high school sports only.

BASEBALL, Head Varsity \$3,499
 BASEBALL, First Assistant \$2,918
 BASEBALL, Second Assistant \$2,041
 BASKETBALL, Head Varsity \$3,829
 BASKETBALL, Jr. Varsity \$2,918
 BASKETBALL, Freshman \$2,041
 CROSS COUNTRY (Boys or Girls) \$2,604
 CROSS COUNTRY (Combined Team) \$2,757
 FLAG FB, Head Varsity \$2,757
 FLAG FB, Head JV \$2,041
 FOOTBALL, Head Varsity \$4,500
 FOOTBALL, 1st Assistant Varsity \$3,601
 FOOTBALL, Assistant Varsity \$3,001
 FOOTBALL, Head Jr. Varsity \$3,001
 FOOTBALL, Assistant Jr. Varsity \$2,403
 FOOTBALL, Head Freshman \$2,403
 FOOTBALL, Assistant Freshman \$2,099
 GOLF \$2,625
 POWERLIFTING (Weightlifting) \$2,757
 SOCCER Varsity \$3,310
 SOCCER, Jr. Varsity \$2,701
 SOFTBALL, Head Varsity \$3,499
 SOFTBALL, First Assistant \$2,918
 SOFTBALL, 2nd Assistant \$2,041
 SWIMMING, Head \$2,701
 SWIMMING, Assistant \$2,099
 TENNIS \$2,625
 TRACK, Varsity \$3,310
 TRACK, Assistant Varsity \$2,701
 VOLLEYBALL, Varsity \$2,757
 VOLLEYBALL, Jr. Varsity (15 or more matches) \$2,041
 WRESTLING, Varsity \$3,217
 WRESTLING, Jr. Varsity \$2,625

8. POST-SEASON PAY:

Supplemented coaches of the varsity sports listed below shall be paid \$20 per day for each day of practice or competition required for play-off games sanctioned by FHSAA, which are beyond district level competition. Such payments shall not exceed \$100 per week.

Only those varsity coaches who are supplemented to coach the following varsity sports shall be eligible for the playoff payment: football, volleyball, basketball, baseball, softball and soccer.

Middle School Interscholastic Athletics

PURPOSE AND FORMAT OF MIDDLE SCHOOL ATHLETICS

Middle school athletics are an extension of the school's physical education and intramural programs. As such, their goal is not competitive but rather to develop the core skills needed to prepare athletes to have the opportunity to participate in high school athletics while promoting the importance of teamwork and sportsmanship.

Schools are provided latitude in developing a before / after school intramural programs that best fits the needs of the school. These programs may include any sport / activity desired and may include skill instruction and games provided the participants are only students at that school. Schools may not participate in contest with other schools outside the district defined sport season of that sport and at no time may compete against non-SDMC schools.

I. SUPERVISION

1. One administrator and the athletic director shall be responsible for supervision at all volleyball, basketball and soccer home games and for both cross country events.

II. MIDDLE SCHOOL ELIGIBILITY

Eligibility for Participation in Middle School Interscholastic Sports is governed by the School District of Manatee County Board Policies.

Each coach will be responsible for checking the rules and regulations, which affect the eligibility of his/her athletes.

Each coach must see that his/her *basketball, cross country, volleyball, soccer and flag football squad eligibility list* is submitted to the Athletic Director **prior to the first game regular season or tournament contest.**

All names must be spelled correctly on the eligibility list. Nicknames are not allowed. It is the duty of each coach to see that the names of all athletes on his/her squad are listed on the eligibility form.

To be eligible for participation in the regular season games or tournaments, the student:

1. Must be regularly enrolled and in regular attendance at school. Charter school students, home education students (including FLVS Full-time) may participate at their zoned school or at a school they may choose to per Florida Statutes.
2. Must carry a normal class load, maintain satisfactory classroom work (**minimum 2.0 grade point average on previous quarter's report card**) and **maintain a satisfactory conduct record (NO 4's in Citizenship on the previous quarter's report card).** Sixth grade students are exempt for soccer only.

3. Must be less **than 15 years 9 months of age**. On the day a student reaches this age, regardless of when that day is, the student becomes ineligible to participate on the middle school level.
4. Must obtain **signed permission** from his/her parents or guardian on a form provided by the school.
5. Must have a school physical on file with the school.
6. Must be an amateur. This means that the student must not accept money, gift or donation for participating in a sport, or use a name other than his/her own when participating.
7. Must display good sportsmanship and follow the rules of competition before, during and after every contest in which the student participates. If not, the student may be barred from participation for a period of time.
8. Must not provide false information to gain eligibility.
9. All non-traditional student eligibility will be determined on a semester to semester basis.

Additional Requirements for Participation:

1. A student may not participate if serving an out of school suspension the day of competition.
2. A student must attend a minimum of one half of a day of school to practice or participate in an athletic contest.
3. All participants must have appropriate paperwork (physical form and parent consent form) on file in the athletic director's office before the beginning of the All Star Tournament.
4. A student transferring into a school must meet eligibility requirements. The student cannot take the spot of an existing team player on the roster.
5. Students are selected for the teams at the discretion of the coach.

Non-Traditional Student Eligibility:

1. Non-traditional students may only play at the school for which they are zoned or have choiced to per Florida Statutes.
2. School must keep on file proof of residence – acceptable proof includes:
 - a. Copy of parent / guardian government issued id
 - b. Copy of utility bills showing address
3. Non-traditional students must submit a signed consent form and physical on file.
4. Non-traditional students must submit a current transcript at the beginning of all new semesters. Eligibility will be determined at the beginning of the new semester as determined by the SDMC school calendar.

III. MIDDLE SCHOOL CONCUSSION POLICY

Any student athlete suspected to have a concussion shall be immediately removed from competition. In order to return to competition, the student must have a signed release from a physician. All coaches must complete the NFHS online concussion course.

IV. GENDER IDENTITY PARTICIPATION (MIDDLE SCHOOL ATHLETICS)

All eligible students should have the opportunity to participate in interscholastic athletics in a manner that is consistent with their gender identity and expression, irrespective of the gender listed on a student's birth certificate and/or records. Should a situation arise regarding a student's request to participate in a gender-segregated athletic event consistent with his/her gender identity and expression, a student may seek review of his or her eligibility for participation through the procedures set forth below:

Notice to the School.

The student and parent(s) or guardian(s) shall contact the school administrator or athletic director, prior to the official start date of the sport season, indicating the student has a consistent gender identity and expression different than the gender listed on the student's school registration records and the student desires to participate in a gender-segregated athletic sport in a manner consistent with his/her gender identity and expression.

Documentation.

The appealing student must provide the principal or athletic director, and the district supervisor of athletics, the following documentation and information:

- 1) Current transcript and school registration information;
- 2) All information required for participation and eligibility in athletics (school physical, parental consent form etc.)
- 3) A written statement from the student affirming the consistent identity and expression to which the student self-relates;
- 4) Documentation from individuals such as, but not limited to, parents /legal guardians appointed by a court of competent jurisdiction, friends and/or teachers, which affirm that the actions, attitudes, dress and manner demonstrate the student's consistent gender identification and expression;
- 5) A complete list of all the student's prescribed, non-prescribed or over the counter, treatments or medications;
- 6) Written verification from an appropriate health-care professional (doctor, psychiatrist, or psychologist) of the student's consistent gender identification and expression; and
- 7) Any other pertinent documentation or information which the student or parent(s) /legal guardian(s) appointed by a court of competent jurisdiction believe relevant and appropriate.

Notice to the SDMC.

The school administrator shall contact the supervisor of athletics for the SDMC, which will assign a facilitator who will assist school and student in preparation and completion of the “Gender Identity Eligibility Review Process”.

First Level of Review.

The student will be scheduled for a review hearing before a committee specifically established to preside over gender identity reviews. The SDMC will schedule a hearing as expeditiously as possible but in no case later than fifteen (15) school/business days after the first practice date for the sport which is the subject of the petition, or within a reasonable time thereafter in cases of emergencies or extenuating circumstances. Such hearing may be held telephonically. Any costs associated with such hearing shall be equally shared by the student’s school and the association. A written determination of the student-athletes eligibility to participate in a gender-segregated athletic sport consistent with his or her gender identity and expression will be provided by the SDMC.

The Gender Identity Eligibility Committee.

The committee will be comprised of a minimum of three of the following categories, one of which must be from the physician or mental health profession category:

- (a) Physician with experience in gender identity health care and the World Professional Association for Transgender Health (WPATH) Standards of Care.
- (b) Psychiatrist, psychologist or licensed mental health professional familiar with the World Professional Association for Transgender Health (WPATH) Standards of Care
- (c) School administrator from a district high school
- (d) Athletic Director from a district high school
- (e) An athletic coach, of the sport in which participation is desired, from a district high school
- (f) An Individual selected by the SDMC familiar with Gender Identity and Expression issues

Second Level of Review.

Any school, on behalf of a student-athlete, which was denied participation at the First Level of Review wishing for a Second Level of Review of the Gender Identity Eligibility Committee’s decision shall file notice with the district supervisor of athletics on or before the tenth (10th) school/business day following the date of receipt of the written decision of the Gender Identity Eligibility Committee. The district supervisor of athletics shall schedule a Second Level of Review hearing to commence on or before the fifteenth (15th) school/business day following the date of receipt of the written notice, or within a reasonable time thereafter in cases of emergencies or extenuating circumstances. Written notice of the time and place of the hearing shall be delivered to petitioner’s school, for personal delivery to the student-athlete and parent(s) /legal guardian(s) appointed by a court of competent jurisdiction. Such hearing may be held telephonically. Any costs associated with such hearing shall be equally shared by the student’s school and the association. A written determination of the student-athletes eligibility to participate in a gender-segregated athletic sport consistent with his or her gender identity and expression will be provided by the association.

Final Determination of Review.

When there is sufficient documentation and confirmation of a student's consistent gender identity and expression, the eligibility committee will affirm the student's eligibility to participate in SDMC middle school athletics consistent with the student's gender identification and expression. Once the student has been granted eligibility consistent with his/her gender identity and expression, the eligibility is granted and binding for the duration of the student's participation in every sport season of every school year while in middle school. All discussion and documentation will be kept confidential, and the proceedings will be sealed unless the student and family make a specific request. NOTE: The SDMC will assist and facilitate the provision of resources and training for any member school seeking assistance regarding gender identity and expression procedures and requirements.

V. BOOSTER CLUBS

Booster clubs are not allowed at the middle school level.

VI. CHEERLEADING SQUADS

Cheerleading is not a middle school interscholastic sports offering; therefore, squads or teams are not allowed at games. Cheerleading "clubs" are also not allowed as school-sponsored activities. However, a team mascot is permissible at the Principal's discretion.

VII. STIPENDS FOR COACHES

Sport	Girls	Boys
Basketball	\$750	\$750
Cross Country	\$400	\$400
Soccer	\$750	\$750
Volleyball	\$750	-----
Flag Football	-----	\$750

If separate coaches cannot be hired for boys and girls, then a coach may receive both stipends for coaching both teams. However, the teams must practice at separate times or on separate days.

VIII. MIDDLE SCHOOL ATHLETIC DIRECTOR RESPONSIBILITIES

Stipend for Middle School Interscholastic Sports Athletic Director: \$1,000

1. Attend Athletic Director meetings.
2. Coordinate distribution of uniforms.
3. Manage interscholastic athletics budget and purchases of equipment.
4. Work with coaches to schedule buses.
5. Work with principal to insure adequate administrative, and if appropriate, School Resource Officer coverage at games.
6. Monitor compliance for eligibility, sportsmanship, and regulations. Insure that coaches submit accurate rosters with verified eligibility of students.
7. Provide necessary forms for coaches to distribute (permission, physicals etc.).
8. Promote intramurals and athletic events.
9. Educate students and parents about sportsmanship and appropriate behavior.
10. Coordinate facility usage and practice schedules.
11. Attend clinics with coaches.
12. Insure coaches are certified in CPR and Emergency First Aid. Send a copy of the Coach's CPR cards, with name and date visible, to the Human Resources Department.
13. Coordinate accessibility of AED during practices and games.
14. Become the expert in coordinating assigned area of responsibility (see page 13).
15. Coordinate concessions and ticket sales, will then assign the coach of the home team to find clock operators and scorebook/visitor book person done by adult or high school age appropriate only. The clock person, book person, and SRO may be paid from gate fees proceeds following the school's proper bookkeeping procedures. All proceeds must be deposited through the bookkeeper. Cash cannot be removed from gate proceeds to make emergency purchases or to pay the SRO or others assisting at games.

IX. PRACTICES

Coaches can practice their teams on any day except Sunday.

X. MIDDLE SCHOOL SPORT POLICIES

1. Basketball

Fifteen players may be on the eligibility roster.

Basketball games will be four six-minute quarters, with no running clock.

The host school must provide water and cups for the visiting team. The host team must also provide a changing area with shower and water or Gatorade for the referees.

If possible, referees should be provided a snack between the boys and girls games.

The gate fee is \$2.00 for students and \$3.00 for adults.

Athletes/players are not allowed to wear any jewelry or metal clips.

2. Cross Country

The course for cross country is two miles for both the boys and the girls. The maximum number for a team is 15.

Practices may be on school grounds or off campus. Students must be monitored at all times and the practice course must be safe from dangerous crossings and traffic.

During the race, students cannot wear any jewelry or metal clips while running. However, a runner is allowed to wear one watch. Runners must wear shirts (singlet's) for practices and meets. Boys are not allowed to run shirtless, and girls are not allowed to run with just a sports bra on top.

Cross country running is scored on a team basis. Points are awarded to individual runners equal to the position in which they cross the finish line (first place gets 1 point, second place gets 2 points, etc.). Only the first 5 runners in a team are counted towards that team's score.

Teams are awarded ranks based on the number of points their top 5 runners earn, with lowest being best. In the event of a tie, the winner is decided by whose sixth runner finished first.

The lowest possible score in a five-to-score match is 15 (1+2+3+4+5), achieved by a team's runners finishing in each of the top five positions. If there is a single opposing team, then the team would have a score of 40 (6+7+8+9+10), which can be considered a "sweep" for the winning team. A team's sixth and seventh runners are known as "pushers" or "displacers," as their place can count ahead of other runners. In the example above, if there are two non-scoring runners and they come in 6th and 7th overall, the opponent's score would be 50 (8+9+10+11+12).

Teams with fewer than five runners do not earn a team score.

For the championships only, trophies will be awarded to each first place cross country team and runner-up team. The top seven girl and boy runners will receive medals.

Parents are responsible for providing student transportation to cross country events.

Schools must provide drinks for their own teams, making sure that coolers are labeled with the school name.

Volunteers who are not school district employees or who are law enforcement employees must be checked through the Raptor system before participating. They need to take their ID's to the school's front office to be checked.

3. Volleyball

Fifteen players may be on the eligibility roster.

The host school must provide water and cups for the visiting team. The host team must also provide a changing area with shower and water or Gatorade (and a snack if possible) for the referees.

The gate fee is \$2.00 for students and \$3.00 for adults. The ticket is good for flag football and volleyball.

Every school must provide its own volleyball referee stand with pads. Antennae must be installed on the net, to be even with the outside lines.

4. Flag Football

Fifteen players may dress out for a game. The game is a 7 on 7 passing game. There are no handoffs. There are two 20 minute halves with a 5 minute halftime. Home team is responsible for providing *Triple Threat* flags for both teams.

The gate fee is \$2.00 for students and \$3.00 for adults. The ticket is good for flag football and volleyball.

**See rulebook for more details.*

5. Soccer

Eighteen players may be on the eligibility roster.

Eleven players are on the field. Goals must comply with high school regulations, which require 24 by 8 feet. Each school must have different colors or designs for the team's socks as agreed upon during Athletic Director meetings.

Each soccer half will be 25 minutes, with a running clock. A required one minute water break will be called halfway through each half. A 10 minute water break is provided at half time. Schools are responsible for their own water.

Students must purchase their own shin guards, and guards must cover the shins. (Schools will buy extra of sets in case there are students who cannot afford them.) Students must wear shoes with cleats to prevent injury.

Coaches should solicit two volunteer ball runners for each side of the field so that when a ball goes out of bounds, a new game ball can be thrown into play quickly instead of players chasing an out-of-bounds ball.

XI. SEASON AND SEASON END TOURNAMENT

Regular season (competitive season) games shall be confined to after the district designated start date and prior to the start of the season end tournament.

Each Intramural season / regular season will conclude with an All Star Tournament. The All Star teams will be chosen from the schools intramural or competitive teams to represent their school in a single elimination tournament. Seeding for the tournament will be done at the beginning of each season with a blind draw.

XII. INVITATIONALS

Middle schools may host invitational tournaments or dual cross country meets beyond the interscholastic schedule. Such events may be held on Saturdays. Not only district middle schools, but also private schools (with proof of liability insurance and accident insurance for participating students) or schools from other districts may be invited to a tournament.

XIII. CONCESSIONS

With approval from the Principal, a school organization may provide concessions at games, either as a fundraiser, or as a means to help offset the cost of hosting the events. If the concessions are operated by a school group or club, the proceeds of the concession must be placed in Internal Accounts and the concessions will be considered a fundraiser.

XIV. OFFICIALS

Game officials are contracted out and have no connection to the schools. Only FHSAA approved officials organizations may be used.

XVI. GATE PROCEEDS

Admissions may be charged for middle school interscholastic competitions (**\$2.00 for students and \$3.00 for adults**). Middle school athletic events are not considered fundraisers, but they are also not athletic events as commonly defined for high schools. The revenues generated by these games will be deposited into the host school's internal accounts (account 5575, Interscholastic Athletics). Collection of gate is **REQUIRED** of all home contest. Approval to waive or change gate fees must be granted in writing from the District Supervisor of Athletics a min. of one week prior to the contest.

APPENDIX

Athletic Forms

Athletic Incident Protocol and Checklist

The following checklist outline action that should be taken by school administration in the event of an incident involving ejection or other incident (including altercations and crowd control issues) that constitute unsportsmanlike conduct.

- Contact and report the incident to the following:
 - Jason Montgomery – District AD – montgomeryj@manateeschools.net
 - Willie Clark – Executive Director Secondary Schools – clarkw@manateeschools.net
- Document the incident as soon as possible and complete the Athletic Incident Report Form.
- If the incident involves an injury complete the appropriate incident form and contact Risk Management and your Athletic Trainer.
- If the incident requires law enforcement they should be contacted immediately and a police report complete with case number should be obtained at that time.
- If warranted – collect statements from those involved as soon as possible.
- Collect all data possible such as video, pictures or cell phone video...

Athletic Incident Report Form

School District of Manatee County Athletics

UNSPORTSMANLIKE CONDUCT

Email to: Jason Montgomery at montgomeryj@manateeschools.net

Please indicate which SPORT this occurred in: _____

Date of Report: _____ Date Game Played: _____

Teams: _____ vs. _____

Person filing report: _____

Name and position of person(s) Involved in Incident:

Name, School, Position, # - Player

Name, School, Position, # - Player

Description of Occurrence:

Description of Steps taken by Game and School Officials:

Response by Coaches, School Officials, and Students to steps taken:

Please attach additional information that is relevant to the situation such as statements and video of the incident if available

Non-School Team Checklist

FHSAA has established guidelines for team participation during the school year but while a team is outside their sport season. THIS POLICY DOES NOT APPLY TO SUMMER.

Please use the checklist below to ensure compliance.

22.3.1 The team must be affiliated with an outside agency promoting athletic participation opportunities such as, but not limited to:

- Baseball – Babe Ruth, American Legion, city/county leagues
- Basketball – AAU, USA, USOC
- Football – USA Football
- Golf – USGA, AJGA
- Lacrosse – US Lacrosse
- Soccer – FIFA, Youth leagues
- Softball – ASA, USSSA
- Swimming & Diving – USS, NISCA, ASCA, CSCAA, AAU
- Tennis – FTA, USTA, USOC, ITF
- Track & Field – USA, AAU
- Volleyball – USVBA, USOC, USA, AVA
- Wrestling – USA, AAU

22.3.2 Participation must include competition in the published scheduled events of the outside agency
TO MEET THIS REQUIREMENT YOU MUST SEND YOUR SCHEDULE TO THE SACTIONING ORG.

22.3.3 Student athletes and coaches, where applicable, are not permitted to wear any portion of a school's athletic uniform.

TEAM MUST BE COMPLETELY SEPARATE INCLUDING UNIFORMS AND EQUIPMENT

22.3.4 All fees or assessment for participation must be documented.

ATHLETS SHOULD PAY THEIR OWN FEES AND THEY MUST BE DOCUMETED AS SEPRATE FROM SCHOOL FUNDS



22.3.5 Participation shall be voluntary and shall not be required, either directly or indirectly, for membership on an interscholastic team.



22.3.6 Member schools may make their gymnasiums and other athletic facilities available to outside groups or organizations provided a fully executed usage agreement is provided and available upon request.

Schools must have a completed District Lease Agreement. A fee waiver may be done for teams comprised entirely of the school's student athletes. Fee waiver request must be sent to Don Hall's office for approval. If the school is donating any items for use (such as basketballs or field paint) they should be included in the lease agreement.



22.3.7 The personnel affiliated with the non-school team, including, but not limited to, any coach, assistant, director, manager, supervisor, organizer, etc., must provide notification in writing to the student athletes that participation with the team could jeopardize their eligibility to participate in high school interscholastic athletics and verification of such notification must be made utilizing the official Association process as approved by the Executive Director (GA6 Form – Affidavit of Compliance with Policy on Non-School Teams and Off-Season Participation).

This is required if players either from another high school will be playing on the non-school team.