

# **Student Activities Handbook Leon County Schools**

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### **Nondiscrimination Notification and Contact Information**

“No person shall on the basis of gender, marital status, sexual orientation, race, religion, national origin, age, color or disability be denied employment, receipt of services, access to or participation in school activities or programs if qualified to receive such services, or otherwise be discriminated against or placed in a hostile environment in any educational program or activity including those receiving federal financial assistance, except as provided by law.” No person shall deny equal access or a fair opportunity to meet to, or discriminate against, any group officially affiliated with the Boy Scouts of America, or any other youth group listed in Title 36 of the United States Code as a patriotic society.

An employee, student, parent or applicant alleging discrimination with respect to employment, or any educational program or activity may contact:

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A student or parent alleging discrimination as it relates to Section 504 of the Rehabilitation Act may contact:

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# The Coaches Code of Ethics: NFHS/NFCA

The function of a coach is to educate students through participation in interscholastic competition. An interscholastic program should be designed to enhance academic achievement and should never interfere with opportunities for academic success. Each student-athlete should be treated as though he or she were the coaches' own, and his or her welfare should be uppermost at all times. Accordingly, the following guidelines for coaches have been adopted by the NFCA Board of Directors.

**The coach shall** be aware that he or she has a tremendous influence, for either good or ill, on the education of the student-athlete and, thus, shall never place the value of winning above the value of instilling the highest ideals of character.

**The coach shall** uphold the honor and dignity of the profession. In all personal contact with student-athletes, officials, athletic directors, school administrators, the state high school athletic association, the media, and the public, the coach shall strive to set an example of the highest ethical and moral conduct.

**The coach shall** take an active role in the prevention of drug, alcohol and tobacco abuse.

**The coach shall** avoid the use of alcohol and tobacco products when in contact with players.

**The coach shall** promote the entire interscholastic program of the school and direct his or her program in harmony with the total school program.

**The coach shall** master the contest rules and shall teach them to his or her team members.

**The coach shall not** seek an advantage by circumvention of the spirit or letter of the rules.

**The coach shall** exert his or her influence to enhance sportsmanship by spectators, both directly and by working closely with cheerleaders, pep club sponsors, booster clubs, and administrators.

**The coach shall** respect and support contest officials. The coach shall not indulge in conduct which would incite players or spectators against the officials. Public criticism of officials or players is unethical.

**Before and after contests**, coaches for the competing teams should meet and exchange cordial greetings to set the correct tone for the event.

**A coach shall not** exert pressure on faculty members to give student-athletes special consideration. A coach shall not scout opponents by any means other than those adopted by the league and/or state high school athletic association.

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## **ARTICLE 1**

### **PLATFORM STATEMENT**

Student Activities are of historical and social significance in our educational culture. These activities provide a primary means through which we develop and maintain the mental, physical, and social vigor and stamina required to realize our potential as citizens. Structured activities provide a primary means to develop habits, attitudes, and ideals requisite to ethical competition and effective cooperation in a free society. This school program provides healthful and wholesome leisure time activities for our citizens and youth. School activities further the harmonious development of our youth. To participate and represent one's school in a student activity is an honor and carries with it great responsibility of role model to the student body. Not everyone can participate in all activities. In many instances, rigorous criteria demands strenuous competition for students to become eligible for that activity. However, once a student becomes a member, the responsibility begins, and certain standards for participation go into effect. This document sets those standards.

## **ARTICLE 2**

### **PRINCIPLES OF STUDENT ACTIVITIES**

- 2-1** To utilize fully the potential in activities for educational experiences, scholastic programs should be organized and conducted in accordance with these six basic principles:
- a) Student Activity programs should be required as integral parts the total educational program and should be conducted so that they are worthy of such regard.
  - b) Student Activity programs should be subject to the same administrative control as the total educational programs.
  - c) Student Activity programs should be conducted by personnel with adequate training in the principles of their specific activity.
  - d) The welfare of the participant should be placed above any other consideration. What happens to the participant in the activity program is of primary importance. His or her welfare should transcend any other considerations.
  - e) Student Activity programs should be conducted in accordance with the letter and spirit of the rules and regulations of appropriate conference, district, state and national associations.

## **ARTICLE 3**

### **PURPOSE OF THIS GUIDE**

- 3-1** To establish minimal standards and common understandings among administrations, teachers, coaches, parents, and students of the policies and procedures which guide the program of student activities in Leon County.
- 3-2** To serve as a basis for a periodic re-evaluation of the activity program.
- 3-3** To provide, in writing a statement of basic policies and procedures for reference when desirable.

## ARTICLE 4

### STUDENT ACTIVITIES LCSB POLICY # 5840/5845/5850

- 4-1** The Leon County School Board shall take no discriminatory action with regard to opportunities for secondary students to participate in Student Activities. This provision of equal opportunity includes, but is not limited to; access to activities, funding of activities, support for activities.
- 4-2** The Leon County School Board will provide an environment conducive to promoting student activities and recognizes that Student Activities are an important element in the development of the total student.
- A. High School Activities. Student activities shall include choral program, band program, athletic program (sanctioned by the Florida High School Athletic Association), academic clubs and service clubs.
- B. The Board **shall provide** categorical funding to be used towards the following:
- a. **Choral program** - district and state evaluation festivals, including registration fees; transportation to district and state evaluation festivals and local engagements; materials; and equipment.
  - b. **Band program** - uniform replacement schedule; district and state evaluation festivals, including registration fees; transportation to district and state evaluation festivals and local engagements, materials, and equipment.
  - c. **Athletic program** - uniform replacement schedule, equipment, official's fees, transportation of students, travel costs for coaches, catastrophic insurance for participants, Florida High School Athletic Association dues, and equipment.
  - d. **Academic clubs** - needs as determined by the administration

## ARTICLE 5 LCSB POLICY # 2430

### CLUBS, SCHOOL ORGANIZATIONS, AND SECRET SOCIETIES

Secret societies or clubs with restrictive membership policies shall not be approved as legitimate student activities in school. Participation on the part of public school students in secret societies is contrary to Florida Law.

School authorities shall assume responsibility for the approval and sponsorship of all school organizations. Parents must assume responsibility for their children's participation in non-school groups. However, when the club activities or any group or individual becomes involved on the school premises and are in violation of the law and school rules and regulations, that individual or group will be subject to the penalties provided by the law and in these regulations.

The student activity program is an integral part of the total educational offering of the Leon County Public School District. As such, it is subject to the same administrative controls as other educational programs. All school-sponsored activities involving students are to be conducted within the letter and spirit of rules



and regulations addressing appropriate behavior and ethics. Relationships involving student activities within the school, with other schools, and within the school community are to be conducted in a manner demonstrating respect for person and property. All student activities, except those exempt in statutes, shall meet the following guidelines:

- 1) Student activities shall be open and available to all students who are eligible for membership under the qualifications set forth for the activity. The decision of the membership cannot be one of the factors in selecting additional members. (This shall not apply to those organizations specifically exempt by statute.)
- 2) Student activities shall relate generally to the school program and not interfere with the school operation.
- 3) The charter and constitution setting forth the purposes, qualifications for membership, and the rules of conduct of each approved club or organization shall be jointly established by the students and faculty, and subject to the approval of the school administration. Such bylaws and constitutions shall be kept on file and always available to all students, parents, and school personnel.
- 4) Students may select a faculty sponsor subject to acceptance by the faculty member and approval of the principal.
- 5) There shall be no probationary period of membership.
- 6) Hazing of club members is prohibited.
- 7) Dues shall be reasonable and not prohibitive.
- 8) All meetings shall be held on school property in school facilities. This may be waived for special meetings and events upon the request of the faculty sponsor and the approval of the principal.
- 9) A faculty sponsor shall be present at all meetings, and all social events shall be adequately chaperoned.
- 10) All monies accruing to any school club or organization shall be accounted for through the internal accounting system of the school in accordance with State Board of Education Bulletin #4.9.
- 11) No club or organization shall carry on any activities or act in any way which is in violation of the policies and regulations of the Board.

## **ARTICLE 6**

### **RELIGIOUS AND OTHER SYMBOLIC ACTIVITIES**

Students shall have the right to refuse to participate in or attend any form of religious activity or other symbolic activities, including but not limited to prayers, songs, readings, meditations, seasonal programs and flag salute activities. Students shall, however, show all respect for the beliefs of others at all times.

## **ARTICLE 7**

### **PARTICIPATION IN INSTRUCTIONAL AND STUDENT ACTIVITIES**

The right to participate fully in classroom instruction and extracurricular activities shall not be abridged or impaired because of sex, religion, national origin, pregnancy, parenthood, marriage, or for any other reason not related to a student's individual capabilities.

The list of prohibited discriminatory factors in this section are not intended to be exhaustive. The commitment to equal educational opportunity, equal rights, and equal responsibilities extends to all factors upon which the impairment of educational services cannot be rationally based.

## **ARTICLE 8**

### **FUND RAISING/STUDENTS**

#### **LCSB Policy #5830**

The board recognizes the need for school-related organizations to be involved in fund raising activities. Such fund raising activities may be conducted in the name of the school when it is found to be in the best interest of the total school program. The Superintendent shall develop and the Board shall approve administrative regulations governing the fund raising activities of school-related organizations.

## **ARTICLE 9**

### **SOCIAL ACTIVITIES**

The Board recognized that social activities are an important part of the total school program. The Board further recognizes the need for proper supervision at those activities. The Superintendent shall develop guidelines for providing supervision at school related activities. See also: Policy 5330, Policy 8760, Policy 5840

## **ARTICLE 10**

### **SAFETY AND INJURY PREVENTION -STUDENT ACTIVITIES**

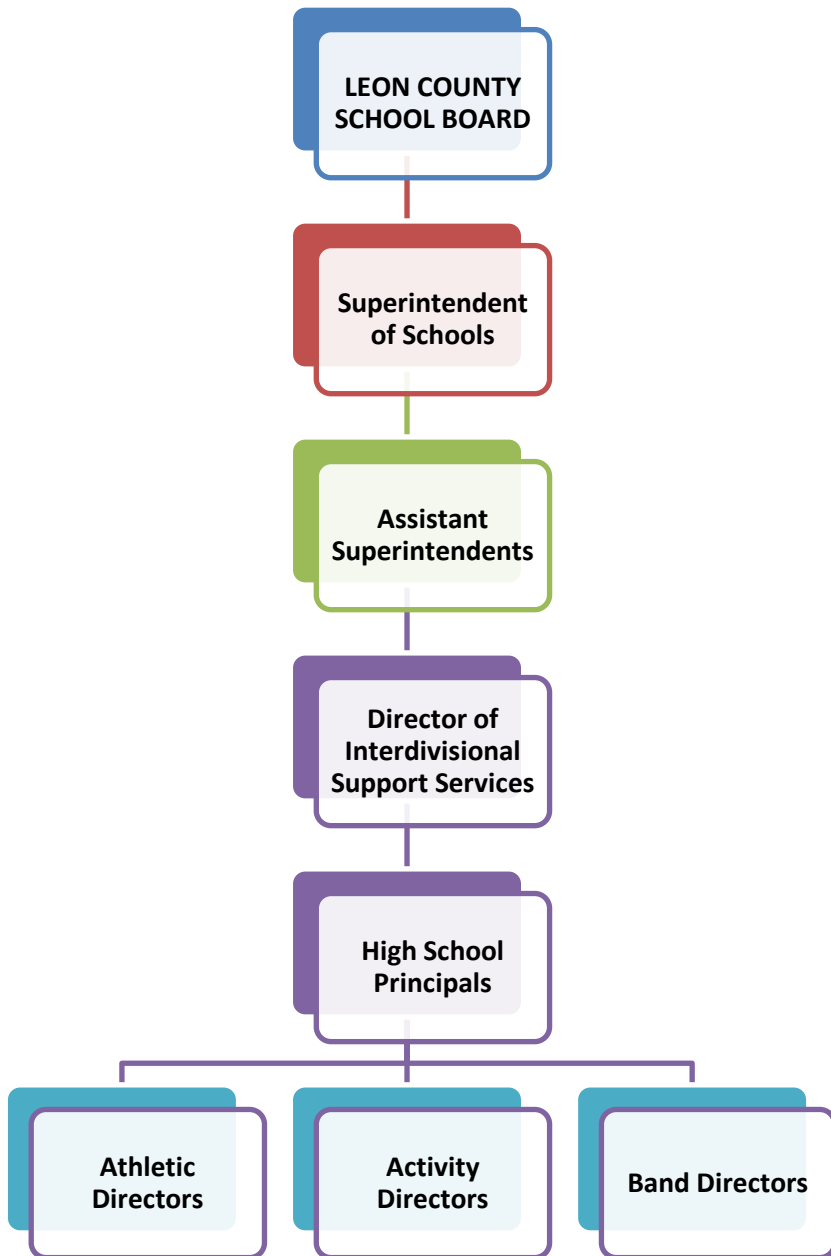
All secondary students participating in Student Activities must file an application for participation in such activities. This application shall include:

- a. Permission to travel and participate signed by parent/guardian  
**(LCS/ A.A.P. form/ plus FHSA EL-3 and EL-3CH)**
- b. Authorization by parent to seek emergency medical care.(LCS/A.A.P.)
- c. Proof of adequate insurance.(LCS/A.A.P.)
- d. Examining physician's certificate.  
**(FHSA Physical Form EL2 Acceptable)**

## ARTICLE 11

### COUNTY STUDENT ACTIVITY ORGANIZATION

- 11-1** The ultimate policy making authority in this county is the School Board of Leon County and, as such, is responsible for all aspects of the public school program. The local chain of command for initiating or changing policy is as follows:



## ARTICLE 12

### DUTIES AND RESPONSIBILITIES

12-1

**Director of Student Activities** - The County Director of Student Activities is directly responsible to the Associate Superintendent for the development of the county student activity program. His or her duties shall encompass the following areas:

**POSITION GOAL:** Develop and coordinate a county-wide Student Activities program in all student activities (athletes, bands, choruses, academic clubs, service groups and parent/booster support groups; and monitor funding for all student activities. Increase activities and participation by all students as appropriate by grade level.

#### **PERFORMANCE RESPONSIBILITIES:**

1. Directly responsible for assembling, publishing, coordinating and reviewing School Board policies involving all Student Activities with the schools.
2. Investigate and enforce all regulations and by-laws dictated by the Florida High School Athletic Association, Department of Education, and Leon County School Board policies as related to all student activity groups and individuals.
3. Coordinate the operations of Gene Cox Stadium/Hurley Rudd Field & Chiles Field to include scheduling of all schools, monitoring of all ticket sales and revenue and creating and enforcing all stadium policies in regard to spectators and participants.
4. Assist schools with recruitment of personnel for supplemental student assignments.
5. Develop, implement and coordinate a safety and injury prevention program for athletes and athletic programs. This is to coordinate athletic trainers, education of coaches through in-service, and mandated insurance and liability coverage of all personnel involved.
6. Assist the Directors of Area Schools with the development, administration, and monitoring of budgets for countywide student equipment, transportation, travel, professional enrichment, support service funding. To include monitoring all student activity internal budgets of individual schools and administer fund raising policies of all booster/parent support groups.
7. Provide line support from county level administrators to building administrators in relationship to student activities. This includes monitoring and enforcing cohesiveness among supplement employees, booster/parent support groups, spectators, officials, participants, and media.
8. Prepare an annual report/audit of student activities in terms of participation, funding and scope as related to areas of concern and/or focus. Such as federal programs (Title IX), state programs (Florida Educational Equity Act), and local (School Board Policy and guidelines).

9. Provide coordination and monitoring of all booster/parent support groups of the secondary schools. This includes budgets, attendance at meetings, handling all appeals, and controversies of such groups.
10. Coordinate, manage, calculate, and monitor all supplement allocations.

**12-2      Secondary School Principals:** The principal of the school is solely responsible for the operation of his/her school, including any and all matters pertaining to the activity program. The principal recommends appointment of the activity personnel. All contracts must be approved by the principal and county administrative staff. This does not include the FHSAA game contracts for regularly scheduled activities.

**12-3      Duties of Directors for (Academic, Athletic, Band, Choral, and  
Middle School Activities).**

Each secondary school activity program shall be coordinated by the director who is charged with the responsibility of administering a wholesome and broad activity program within the limits of policies established by the School Board of Leon County. He or she should plan, adjust, and administer a program that is in harmony with the total school program, and that will promote good relations among the faculty and the student body. He or she shall be responsible to the principal for the following:

1.      Direct and supervise his/her specific activity program.
2.      Organize and direct his/her staff.
3.      Establish and supervise all policies relating to his/her area.
4.      Seek and find ways for supporting and financing the activity program outside of county funds.
5.      Consult with supervisors, assistants, and sponsors and establish a budget to be approved by the principal and activity coordinator.
6.      Approve expenditures of all department funds including supplement payroll.
7.      Direct and supervise scheduling of all activity contests and events.
8.      Represent the school in matters on local, county, conference, district, regional, sectional, and state levels.
9.      Establish and supervise eligibility and participation to include the following:
  - a. Department of Education rules and regulations
  - b. Establish participant eligibility with FHSAA guidelines and all governing agencies.
  - c. Establish procedures for Leon County policy and guidelines
10.     Coordinate with appropriate official's organizations for officials and judges.

11. Arrange for transportation.
12. Procure areas for practice and contests.
13. Supervise and request maintenance of facilities.
14. Approve all purchases.
15. Maintain up-to-date inventory of equipment.
16. Maintain files and records for all activities.
17. Maintain financial accounting of the department.
18. Procure ambulance services for required athletic contests.
19. Procure team physician for required athletic contests.
20. Coordinate and supervise program with booster and parent organizations:
  - a. Financial Agreements
  - b. Concessions
  - c. Programs
  - d. Fundraisers
21. Coordinate use of facilities by other schools and/or organizations.
22. Maintain an active program to promote sportsmanship and the welcoming of "outside" schools and guests.
23. Establish procedure and control of training program.
24. Work with the school bookkeeper in keeping up-to-date accounting of all finds in regard to his/her specific area.
25. Assign sponsor/coach or administrator to stay "on-site" until the last person has departed.

#### 12-4

**Major and Minor Activity Supervisors and Sponsors** should be guided by the principles that inter and interscholastic activities are to be conducted for the welfare of the student, and that each activity has a definite contribution to make to the overall development of the student, the school, and the community.

**NOTE:** All athletic coaches must meet the requirements for athletic coaching as required By the Florida Department of Education and the School Board of Leon County.

**Responsibilities of all Activity Sponsors:**

1. Directly responsible to their respective activity director for the proper operation and supervision of their activity to include any lower level program.
2. Loyal to their principal, school, and county administrative policies
3. Meet with their director to draw up a proposed budget for their activity/sport for the current school year.
4. Discuss and receive approval from the director for expenditures of funds.
5. Submit trip financial requirements to department prior to trip.
6. Responsible for care and storage of equipment.
7. Responsible for complete inventory of equipment.
8. Responsible for coordinating schedule through their director.
9. Attend meetings (local and FHSA) pertaining to their activity.
10. Turn in application for activity participation card to his/her director on each participant prior to issuance of equipment or practice. (To include managers, statisticians, and student assistance, etc.)
11. Turn in eligibility request and birth certificates as needed to establish eligibility of participants.
12. Turn in transportation requests to assistant principal for administration.
13. Complete the proper release form when making a trip that requires loss of time from school, be sure that the principal has a list of students making the trip and amount of class time they will miss.
14. Responsible for facilities used by their activity, Turn in to the assistant principal for administration any needed maintenance requirements.
15. Maintain eligibility form on all participants prior to and, after all events.
16. Fill out an accident report on any student who becomes injured.
17. Follow school policy in establishing award winners.
18. Responsible for setting up required facilities for all home events involving their activity to include supervision of each participant until all have departed.
19. Carry out the policies and procedures of activities as approved by the School Board
20. Responsible for maintaining recondition of equipment.

21. Responsible for submitting all end-of-the-year reports requested by the principal and/or director.
22. Assume responsibility for all matters assigned to you by the principal or director.

## 12-6

### **Academic Coach Job Description**

#### **Responsible to: Principal**

Job Summary: Coordinate and assist building principals with all intramural and extra-curricular academic activities in accordance with School Board policies and administrative procedures approved by the Superintendent.

#### Duties and, responsibilities may include the following:

1. Coordinate and promote intramural and extramural academic competitive events such as Brain Brawl, FEA, writing contests, Mu Alpha Theta, Latin forum, science fairs, Black History, Human Relations, Honor Society ,History Fairs ,etc.
2. Assist in identification of students and assist in activities of the Advanced Placement Program.
3. Supervise, promote extra academic activities and Service Clubs
4. Organize preparatory classes after school for interested students taking PSAT/MMSQT, ACT and SAT tests.
5. Establish and coordinate tutoring classes in subject areas when sufficient interest is shown.
6. Assist in the selection of honor students for programs such as Boys State, Girls State, DAR Citizenship Awards, etc.
7. Work very closely with the National Honor Society.

## 12-7

**Assistant Coaches:** The assistant should remember that his/her contribution to the total program is to assist the supervisor in the successful operation of their program; however, individual ingenuity and enthusiasm will always be outstanding attributes of the successful assistant. All ideas, both of critical and constructive nature, should be channeled through his /her supervisor.

#### Responsibility of the Assistant:

1. Directly responsible to the supervisor of the activity.
2. Be loyal to the supervisor and carry out his/her coaching philosophy.
3. To coach that phase or those phases of the program that the supervisor so designates.



4. To carry out the policies and procedures of the department.

## ARTICLE 13

### SPECIFIC AREAS OF DUTIES AND RESPONSIBILITIES

#### 13-1

**Business Manager:** The business manager must be able to successfully handle the disposition of financial affairs and other duties related to the athletic program. All financial transactions must be approved by the principal. Financial duties are discussed in finance sections. Responsibilities of Business Manager:

1. Order all tickets for athletic contests. Tickets must be numbered in sequence for audit purposes. Xerox copies of tickets are prohibited.
2. Handle and account for all money in athletic events.
3. Hire all game personnel.
4. Pay all game personnel.
5. Prepare all financial and ticket reports for all athletic events.
6. Prepare annual financial reports.
7. Establish ticket outlets for pre-sale of any ticketed event if pre sales are approved by principal of school.
8. Handle and account for all passes to athletic events with approval of principal or assistant principal for administration.
9. Set up and operate change fund.
10. Send copy of financial report for football games played at Cox Stadium and copies of financial reports of all **FHSAA** sanctioned events and State Series contest to office of Director of Student Activities.

#### 13-2

**Athletic Trainers:** The athletic trainers are directly responsible to their Principals and Athletic Directors. They shall be shared by all sports as designated by the athletic director. Duties and responsibilities of the Athletic Trainers are as follows.

1. Care and prevention of athletic injuries for practice and games in the high school sports programs.
2. Compile all records and files for participants in athletic (AAP's, notarizations, release forms, etc.) and to include adequate records of injuries and treatments.
3. Reports directly to the athletic director.
4. Provide standard first aid care and treatment procedures and guidelines for all athletic activities.

5. Establish training facilities, policies, and procedures for athletic care at the school site. Any injury must be reported to the parent (s) of the athlete.
6. Purchasing of materials and supplies to be reviewed and approved by the school's athletic director.
7. Implement and maintain emergency medical services and procedures for athletic events (facility safety, ambulance service, phone access, etc.). All home events must be covered by the athletic trainer or his designee.
8. Coordinate and supervise rehabilitation programs of injured athletes with attending physician.
9. Evaluate all athletic equipment for safety and injury protection.
10. Responsible to report incomplete records for participation to head coach and athletic director.
11. Manage and coordinate the IMPACT concussion program.

### **13-3**

#### **Band Directors/Choral Directors**

1. Will participate in District Evaluation Festivals.
2. Will attend all county meetings.
3. Be active, dues paying member of the Florida Band Association, Florida Vocal Association, Florida Music Educators Association, and M.E.N.C.
4. Will attend fall and spring F.V.A./F.B.A. District II Meetings.
5. To plan and produce a minimum of two public performances involving the total program.
6. Director designee must be present at all school-sponsored band/choral activities.
7. Be responsible for the selection and preparation of students participating in band/choral activities.
8. Identify and work with "after school" solo/ensemble.
9. Prepare students for participation in "All-State" clinic and accompany them to auditions and the performance.
10. Required performances as requested by the principal.

13-4

**Mentor Coaches/Sponsors.**

Will be defined as any non-Leon County School Board employee that does not receive compensation (supplemental pay) for the activity in which they participate.

We will follow the process below for all mentor coaches: NOT ALLOWED ON FIELD OR CAMPUS UNTIL DONE !!

AD / School will give each mentor Coach the Packet and send me email of name of Mentor Coach and next each school will do the following below.

1. School Level will give each mentor a \*fingerprint form with mentor coach put on form\* \*volunteer form for no pay will also be given\* \*Attached Packet\*
2. Mentor will bring both forms to fingerprint office. Must have both forms.
3. Fingerprint will process mentor coach.
4. When badge is done I will get badge and notify AD for mentor to come pick up from my Office (Student Activity).
5. Mentor will sign paperwork with me that they have done everything in the PACKET. Including watching video.

## **ARTICLE 14**

### **STUDENT ACTIVITY SUPPLEMENTS**

14-1

**Senior High School Supplements** – Supplement's for individual assignments can be found in the salary schedule provided by the personnel office. (Printed in the Master Teacher Contract)(See Appendix-A)

14-2

**General Policies Governing High School Supplements**

1. All supplemented personnel must be able to perform the job required of each supplement without conflicting with another job requirement.
2. No head football coach may hold the position of trainer.
3. All supplements are to be paid by the county in accordance to Leon County Schools, Leon Classroom Teachers Association FTP-NEA Master Teacher Contract. Additional non full time employees may be hired in excess of limitations as outlined in Master Contract with the approval of the school principal. Payment cannot exceed maximum limits of similar positions as outlined in the Master Teacher Contract.
4. Those positions that are recognized by the school principal to receive supplemental pay, that are not listed in the Master Teacher Contract may be paid by the booster/parent support group with responsibilities and limits of payment approved by the principal (LCSB payroll policies and procedures must be followed). It will be the responsibility of the payee to report such income for yearly income tax

- 14-3 General Rates** - In the event an employee cannot fulfill his/her total obligation for the supplement assigned him/her, he/she will be paid on a daily rate of pay for the number of days completed. All activities are computed on the basis of the first permissible date of practice with the exclusion of Saturday and Sunday as a workday, except in those cases where it is necessary under normal scheduling situations.
- All director positions begin on the first day of school and end on the last day. (Athletic Director is ten and two.)
- 14-4 Practice and Contest Responsibility** - Each Supplemented individual shall be responsible for conducting a practice session or supervising a contest on days, which the supplement is paid. Failure to carry out this responsibility shall result in loss of supplement pay for the day or days in question unless justification can be given for such action.
- 14-5 Required Meetings - Athletic Coaches Meeting** - A required meeting for all supplemented athletic coaches will be held at the beginning of each sports season during the school year. This meeting will take place 3 times during the school year for each new season and be conducted by the Director of Student Activities.
- 14-6 Required Athletic Contest** - To receive the assigned supplement a team must compete in 75% of the FHSAA maximum game limitations. Any exceptions must be approved by the Director of Student Activities.
- 14-7 Minimum Participant Number Requirement** - Every team shall at least have a minimum number of participants to field a full team as outlined by the Florida High School Athletic Association. (Leon County Schools requires a minimum of 20 participants to receive two supplements coded "coed")

## ARTICLE 15

### PROFESSIONAL ENRICHMENT

**SUPPLEMENTED EMPLOYEES** are encouraged to attend professional meetings and clinics that are for the purpose of expanding professional knowledge. Approval for attendance to these functions during school time must be cleared through the principal. Travel to any such clinics or meetings that are held out of state must have the approval of the Superintendent of Schools. A limit of two professional enrichment meetings/clinics may be funded from county and for internal accounts. Internal account procedures do not allow for professional development expenditures other than in those sports clinics that are funded through gate receipts.

## ARTICLE 16

### GOVERNING BODIES: RULES AND REGULATIONS

All Student Activity supplemented employees are expected to follow all the rules and regulations of the governing bodies that apply to their sponsored activity. Any violations will be punished by the sanctions set forth from the respective governing bodies. These governing bodies include, but are not limited to: Leon County School Board, Florida Department of Education, Florida High School Activities Association, and Leon County Student Activity Policy and Guidebook.

- 16-1 Investigation of Accused Violations** - Persons calling or writing with accused violations will be funneled back through the principal or athletic director.
- The Director of Student Activities will "act" on all official requests from the principal or appropriate district administrator.
- 16-2 Governing Body Correspondence** - All correspondence between a school and its appropriate governing body must be provided to the Director of Student Activities.
- 16-3 Recruitment - Must** follow the Administrative Guidelines, Policies and Procedures of the FHSAA Board of Directors. See appendix for FHSAA Policy 36 - Policy on Recruiting and Leon County Procedures for Eighth Grade Student Athletes.
- 16-4 Code of Standards for Student Activities** - The following are requirements for all students involved in any co-curricular program in Leon County. The student must maintain satisfactory conduct at all times. All students are subject to School Board Policy # 2430,2431.
- 16-5 Governing Associations:** All Student programs of Leon County will honor all rules/bylaws of all governing associations such as DOE, FHSAA, FVA, FBA, NHS, etc.
- 16-6 Eligibility:** Student Athletes must meet the standards as outlined in FHSAA by-laws for participation in athletics and activities. Violations will include forfeiture of contest and disciplinary action of sponsor.
- 16-7 Dress Code:** When questions arise involving "appropriateness of dress," the building principal shall make the decision. The principal may use a committee of faculty, parents, and student to assist in determining individual cases and/or school level guidelines. This is in direct compliance with School Board Policy 5722. Penalty assessed by the principal may include loss of eligibility to participate in student activities.
- 16-8 Use of Tobacco Products:** Pursuant to School Board Policy 5500,5600 students shall be prohibited from possessing and/or using tobacco products while on school property and/or participating in school sponsored activities.

## ARTICLE 17

### PARTICIPATION REQUIREMENTS FOR SAFETY AND INJURY PREVENTION

- 17-1** The application for activity participation (A.A.P.) must be completed by all students before participating in an activity. These guidelines must be kept on file at each school. *(This form can now be accessed through Leon County School Website – Forms Online)*
- 17-2** School Board Policy 8760 Safety and Injury Prevention Student Activities, states the following:

All Secondary students participating in Student Activities must file an application of participation in such activities. This application shall include:

1. Permission to travel and participate signed by parent/guardian. And the FHSAA EL3 / EL-3CH forms
2. Authorization by parent to seek emergency medical care.
3. Proof of adequate insurance.
4. Examining physician's certificate. (FHSAA Form EL2 Acceptable)  
**General authority: Law implemented**

**17-3 Physician's Examination for Athletics** - Each school year student must secure and file in the principal's office a physician's certificate prior to the beginning of practice to the effect that he/she is physically fit for interscholastic athletic competition. The physical examination form must incorporate the requirements passed by the legislature in senate Bill 2156.

**17-4 Section III of the "Application for Activity Participation"** (A.A.P.) Must be signed and have approved certificate of health form attached to the A.A. P form dated by the physician. (See Appendix A.)

**17-5 Insurance** - All students participating in any student activity program shall be required to have proper medical insurance before they will be able to practice and participate in any programs (this includes spirit groups). The following options shall be available:

1. Personal medical insurance to include active or retired military personnel. The use of this insurance requires a copy of your card from your insurance company (on insurance letterhead or agency letterhead and signed) verifying that your personal medical insurance does cover the athletic program or programs that your son or daughter will be participating in the current school year.
2. Insurance made available through the School Board of Leon County - the cost of the insurance to be paid by the student participating (each year the county will publish the School Board of Leon County Insurance Plan for students.)LCSB Policy # 8760
3. **It is the responsibility of the parents or guardians to notify the principal in writing of any change in medical insurance coverage of his/her son/daughter.**

*No school may use county funds to pay the cost of insurance or individual medical expenses. This expenditure may be financed by a special trust fund or any outside organization or individual. This special fund may be raised through a special event sponsored by the school, a department within the school, or an organization in support of the school and in so doing must advertise that the donations from the event or a portion of the donation will be placed in the internal account under a heading which specifies the use of the donations. In no event shall these donations be used for any other cause.*

**17-6 Student Managers, Statistician, and other Student Assistants in Athletics** - The above students shall be required to provide parental approval in the areas of insurance

coverage, travel, and emergency medical treatment before they can actively be engaged in performing the duties of student assistant positions assigned.

17-7

**Certificate of Insurance (liability)** - When hosting an activity event on property not owned/maintained by Leon County School Board, the host school **must** obtain a Certificate of Insurance to "cover" the event. This request should be made through the Director of Student Activities Office or the Risk Manager's Office.

## ARTICLE 18

### PRE-GAME AND POST GAME CHECKLIST

**Pre-Game** - This section is offered as a recommended checklist for individual sport coaches. In many situations the reputation of the school is measured by the manner in which athletic events are conducted.

- a. **Contracts and Eligibility as required by FHSAA and County Office**
- b. **Condition of Facilities**  
All areas should be examined for hazardous conditions, cleanliness, and proper marking and designation. Individual school assistant principals for administration will maintain current checklists for their own facilities.
- c. **Publicity**  
The regular and accepted means of publicizing athletic events of a school should be followed. News releases should be handled by the principal, assistant principal for administration, or head coach.
- d. **Courtesy to Visiting Teams**  
The visiting school should be contacted well in advance of the proposed contest and advised as to the location of the contest, the color of jerseys to be used, if applicable, and the time, date, and officials to be used. A home team official should be assigned to the visiting teams when it arrives. The home official shall show the visiting team their dressing quarters and should direct team to the playing area.
- e. **Medical Representative**  
It shall be the responsibility of the home team to have a certified trainer in attendance at all football games. The home team is also responsible for the presence of an ambulance for all varsity football games. There shall be access to a telephone at all athletic events (home team responsible).
- f. **Game Personnel**  
Assistant principal for administration shall check with business manager to insure that adequate provisions have been made to staff all home contests with proper game personnel.
- g. **Officials**  
It shall be the duty of the host school to insure that qualified game officials have been secured for all home contests.
- h. **Parking**

It is suggested that reserved parking be provided for visiting administrators. It is **prohibited** to charge for parking at any LCSB function or event or on LCSB property, including sporting competitions.

i. **Press Box, Scorer's Table, etc.**

It shall be the duty of the host school to have someone assigned to declare who may or may not reside in the press box, scorer's table, etc.

## **Post Game**

- a. **Injuries** - It shall be the duty of the head coach to check his/her squad after each game for injuries. Proper medical attention shall be given.
- b. **It shall be the responsibility of the home school administration** to make sure and employee of the school is given the "charge" to remain on site until the last person has left the campus.
- c. **Security of Facility** - It shall be the duty of the assistant principal for administration to insure that each head coach completely understands that it is his/her responsibility to insure security of all facilities and equipment prior to leaving.
- d. **Stadium Lights** - In cooperation with the Tallahassee Police Department and the Leon County Sheriff's Department relative to incidents following football games, all stadium lights will remain turned on for not less than forty-five minutes from the time the game has ended.

## **ARTICLE 19**

### **TRAVEL**

- 19-1** **County Travel** - All student activity groups may travel by commercial or county school bus for all away scheduled activity events. Exceptions to this will be made in the event a county school bus is not available or if the total traveling party is fifteen or less. In this situation cars may be used if they are adequately insured as required by the State of Florida or a commercial bus may be requested. (In the use of private cars a responsible adult approved by the principal must be driving. Vans (rental or private) can be used in accordance to policy listed in appendix (see appendix).
- 19-2** **Travel To Local Event Sites** - Where it becomes necessary for a group or groups to use contest facilities not located on school grounds but within Leon County, it will be permissible to allow the group on an individual basis, to meet at the game site (pending permission from the sponsor and parent).
- 19-3** **Middle School Travel** - All student activity groups will travel by county school bus for all trips within the county. Exceptions to this will be made in the event a county school bus is not available.



**19-4 Spirit Group Travel** - The principal of each school shall have the option of permitting the cheerleading squad to travel by private automobile if the bus transportation does not have adequate space for seating all aboard. If private automobiles are used as a mode of transportation each student-athlete shall have on file a signed permission slip from his/her parent or guardian to travel in the prescribed mode of transportation.

**19-5 Meals** - Meals can be paid for from the county budget for all trips, which go beyond the fifty-mile distance, one way, from the Leon County line, or where overnight accommodations are approved by the school principal.

<u><b>ADULTS</b></u>			<u><b>Students</b></u>		
<b>Meal Rates:</b>	Breakfast	\$8.00	<b>Meal Rates:</b>	Breakfast	\$6.00
	Lunch	\$8.00		Lunch	\$6.00
	Dinner	\$20.00		Dinner	\$12.00
<b>Total per day</b>		<b>\$36.00</b>			<b>\$24.00</b>

**19-6 Funds for Team Travel** - Funds for activity travel can only be paid by reimbursement procedures or purchase order issued or parent/booster groups.

**19-7 Team Housing** - Procedure for acquiring team housing will be as follows:

- a. **Approval** - Request approval from the Athletic Director and Principal for team housing.
- b. **Arrangements** - Contact housing facilities in the area to acquire the best possible rates.
- c. **Finalization** - Made in advance with a purchase order issued and signed by principal or director.
- d. **Termination** - After trip is completed, send final housing bill to school bookkeeper for processing.

**19-8 Employee Travel**

**Out-of- County** - Policies pertaining to travel expenses for employees paid from county activity funds are the same as all travel procedures (see bookkeeper. Must be signed by the principal of the school.

**In-State-Travel** - Limited to a maximum of \$60 a day per diem or actual cost.

**Out-of-State-Travel** - Limited to a maximum of \$60 a day per diem or actual cost per trip.

**19-9 Cash Advance will not be allowed for employees** – Cash advance will be allowed only for group trips when sponsor is paying for group meals.

**19-10 Chaperones/Chaperone Qualifications**

- a. Parent or guardian of any student participating in the travel.

- b. Sponsor of the group participating in the travel.
- c. Any school site employee of the school participating in the travel.
- d. Official Leon County School volunteers (must register through principal).

**19-11 Chaperone Requirements**

- a. The gender of chaperones shall be in basic proportion to the make-up of the students.
- b. All chaperone responsibilities shall be identified prior to each activity by the principal and/or sponsor.
- c. Itinerary shall be published prior to the activity.
- d. Chaperone must report through the sponsor and/or designee.

**19-12 Chaperone/Pupil Ratio**

- a. Overnight - one (1) chaperone for every ten (10) students.
- b. Same day only - determined by the principal.
- c. Must have proper gender make-up for chaperones

**19-13 Chaperone/Sponsor use of Alcohol/Tobacco**

A chaperone/sponsor shall not use alcohol or tobacco products in the presence of the students on any school sponsored trip.

## **ARTICLE 20**

### **BUDGET AND FINANCE : STUDENT ACTIVITIES**

**County Funds** - The Leon County School Board shall provide funding towards the following:

**20-1 High School**

- a. Choral Program** - District and state evaluation festivals, including registration fees; transportation to district and state evaluation festivals and local engagements; materials, and equipment.
- b. Band Program** - District and state evaluation festivals, including registration fees; transportation to district and state evaluation festivals and local engagements; materials, and equipment.
- c. Athletic Program** - Equipment, officials fees, transportation of students, catastrophic

insurance for participants, Florida High School Athletic Association dues, and equipment. Trainers NATA dues and State License.

**The athletic program budget will consist of the following areas:**

1. Football
2. Basketball (Boys)
3. Basketball (Girls)
4. Baseball
5. Track (Boys)
6. Track (Girls)
7. Cheerleaders Sideline
8. Softball
9. Soccer (Boys)
10. Soccer ( Girls)
11. Volleyball
12. Wrestling(Boys and Girls)
13. Swimming (Boys)
14. Swimming (Girls)
15. Tennis ( Boys)
16. Tennis (Girls)
17. Weightlifting (Boys)
18. Weightlifting (Girls)
19. Cross-Country (Boys)
20. Cross-Country (Girls)
21. Golf (Boys)
22. Golf ( Girls)
23. Trainer and Equipment
24. Athletic Department Supplies
25. Dance Team
26. Flag Football (Girls)
27. Lacrosse(Boys)
28. Sand Volleyball (Girls)
29. Bowling (Boys and Girls)
30. Competitive Cheerleading

**d. Academic Clubs** - needs as determined by the school administration through school funds.

*Note: These funds shaft be spent at the discretion of the high school administration for equipment, materials, transportation for students, travel for sponsors, supervisory and administrative costs as directly related to the activities program. District funds cannot be used for food, flowers, etc, or for judges, officials, dignitaries, etc.*

**20-2**

**Internal Account Funds** - States in part, "Funds generated solely by parent-teacher organizations, booster organizations, or faculty group may remain separate from internal funds." This has been interpreted to mean that in order for such funds to remain "separate from internal funds," students may not be involved in the fundraising activity. All funds raised with student participation should be deposited into the school internal accounts.

- 20-3      Booster/Parent Group Funds** - All funds from booster/parent groups must be approved by the respective director and principal when purchasing non-perishable items (equipment, uniforms, transportation, rental, etc.) items. These items when purchased become property of the Leon County School Board. LCSB Policy #9211/5830/6610
- 20-4      Budget Changes** - The Director of Student Activities may change any budget during the school year if the financial situation so warrants.
- 20-5      Budget Transfers** - **No** budget transfers will be allowed unless requested in writing with extenuating circumstances to the Director of Student Activities. The Director of Student Activities **must** approve these budget transfers in writing.
- 20-6      Budget Bookkeeping** - The purchase amount of all items received will be charged against the school's activity budget by category item. Any requisitioned item that runs your total over the amount budgeted for that item **must** be approved by the Director of Student Activities.
- 20-7      Purchasing Procedures** - The Athletic Director, with the approval of the principal, will submit all requisitions for equipment and supplies. All purchases **must** be processed through the procedures of the Purchasing Department (See the school bookkeeper for details).

## **ARTICLE 21**

### **EQUIPMENT AND SUPPLIES**

- 21-1      Equipment and Supplies** - **Permissible to purchase for each high school from county funds** is the responsibility of the athletic director to organize a replacement schedule for all uniforms. Any item lost or stolen is the responsibility of the student.
- 21-2      High School Athletics** - The athletic director may require a maximum of \$500 for minor sports/\$1,000 for major sports in the Internal Account prior to county funds being used.
- 21-3      Selling or Giving Away Equipment and Supplies** - No equipment or supplies may be sold to anyone without approval of the School Board of Leon County. No equipment may be given away under any circumstances. No equipment shall be loaned without the approval of the Director of Student Activities

## **ARTICLE 22**

### **COLLECTION, DISBURSMENT AND PAYMENT PROCEDURES**

- 22-1      Handling and Receipting All Monies Collected**

- a. Only directors, school administrators business managers, bookkeepers, ticket sellers, or coaches will handle any activity money.
- b. All revenue, fees, ticket sales and/or guarantees received as a result of activity programs shall be credited to the school's internal account fund. Any exceptions to this shall be approved by the School Board of Leon County.

## **22-2      Ordering Tickets - Business Manager**

- a. All tickets will be purchased by the school.
- b. All tickets used must be pre-numbered. Use of duplicated tickets is prohibited.
- c. Tickets shall be ordered for an activity charging an entrance fee.
- d. The school's bookkeeper will receive a copy of the purchases made by the business manager towards tickets.

## **22-3      Ticket Report**

- a. Make an inventory sheet of tickets on each game.
  - 1. Record starting ticket number and color of tickets used.
  - 2. Price of tickets by color - if there is a difference.
  - 3. Number of tickets returned or not sold.
  - 4. Record ending number of each roll used.
- b. Send a copy of the summary ticket and finance sheet to the Director of Student Activities after each Varsity football game.

## **22-4      Pass List**

See Article 24, Activity Pass List agreement (Attach copy of pass gate report to final game financial report.)

## **22-5      Game Personnel**

All employees receiving extra-duty payment must go through payroll procedures.

## **22-6      Officials**

- a. The selection of officials shall be based on the negotiations with official's organization as contracted by the Athletic Director or coach of each sport.
- b. The rate of pay shall be governed by the FHSAA and/or signed contract recognized by the School Board.

- b. The business manager will have the official sign a receipt for payment of games and for a sum which shall total the amount to be paid each official. (Cash payments are not allowed.) A copy of this receipt will be attached to the event report.

## **22-7 Clock Operator - Officials**

Clock operator shall be the responsibility of the home team and shall be assigned by the contracted officials association for varsity football, basketball and soccer. The clock operator shall arrive not less than thirty minutes prior to the scheduled start of the contest in order that the operator might understand the operation of the clock to be used.

## **22-8 Ticket Sellers**

- a. It shall be the responsibility of the business manger to select responsible persons for this job.
- b. The takers wilt be expected to arrive for work (football – one hour and forty-five minutes, all other activities – sixty minutes) prior to the scheduled time for the event.
- c. The takers will receive their assignments and will be at their posts ninety minutes, all other activities - sixty minutes) prior to the scheduled time for the event.
- d. The takers **must** have a stub box and **must be sure to tear each ticket** in half placing it in the stub box to keep stub from being passed to outside fan and to keep stubs from being littered at event.
- e. Takers will remain on duty until the completion of the contest, unless otherwise released by the business manager.

## **22-9 Announcer**

- a. It shall be the responsibility of the home school head coach to select a person to announce the contest.
- b. The announcer is required to report forty-five minutes before the scheduled time of a football contest and thirty minutes for all other events.
- c. The announcer is responsible for announcing the contest and insuring that the scheduled program is carried out in the proper sequence.

## **22-10 Scoreboard Operator (Voluntary)**

- a. It shall be the responsibility of the host school to select a responsible person for this job.

- b. The operator will be required to report thirty minutes prior to the scheduled time of the contest.
- c. The operator will be responsible for the operation of the scoreboard with the exception of the clock.

## **22-11 Game Security**

- a. The hiring of game security shall be the duty of the business manager with approval of the principal.
- b. The scale set forth by those departments handling the assignments of this personnel will determine the rate of pay.
- c. It is the responsibility of the business manager to work with the assistant principal for administration in assuring that each law enforcement officer is given specific instructions in writing as to special needs or problem areas.
- d. The maximum number of law enforcement officers is to be determined by the principal and security agent used.

## **22-12 Preparation and clean-up**

- a. It shall be the responsibility of the host school to select a responsible person for this job.
- b. This person will be responsible for maintenance and unlocking and locking all restrooms, press box, and dressing room facilities before, during and after the contest.

## **22-13 Administrative Game Personnel Fee Schedule**

**Reminder Ticket takers need to be volunteers or if paying need to be through Booster club. Pay is \$15 an hour for ticket takers.**

### **High School Varsity Football - Fee Schedule**

Field Officials - Set by FHSAA Game Clock Operator - Set by FHSAA 25 Second Clock Operator - Set by FHSAA Scoreboard Operator - Provided by home team (volunteer)  
Announcer - Provided by home team (volunteer) Chain Crew - Provided by home team, must be adults.

Police/Sheriff  
Custodian

Department scheduled rate  
Scheduled rate of School Board (Policy 5.02)

### **Junior Varsity Football - Fee Schedule**

Field Officials	Set by FHSAA
Game Clock Operator	Set by FHSAA
25 Second Clock Operator	Set by FHSAA
Scoreboard Operator	Provided by home team (volunteer)
Announcer	Provided by home team (volunteer)
Chain Crew	Provided by home team, must be adults

### **High School Basketball - Fee Schedule Per Game**

Varsity Officials	Set by FHSAA
Police/Sheriff	Department scheduled rate
Custodian 5.02)	Scheduled rate of School Board (Policy

### **Junior Varsity and Freshman Basketball - Fee Schedule Per Game**

Officials	Set by FHSAA
Clock Operator	Volunteers
Scorer	Volunteers
Police/Sheriff	Department scheduled rate

### **High School Baseball - Fee Schedule Per Game.**

Plate Umpire	Set by FHSAA
Base Umpire	Set by FHSAA
Scoreboard Operator	Volunteer
Announcer	Volunteer
Police/Sheriff	Department scheduled rate

### **High School Wrestling - Fee Schedule Per Match**

Officials	Set by FHSAA
Police/Sheriff	Department scheduled rate

### **Volleyball Senior High - Fee Schedule Per Match**

Officials	Set by FHSAA
Scorer	Volunteers
Police/Sheriff	Department schedule rate

### **Volleyball Junior Varsity - Fee Schedule Per Match**

Officials	Set by FHSAA
Scorer	Volunteers
Police/Sheriff	Department scheduled rate

### **High School Softball - Fee Schedule Per Game**

Umpires (Number of officials set by FHSAA)	Fee set by FHSAA
Ticket Takers/Sellers (If volunteers not used)	\$10.00 to \$20.00
Announcers	Volunteers



### **Soccer Senior High - Fee Schedule Per Game**

Officials

Set by FHSAA

Clock Operator

Volunteers

*(Official time to be kept by officials on the field)*

### **Additional Regulations Governing All Fee Schedules**

- a. All fees paid must never exceed the amounts specified on this schedule.
- b. You may use volunteers instead of the paying fee schedule.
- c. Any fees not listed shall be cleared through the Director of Student Activities.
- d. No person can be paid for two positions during the same event. (Exceptions may be allowed in special situations with permission from Director of Student Activities.)
- e. Any person receiving a fee for working an activity contest will be on duty and stay at the site until released by business manager.

### **Business Manager Fees for FHSAA Play-offs**

To be paid according to FHSAA fee schedule on financial report.

### **Business Manager Fees for Special Events (where admission charged)**

To be paid according to FHSAA fee schedule on financial report.

22-14

### **Preparing for Events by Business Manager**

**Event Personnel** - Determine the amount of game personnel needed to properly operate the contest site. Contact these personnel and inform them as to when and where to meet you.

**Event Expense Preparation For Non-Leon County Employees** - Prior to contest time prepare check requisition to cover all event expenses.

### **Event Operation:**

**Briefing** - Meet with all personnel and go over their assignments. Ticket sellers will count their change, check their tickets and sign ticket seller's report.

**End of Event** - Have each ticket seller sign the copy of ticket seller's report which will include number of tickets sold and all monies on hand. With the exception of the change fund, deposit all money in your assigned bank.

**Event Report** - File event report with school bookkeeper, send copy of financial report of all games played at Cox Stadium to Director of Student Activities.

### **Receipts:**

- a. **Advance Cash Vouchers** - Original set attached to original event report. Duplicate sent to bookkeeper, which validates expense check.
- b. **Bank Deposit Slip** - Attached to original report.
- c. **Ticket Seller's Reports** - Attached to original report.
- d. **Pass Report** - Attached to original game report, copy sent to Director of Student Activities.

**Miscellaneous:**

- a. No expenses can be paid from gate receipts.
- b. Tickets must be torn at gate with one-half given to purchaser if requested.
- c. Keep ticket inventory current.
- d. All ticket sales for all athletic events must be deposited into internal school accounts.

**22-15 Concessions, Programs, and Parking**

- a. The operation of concessions, programs, and parking will be conducted in accordance with sound business procedures and represent the total school program in a favorable manner. The host school is responsible for preparing, printing, and selling all programs at its own event.
- b. The principal is the authority that will determine disposition of these activities.
- c. When such are the responsibilities of school organizations, a current inventory and correct record will be maintained. Monies will be deposited and accounted for in the school internal account.
- d. The principal may lease to outside organizations any or all of these programs provided approval is secured from the School Board.
- e. **Parking** - There shall be **no** charge for parking on Leon County School Board property.

**22-16 Uniform Use** - Any uniform items or equipment and supplies which have been purchased by the School Board of Leon County or have been purchased by other sources and become the property of the School Board of Leon County, shall not be used by the students for activities other than those sanctioned and approved as a school sponsored activity.

**22-17 Purchase of Equipment and Supplies by Individual or Organization other than the School Board of Leon County** – It shall not be permissive for any individual or organization to purchase any item of equipment or supply that is provided by the School Board of Leon County without the approval of the County Director of Purchasing.

## ARTICLE 23

### ADMISSION PRICES

(All non-school age children shall be admitted free)

**23-1**      **High Schools now use Go Fan and may not have Cash options for events. (please check with the school for options).**

**23-2**      **Varsity Football and J.V. Football Only**

**All Tickets**      **\$10.00 (Go Fan plus fees)**

**23-3**      **All Other Sports - All Levels \$7.00 (Go Fan plus fees)**

This includes all levels of the sport. You may charge less and you may set multiple price breaks (adult, student, etc.) or you may choose not to charge at all.

**23-4**      **Band and Chorus - Admission Prices**

All admission prices to concerts, musicals, etc., must be set by the director and approved by the principal.

**23-5**      **Academic Clubs - Admission Prices**

All admission prices to academic club contests shall be "free" (no charge).

## ARTICLE 24

### PASS LIST AGREEMENT

**24-1**      **Complimentary Tickets** - Complimentary tickets will not be issued for any event.

**24-2**      **Pass List Entrance Requirements**

The business manager or director will designate a "ticket taker" to operate the pass gate and pass list. The pass gate should be separate from the admission gate. "Sign-in" sheet shall be kept at all pass gates with name and occupation written by pass gate participants. Identification should be presented if person is unknown by ticket taker, business manager, and/or director.

**Pass Gate Eligibility for Groups**

The following groups will be allowed into all student activities of their area with no charge.

- a. Participating teams and coaches (to be identified by home team -- representative must sign pass list for total group).
- b. Participating bands or choruses in uniform with directors/representative (must sign pass list for total group).
- c. Participating dance teams and majorettes in uniform with sponsor (must sign pass list for total group).
- d. Participating cheerleaders in uniform with sponsor (must sign pass list for total group).
- e. Participating ROTC Drill Team and sponsor in uniform if they are part of the pre-game or half-time show (must sign pass list for total group).
- f. Business manager or his/her designee must identify workers at gate.
- g. Varsity or Junior Varsity Players - All varsity or junior varsity players of a given sport will be admitted to events involving their school's participating through the pass gate by being identified by the varsity or junior varsity head coach at a designated time.

**Pass Gate Eligibility for Individuals**

The following individuals will be allowed into all student activities with no charge. They must sign in at the Pass Gate.

- a. All Leon County Schools District Administrators and family.
- b. Press covering event must present press pass.
- c. Doctors/emergency medical team covering event.
- d. All Principals & Assistant Principals and immediate family.
- e. Business Manager and immediate family.
- f. All Leon County Secondary Coaches and family (athletic events only)
- g. All Leon County Secondary Band Directors and family (band events only).
- h. All Leon County Secondary Choral Directors and family (chorus events only).
- i. College recruiters
- j. All Leon County School Board Employees ( must present valid employee ID badge at Pass gate) Employee only , not to include family. (LCTA contract)

- k. Florida High School Athletic Association members (any sanctioned FHSAA events only) (must present card)
- l. Florida Athletic Coaches Association members (athletic events only) (must present card)
- m. Leon County School Board Members
- n. Any Chaperone of participating group for that event.
- o. Clergy (must present identification)

**24-5 Special Pass Gate Eligibility** - May be granted to any individual by the principal of the host school or Director of Student Activities.

**24-6 Exceptions** - All district, regional, or state level events where other governing sanctions are activated local passes not accepted. Only FHSAA State Series Passes excepted.

**24-7 Appeals** - All appeals to the pass list eligibility shall be directed to the Director of Student Activities.

**24-8 Post Event Requirements** - Following the event the "ticket taker" of the pass gate and the business manager must sign and date pass list and mail in one (1) copy to the Director of Student Activities.

**The pass gate will be taken seriously.**

**24-9 Violations of Pass Policies** - Anyone found guilty of abuse of pass gate eligibility shall not be allowed to enter that activity for a period of one year from time of abuse.

## **ARTICLE 25**

### **RADIO AND TV AGREEMENTS**

**25-1 Broadcast of Student Activities** - With the permission of the host principal, live broadcast of events that originate in Leon County may be made by any radio station. Delayed broadcast may be allowed the following day free of charge if approved by the host principal. All FHSAA district regional, sectional, and state play-off contests are excluded from the above policy as they are handled through the FHSAA Office.

**25-2 Televising of Student Activities** - Any request for televising of events sponsored and controlled by the School Board of Leon County shall be subject to an agreement of terms approved by the Director of Student Activities. (A fee shall be charged for live broadcasts.)

## **ARTICLE 26**

### **STUDENT ACTIVITIES BANQUETS**

#### **26-1 Guest List Guidelines**

- a. All participants involved in the activity and in good standing at the end of their season.
- b. Director, supervisors, sponsors (of that activity and spouses)
- c. School administrators and spouses
- d. Superintendent and appropriate district staff
- e. Director of Student Activities
- f. School Board Members
- g. Press
- h. Special guests

#### **26-2 Outside Sponsored**

Outside organizations may sponsor a banquet for any school activity providing the entire affair is approved through the principal.

#### **26-3 Academic Award Requirement**

All banquets presenting awards (trophies, plaques, medallions, pictures, certificates, etc.) must include a minimum of one (1) academic award.

## **ARTICLE 27**

### **AWARDS AGREEMENT**

#### **27-1 General Regulations**

Each school will be responsible for a policy on awards for participants. This is to include certificates, letters, plaques, trophies and special awards.

## ARTICLE 28

### OFFICIALS AGREEMENT

- 28-1 Athletics**  
Host school will secure game officials for regular season games. Officials for district games will be determined at district tournament meeting set by the FHSAA. Officials for State Series Contest will be assigned by the FHSAA.
- 28-2 Funding**  
County activity funds may be used to pay for officials.
- 28-3 Rates of Pay**  
As determined by the Florida High School Activities Association (FHSAA). If the activity does not come under the jurisdiction of the FHSAA, then the rate of pay shall be determined by the governing agent of that activity.
- 28-4 Eligibility of Officials**  
No employee of the Leon County School Board may officiate any high school athletic contest involving the five (5) public high schools. This ruling applies to varsity major sports only. The major sports are: Football, Basketball and Baseball.
- 28-5 Officials Contracts**  
Florida State statute (1012.465(1) requires all contest officials must undergo a level II background screening before they can be cleared to be eligible to contract services with any Leon County School. (2005)

## ARTICLE 29

### STUDENT ACTIVITIES ASSESSMENT

- 29-1 Requirement**  
This is a report designated by School Board Policy .
- a. Administered by Director of Student Activities.
  - b. Each Athletic Director will be responsible for completed forms in all areas.
  - c. Completed on as needed basis
- 29-2 Assessment Areas -Yearly Athletic Review**  
The following areas for review of Student Activities will be studied.
- a. Types of activities
  - b. Number of participants
  - c. Number of participants trying out
  - d. Number of coaches/sponsors
  - e. Number of events per activity

- f. Mode of travel
- g. Length of season
- h. Practice times and places
- i. Booster support
- j. Condition of uniforms
- k. Condition of equipment
- l. Condition of facilities

## **ARTICLE 30**

### **SPORTSMANSHIP**

#### **30-1 General Recommendation**

- a. A positive approach must be taken toward the promotion of sportsmanship.
- b. The community must share in the responsibility for good sportsmanship at activity events.
- c. The whole community (law enforcement, civic clubs, school personnel, news media, parent groups, student organizations, and students) must work together to promote good sportsmanship.
- d. Parents must accept the responsibility for the actions of younger children at activity events.
- e. Methods should be developed to eliminate unnecessary promenading in front of grandstands and under grandstands at activity events.

#### **30-2 Specific Recommendations**

Prior to start of the season, have school assemblies with student leaders and community notables conveying to the students and values of sportsmanship, etc.

#### **30-3 Responsibilities Regarding Sportsmanship**

##### **Principal**

- a. The school principal must delegate the authority for supervising crowd control.
- b. Make sure there is adequate supervision including police, staff members, etc.
- c. Recruit resource people to talk on sportsmanship.

##### **Assistant Principal for Administration**

- a. Arrange for someone to meet the game officials and provide adequate accommodations for them.
- b. Arrange for someone to meet the visiting school and staff, and provide adequate accommodations for them.



- c. Insure adequate parking space for game officials, visiting school, and spectators.

### **Supervisor/Sponsor**

- a. The supervisor/sponsor must assume the responsibility for the conduct of his/her members., and through his/her actions, is also partially responsible for the actions of students and spectators.
- b. Arrange for members to shake hands after the event and maintain good sportsmanship. Conduct yourself in such a way as to prevent inciting an already highly emotional crowd.

### **Participants**

- a. Play hard, play to win, but play fair.
- b. A participant never uses profanity or illegal tactics.
- c. A participant must learn that losing is a part of the game, and that he/she should be gracious in defeat and modest in victory.
- d. Concentrate on the event and try to ignore uncomplimentary remarks from the crowd or opponents.
- e. Congratulate the opponent on a well-played game after the contest regardless of outcome.
- f. Abide by the decisions of game officials. No one but the appointed captain should talk to an official, and an official should speak in a tone of respect and only for the purpose of clarifying a call.
- g. Participants should **always show** respect for students, faculty members, and officials at all times.
- h. Participants should be well groomed and attempt to make a good impression, always remembering that they represent their school, home and family.
- i. Participants should wear appropriate dress to all activity events, both at home and away.
- j. Maintain poise and self-control at all times.

### **Band Director at Athletic Events**

Always try to alternate playing times with the opposing band.

### **Students**

- a. Respect officials and abide by their decisions.
- b. Respect participants and extend courteous treatment to time as well as visiting students and adults.
- c. Remain seated during events.
- d. Refrain from booing and heckling officials and other participants.

- e. Do not throw objects onto the playing surface.

## **ARTICLE 31**

### **SPECIAL POLICIES AND REGULATIONS FOR OPERATION OF STUDENT ACTIVITIES**

- 31-1 Starting Times** – All Student Activities must start no later than 7:00 p.m. Exception – Cox/Chiles Stadium Events/Double Header Games. See Article 31-4B and Varsity Basketball Article 24-2-3. No interscholastic activities may begin during regularly scheduled school hours.
- 31-2 Dual Participation by Students** – If a student participates in two or more interscholastic activities that overlap in time, he/she must declare to the Athletic Director which activity shall take the precedence in time of practice and/or game controversy. The Athletic Director of each school shall be responsible for enforcing such decisions.
- 31-3 “Quitting” of one Activity to Participate in Another** – If a student “quits” one interscholastic activity in a specific area (athletics, band, chorus, academics) he/she cannot try out for another activity until the conclusion of the regular and successful post-season of the first activity. “Quitting” shall be defined as voluntary absence from the team. Disciplinary action that requires absence from the team shall be defined as voluntary. (Involuntary action would be for medical reasons only.) Any exceptions would have to be approved by the Athletic Director.
- 31-4 Gene Cox Stadium / Hurley Rudd Field / Chiles Stadium**
- a. Scheduling: Scheduling of Cox/Chiles Stadium for school sponsored events will be conducted and approved by the Director of Student Activities. A special annual meeting will be called by the Director of Student Activities to finalize schedules (football). All questions concerning Cox/Chiles Stadium should be directed to the Director of Student Activities.
  - b. Starting Time: Varsity games will begin no later than 7:00 p.m. Junior Varsity games will begin no later than 6:30 p.m.
  - c. Fireworks: There shall be no fireworks of any kind at Cox/Chiles Stadium or on any Leon County School Board Property.
  - d. Questions concerning Cox/Chiles Stadium should be directed to the Director of Student Activities.
- 31-5 Scheduling of Fields from Tallahassee Parks and Recreation Department**
- All correspondence for scheduling of fields from the Tallahassee Parks and Recreation Department shall be directed through the office of the Director of Student Activities. Do not call or write the Recreation Department until the Director of Student Activities has given

approval. The Leon County Parks and Recreation Department is also included in this section.

## **31-6 Specific Special Policies - Student Activities Handbook**

### **Football**

Sharing Gate Receipts - All funds from gate receipts shall be split evenly, after expenses, when two (2) Leon County Public Schools compete together. This does not include concession rights, which are designated to the home team and assigned responsibility by the principal. The Home Team shall operate the visitor and home side concession stands at Cox/Chiles Stadium for all Varsity Football games.

### **Basketball**

- a. Schedules (Boys/Girls) - It is recommended that all games between Leon County Public Schools shall have the girl's varsity and the boy's varsity scheduled back to back. The last game should be scheduled to begin at 7:30 p.m.
- b. Gate Receipts (Boys/Girls Varsity Nights Only) – Monies collected when boys varsity, proceeded by girls varsity, shall be split on a pre-determined schedule agreed upon by the Athletic Director and Coaches of the boys and girls teams.

## **31-7 Boys/Girls Minor Sport Scheduling - All minor sports where boys and girls compete in the same sport shall be scheduled together (cross-country, swimming, track, tennis,).**

The section concerning spirit groups (cheerleaders sideline) is currently being review.

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## **31-8 Spirit Group - Considered an athletic team; therefore, reports through the athletic department procedures and guidelines. Spirit Group competition requires the development of physical skills performed in a choreographed routine. The purpose of this activity is to provide a basis for competition in which the team's performances. Spirit Groups should develop leadership, confidence and skill.**

"Being the most recognizable representatives of a school, spirit groups are in a position of great influence; therefore, high standards of conduct are essential. Positive personal behavior and squad cohesiveness demonstrate these standards. Appropriate behavior will help earn the respect of the student body, which is the core of developing effective school spirit and student involvement."

**a. Practice** - It shall be permissible to conduct the last spring tryouts for students to the closing day of regular school of the following school year with the permission of the principal or your school. The use of any county equipment or supplies shall be prohibited except during this time (August 1 till the elimination of your school's basketball team from the FHSAA play-offs). It shall not be permitted to open any facilities for the express purpose of conducting any phase of practice unless the facility is being operated under a supervised program approved by the School Board.

## **b. Teams Which Spirit Groups Shall Support:**

**Football** - All games (includes jamborees)

**Basketball** - All home games, with all away games being optional; however, if away games are covered selection of away games to be determined by principal, coordinator, sponsor. The principal and coordinators, shall review special tournaments for coverage by spirit groups.

*Note: If away game coverage is planned, it shall be planned in pairs; one boy's game and one girls' game*

**c. Tryout Period** - No tryout period shall begin earlier than the last day of Middle School sports in May. Follow FHSAA spring rules Students who are not enrolled and in attendance in a school cannot participate in spring practice at that school. Incoming 9<sup>th</sup> grade students cannot participate in spring practice.

**d. Procedure for the selection in senior high schools** – The purpose of spirit groups is to promote school spirit and good sportsmanship on the athletic field, as well as throughout the student body. Spirit Groups will participate at sports events and lead the student body in cheers. (Selection responsibility shall be the responsibility of the sponsor with the principal's written approval, and county funds can be used for judges fees.

### **1. General information pertaining to selection**

- (a) The head and co-head will be selected by the sponsor and subject to removal by the sponsor.
- (b) Senior high school training and competition for selection as a member of the spirit squad shall be held in the spring, except for Freshmen which will be held in the fall.
- (c) Parents must complete the Application for Activity Participation (Section I only) for students to participate in try-outs.
- (d) Participants must complete a card for participation at least once a year. (Physicals are required and are good for one calendar year.)
- (e) The student is required to attend all practices and scheduled events unless excused by the sponsor in advance.
- (f) Any student who is removed from the squad for disciplinary reasons or who quits the squad while still in attendance at any Leon County Public School shall be ineligible to be a member of any squad from the date of disciplinary action /date of quitting the squad until the next tryout period. If this disciplinary action/date of quitting the squad happens after beginning of second semester then the participant may not tryout until the following year's tryouts. (This can be made more strict at the school level with approval of the coordinator.)

## **e. Minimum Qualifications for Spirit Group**

- 1. Scholastic and citizenship requirements shall be no less than those required of athletes by the FHSAA.

2. To be eligible for tryouts and final judging the student shall live in the school district when he/she is trying out for or shall be assigned to that school by the School Board.
3. Must have a "physical" examination prior to the start of fall practice. Form will be provided by the district office.

**f. Policies and Procedures to be Followed**

1. Tryout announcements will be made at least two weeks in advance.
2. The sponsor will meet with all participants prior to tryouts to explain the entire procedure and to include parents if possible.
3. Judges must include minority representation. **. (Judges Panel must be diverse, and shall not be composed of anyone employed by a private cheer company.)**

**g. School Spirit Group Constitution**

1. Each school will have a written constitution defining the following area: purpose and objectives, tryout procedures, eligibility requirements, number on each squad, uniforms, appearance, work (fund-raising) projects, officers and duties, sponsor's roles, practice requirements, attendance, transportation procedures, conduct.
2. All Constitutions must be approved by the Principal and Athletic Director.

**h. Guidelines for Spirit Group Safety**

1. Spirit Group squads should be placed under the direction of a sponsor designated by the principal.
2. All participants should receive training before attempting any form of gymnastics (tumbling, partner stunts, and pyramids), to include instruction by the sponsor and/or instruction from certified cheerleading camps.
3. Practice sessions should be supervised by the coach or designated adult.
4. Training in spotting techniques should be mandatory for all squads.
5. A structured stretching exercise and flexibility routine should precede and follow all practice sessions and precede all pre-game activities.
6. Tumbling and partner stunts should not be performed on wet surfaces. Tumbling, partner stunts, and pyramids should NOT be performed on concrete.
7. Sponsors/coaches must recognize a squad's particular ability level and must limit the squad's activities accordingly, "Ability level" refers to the squad's talents as a

whole arid individuals should not be pressed to perform activities until safely perfected.

**i. Prohibited Stunts**

1. Use of the mini-tramp should be prohibited.
2. Pyramids higher than two should be prohibited. Pyramid height is measured by body lengths (i.e., a shoulder stand is "two high", a shoulder straddle or sit is one and one-half , etc.).
3. Split catches should be prohibited.
4. Front and back tension "drops" should be prohibited.
5. Toe pitches should be prohibited unless the base is at or below waist level.
6. Flips off or pyramids and partner stunts, other than basket tosses and suspended rolls where the flipping person is continually holding the bases' hands, should be prohibited (See Basket Tosses ...., #4 and #5 of Partner Stunt and Pyramid section.

**j. Partner Stunt and Pyramid Guidelines**

1. All new partner stunt and pyramid activity should be reviewed and approved by the coach prior to execution.
2. All pyramids and partner stunts not over "two persons" high (standing).
3. Pyramids of any height performed outdoors should not be performed on slick or concrete-like surfaces.
4. Basket tosses (both flips and jumps) should be performed only after being approved by the advisor and when using three spotters (the two bases and an additional spotter in back) and should be performed only on an approved Cheer matt.
5. Basket tosses should not be performed except from ground level, or with-out a padded surface or on grass.
6. No pyramids or partner stunts should be performed without spotters unless they can be performed consistently without difficulty and approved by the coach.
7. Suspended rolls from shoulders must be approved by the coach.

**k. Tumbling**

1. All new tumbling activity should be reviewed and approved by the coach prior to execution.
2. Tumbling should not be executed on slick or concrete like surfaces.

3. Tumbling tricks should not be executed without the use of spotter unless they can be performed consistently without difficulty and approved by the coach.
  4. Tumbling requiring the use of a spotter should be preceded by verbal communication of the intended trick.
  5. New tumbling skills should be mastered on a mat whenever possible. If a mat is not available "over spotting" should be employed.
1. New tumbling skills should not be learned on concrete or hardwood surfaces.

**31-9 Pep Rallies (High School)**

- a. The number of pep rallies will be consistent from one school to the next.
- b. A limit of three (3) pep rallies per semester of the school year.
- c. The rallies will be limited to one class period in length.

**31-10 State Academic Tournament** - Each year one team will be designated to represent Leon County at the State Academic Tournament.

**a. Sponsor Selection** - Two sponsors will be selected to coach and chaperon the State Academic Tournament. This person will be the sponsor of the highest placed team (of the public high schools participation) in the Big Bend Brain Bowl ( to include N.H.S. and open division) of the preceding year.

**b. Team Selection** - Six (6) students will be selected to represent the Leon County School Board at the State Academic Tournament. The team will be appointed at the discretion of the sponsor.

**31-11 Student Activity Assessment Fees** - Fees may be charged to students participating in curricular activities for uniform/equipment cleaning, replacement, additional maintenance. No student shall be denied participation if he/she cannot afford the fee. All fee schedules must be approved by the Athletic Director and the principal.

**31-12 Athletic Contest Scheduling** -- The district recommends that all varsity athletic teams will compete at least once a school year against each of the other public schools.

**Note:** *It is recommended that schools compete on a home and home basis annually as applicable. It is recommended to also follow the same format for J.V. football.*

**31-13 Exam Schedules** - There will be no scheduled games or activities during exam days. (Any exceptions must be approved in advance by the Principal) There will also be no mandatory practices during exam days. Teams participating in State Football championship game may practice under the guidelines set by the principal.

## ARTICLE 32

### MEMBERSHIP DUES OR ASSESSMENTS

(Governing Bodies)

**32-1 Assessments and Dues** – FHSA/FIAA/NATA dues will be paid by the Office of Student Activities

**a. Fines** - All fines levied on a school by the governing association will be reviewed by the principal for approval of payment. Fines levied on individuals, or fines levied on schools due to actions of individuals, will be paid by the individual involved.(HB 1403) **The fines cannot be paid from county funds.**

## ARTICLE 33

### PARENT / BOOSTER / FOUNDATION ORGANIZATIONS

Leon County School Board Policy 9210,9211

**33-1** See appendix for LCSB Policy 9210,9211,9215, Parent / Booster / Foundation Organizations

**33-2 Construction of Facilities** - Any facility that is to be built, expanded, or altered by Parent / Booster / Foundation organizations must receive the approval of the school principal and directed authority by the Executive Director of Facilities and Operations. The Director of Student Activities should be informed to determine Title Nine issues for each request.

**33-3** Approval by the principal is required before a booster/parent support groups may operate "concessions" facilities at their designated "home" event.

## ARTICLE 34

### SPORTS SCHEDULES

**34-1** The Athletic Director is required to send all sport schedules prior to the start of the season to the Director of Student Activities. Any changes to a sports schedule to include additional games, cancellations or re-scheduled games need to be reported to the Athletic Director and the Director of Student Activities. Schedules should also be faxed to supervisor of athletic grounds and facilities



## ARTICLE 35

### FUNDRAISING STUDENTS

#### **35-1 Fund Raising/Students - LCSB Policy 5830**

The Board recognizes the need for school-related organizations to be involved in fund raising activities. Such fund raising activities may be conducted in the name of the school when it is found to be in the best interest of the total school program. The Superintendent shall develop and the Board shall approve administrative regulations governing the fund raising activities of school-related organizations.

**35-2** No elementary student (K-5) may be involved in "selling" or "soliciting" in any form.

**35-3** Must have prior written approval from principal. Penalty: Merchandise will be returned to Vendor.

**35-4** Must have prior written approval from business if using its facility/location. An adult must be present if other facilities are being used.

**35-4** District-wide consent form signed by parents listing guidelines.

a. Completed form must be returned to sponsor prior to activity.

b. Must have emergency contact person with phone number.

c. Buddy system (door-to-door only).

d. No door-to-door sales after dark (excluding school-based activities, i.e., spaghetti suppers, fish fry, etc.).

e. Must have identification visibly located on student.

1. Name

2. School

3. Club

4. Date of activity sales

f. Students shall not enter any residence.

#### **35-5 School Sponsor Must be Supervisor**

a. Sponsor of the student organization must also be the sponsor of the fund raising activity.

b. Must be available during the fund raising activity in person or by phone.

#### **35-6 Fund Raising Activity is Voluntary**

No Student shall be excluded from participation in any student activity due to an inability to raise a specific amount of funds.

a. Goals for fund raising must be "pre-set" for students/parents. There should be a stated goal for funds necessary.

- b. A list of all fund raising activities must be provided for any event. Additionally, there will be no specified dollar amount required.
- c. All funds raised by students will be centrally deposited for use during the activity.
- d. There must be a projected number of students needed for the student activity.
- e. Fund raising will not affect the student's academic progress (grades, citizenship, etc.)
- f. A student can be required to sign a "good-faith" pledge to participate in the fund raising activity.
- g. There must be a stated time limit on activity.

**35-7      Penalty / Violation of any of the above.**

- a. Cease fund-raising activities for the balance of the school year.
- b. All "profits" generated by the sales activity may be forfeited to the principal's general funds.

## **ARTICLE 36**

### **SUMMER STUDENT ACTIVITIES CAMPS / CLINICS**

**36-1**      Any camp, clinic or other activity by a private or non-profit, non school related group must follow the requirements of LCSB Policy 7510, Use of Facilities, to include: Proof of Insurance listing "Leon County School Board as the additional insured" and payment of all specified fees.

**36-2**      Any school or school support group (parent organization or booster club) may offer summer enrichment or activity camps or clinics with the following regulations:

**a. Approval** - All activities must have the prior approval of the principal of the site where the activity is to be held and all other principals whose parent or booster club, or employees are to be involved, and the appropriate area director.

**b. Calendar** - The activities must not interfere with summer school classes. Dr. Ed. is offered by the school only, @ \$137.50 per student.

**c. Eligibility** - Activities must be open to all students in the district, with the only allowable restriction being age. No student shall be required to participate in order to qualify for a place on the school team/activity for the coming year. All other FHSA rules apply.

**d. Funding** - No funds from the district, school or internal accounts be used to supplement the clinics/camps.

**e. Fees** - The fees for each activity must be published and distributed to each participant prior to registration. All fees must be approved by the school principal. Students must

participate at their own or family expense. All fees must be deposited at the district office. A project number will be assigned for each school site or camp.

**f. Facilities** - The site principal must approve the use of school facilities and equipment for all camps and clinics. Sufficient fees should be collected to support the maintenance, repair and replacement of facilities or equipment as well as utilities. Use of fields must be coordinated with the Student Activities Office and Athletic Grounds Department.

**g. Staff Compensation** - All paid staff must be approved Leon County employees. Employees are to be paid their regular hourly rate through appropriate district payroll procedures that are used to pay any staff and schools are prohibited from paying them directly. High school athletes are prohibited from receiving any compensation as staff or participants. Staff members may be paid two additional hours each day in addition to established camp hours, for pre and post preparation. Also staff members are to be compensated for one day of pre planning and one day for post planning.

## **ARTICLE 37**

### **SCHOOL SPONSORED DANCE POLICY (SECONDARY SCHOOLS) LCSB POLICY # 5850/9160**

#### **37-1**

##### **Attendance**

- a. Limited to only students at school sponsoring dance plus one guest.
  - 1. Any exception must be approved in writing by the school principal.
  - 2. Guest must be identified by the student attending.

#### **37-2**

##### **Identification**

- a. Picture ID may be required for students and guests.
- b. ID'S - FL Drivers License, FL Identification Card, School ID Card.

#### **37-3**

##### **Location**

- a. On school grounds, unless written approval is granted by the school principal.

#### **37-4**

##### **Dress Code**

- a. As outlined in the School Board Policy 5722

#### **37-5**

##### **Curfew**

- a. 12:30 a.m. (High School) - Must hold dance on day/night preceding a non-school day.

- b. 10:30 p.m. (Middle School ) - Must hold dance on day/night preceding a non-school day.

**37-6 Entertainment**

Bands format of music, disc jockeys, etc., determined by sponsoring organization and approved by the school principal.

**37-7 Chaperons**

Minimum of ten (10)

**37-8 Security**

- a. Must have two (2) certified Law Enforcement Officers.
  - 1. One (1) inside facility.
  - 2. One (1) outside facility.
- b. Must have faculty/sponsor site based administrator (not a parent volunteer) stationed at front door.
- c. Must send the following information to the School Resource Officer prior to dance.
  - 1. Date
  - 2. Time
  - 3. Location
- d. Sponsor and number of chaperones

## **ARTICLE 38**

### **RETIREMENT OF JERSEYS / PROPERTY**

- 38-1** The recommendation to retire a jersey MUST originate from the coach of the prospective player whose jersey is to be retired.
- 38-2** The request must be made in writing to the athletic director AND principal of the school.
- 38-3** The written request must include the major awards and success that distinguishes the athlete from others (such as; named to an All-American team, academic accomplishments, outstanding citizenship, post graduate accomplishments, war hero, etc.)
- 38-4** Leon County will not allow a school to retire a particular number, only the jersey that the athlete participated in.

## **APPENDIX-A**

### **COACHING CERTIFICATION REQUIREMENTS POLICY 3120.07**

### **PROCEDURES FOR PAYMENT OF SALARY FOR NON-SUPPLEMENTED COACHES**

#### **SALARY AND BENEFITS**

#### **YEAR END ATHLETIC REVIEW**

#### **VOLUNTEER COACHING FORM**

#### **ATHLETIC COACHING ROSTER**

### **PROCEDURES FOR ADDITIONAL SPORTS**

### **CHECKLIST FOR COACHING EMPLOYMENT**

#### **HIPAA FORM**

#### **NOMINAL FEE COACHING FORM**

#### **SECONDARY SITE APPROVAL FORM**

## Certification Requirements For Coaches POLICY 3120.07

In order to coach in Leon County Public Schools you must fall into one of the following categories:

- |    |                                     |                              |
|----|-------------------------------------|------------------------------|
| 1. | Valid Florida Teaching Certificate  | Eligible To Coach            |
| 2. | Valid Florida Temporary Certificate | Eligible To Coach            |
| 3. | 5 Year Coaching Endorsement         | Eligible To Coach            |
| 4. | 3 yr. Part Time Certificate         | Eligible To Coach            |
| 5. | Other Than Above                    | <b>Not Eligible To Coach</b> |

### 1. **Teaching Certificate**

If you currently hold a valid Florida Teaching Certificate you are eligible to coach in Leon County. You may choose to take the Athletic Coaching courses for the endorsement in Athletic Coaching to be added to your current certificate.

### 2. **Temporary Certificate**

If you are a first year teacher with a temporary certificate working towards your Teaching Certificate you are eligible to coach in Leon County.

### 3. **5- Year Coaching Endorsement**

If you do not have a teaching certificate but have taken the courses for the Coaching, endorsement you can coach in Leon County.

### 4. **Part-Time Endorsement (3 year)**

If you do not have a valid teaching certificate or a temporary certificate or you have not completed the endorsement courses you may apply for a (3 yr.) part-time certificate. This year part-time certificate can be obtained one time. During the three year part-time span you must complete the 9 hrs. of college credit required to obtain the coaching endorsement in order to continue coaching after the 3 year period.

#### Fees For Fingerprinting and Temporary Endorsement

Fingerprinting	\$95.00 - LCS
Temporary Endorsement	\$75.00 - DOE- pay on-line

(credit cards accepted)

### 5. **Mentor Coaches**

He/she may coach an athletic sport without pay through the school volunteer/mentor program. If this is the case the coaching endorsement is not necessary. The individual **MUST** complete the Leon County School Board Volunteer Coach Form and be cleared through the Office of Student Activities and the fingerprinting office.

6. **If you do not fit into any of the above categories you are not eligible to coach in Leon County.**

### **Procedures For Payment Of Salary For Non-Supplemented Coaches**

In order for a Booster Club, PTO, etc. to pay the salary for a coach who is not one of the contract supplemented coaches, the following procedures should be followed:

1. Submit name to Athletic Director

- a. Athletic Director shall inform organization of salary and benefit guidelines.
- b. Athletic Director shall provide information to principal for his/her approval.

2. Organization will submit check, and copy of form letter attached, to school to be sent in with new hire Personnel Action Form.

3. The Personnel Action Form, check and information form should be sent to:

Scott Hansen  
Director of Student Activities  
2757 West Pensacola St.  
(487-7370)

4. Office of Student Activities will forward the check to Finance to be put under supplement budget. The PAF will go to personnel and the information sheet to payroll for payment terms.

5. The new hire must apply in person for fingerprinting and background check and other employment related paperwork at the Leon County Schools Personnel Services office at 2757 W. Pensacola St. The cost of this service is \$95.00

6. The new hire must satisfy the coaching endorsement guideline. A temporary 3 year certificate may be applied for from the Florida Department of Education at the cost of \$75.00.

7. **All of the above must be completed prior to the FHSAA starting date for that season. Application for payment under this procedure will not be accepted after this date.**

8. Exception to deadline for application must be approved by the site Principal and the Director of Student Activities.

## Non-Supplemented Coaches Information

The \_\_\_\_\_ organization of \_\_\_\_\_ High School is submitting a check to Leon County Schools for payment of coaching services rendered by \_\_\_\_\_ for the sport of \_\_\_\_\_ during the \_\_\_\_\_ season (year).

The starting date for sport is: \_\_\_\_\_

The ending date for the sport is: \_\_\_\_\_

Organization: \_\_\_\_\_

Booster President: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Date: \_\_\_\_\_

New Hire Name: \_\_\_\_\_

Birth date: \_\_\_\_\_

Social Security #: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Payment Terms:

Please Circle One

- A. Monthly payments according to starting and ending dates of sport.
- B. One payment at the end of season (ending date)



## Salary And Benefits

### Example:

A person may **not** receive more than the percentage (%) and amount that is called for by the **contract supplemented figures**. The decision to pay less is to be determined by the Athletic Director and organization providing payment.

Booster A would like to see Coach John Doe receive \$1,220.00 (4%) gross for his/her services. If this is agreeable with the Athletic Director the following format is to be used to figure the total amount of the check to be submitted.

<u>Non-Employee</u>	
Coach To Receive	\$1,220.00 (4%)
Benefits	x .0765
	93.33
<b>Total amount</b>	<b>\$1,313.33</b>

<u>Full-Time Employee</u>	
Coach To Receive	\$1,220.00 (4%)
Benefits	x.1965
	239.73
<b>Total amount</b>	<b>\$1,459.73</b>

*Revised 8/20/20*

## Year End Athletic Review

**School:** \_\_\_\_\_ **Year:** \_\_\_\_\_

Sport: \_\_\_\_\_ / Head Coach: \_\_\_\_\_ / Years Experience: Total \_\_\_\_\_  
as Head Coach, \_\_\_\_\_, Present Job \_\_\_\_\_

**Type of Certification:** TEACHING ENDORSEMENT TEMPORARY  
**Faculty Member:** YES NO

**Asst. Coaches (List name, type of certification, faculty member, years of coaching exp.)**

\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_,  
\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_,

If asked, does present coach plan on returning next season? YES NO  
Did you attend FHSA Rules Clinic this year? YES NO

List other clinics attended this year: \_\_\_\_\_

**Number of contracted games/matches:** \_\_\_\_\_ **Wins** \_\_\_\_\_ **Losses** \_\_\_\_\_

\*\*\* Include a copy of your current schedule

**Participants** \_\_\_\_\_, **Number of teams:** Varsity JV Freshman

**Practice Days and Times:** \_\_\_\_\_

**Number of Games/Matches per week:** \_\_\_\_\_

**Try-outs:** Number of days \_\_\_\_\_ Number tried out \_\_\_\_\_ Number kept \_\_\_\_\_

\*\*\* Attach a copy of Roster and Eligibility List

**Off-Season Program (activities):** weight training skill improvement conditioning

**Summer Activities:** On Campus \_\_\_\_\_ Off Campus \_\_\_\_\_

**Fields/Courts for practice** \_\_\_\_\_ **Place of home games/matches** \_\_\_\_\_

**Locker Room Facilities:** Exclusive Shared None

**Coaches Office Room #** \_\_\_\_\_ **Phone access after hrs #** \_\_\_\_\_

\*\*\* Equipment Inventory (attach a copy of all uniforms equipment, and field equipment)

**Room/Place equipment is stored:** \_\_\_\_\_

**Place and storage of physicals, permission slips, and insurance:** \_\_\_\_\_

**Championships / Honors Won:** \_\_\_\_\_,

**Type of Awards Presentation:** Banquet Picnic Meeting None

\*\*\* Attach a copy of students who signed scholarships, include name of college

**Type of Travel to out of town games:** School bus Charter Bus Vans Other

**Pre-Post game meals at home or away games:** YES NO

**Booster Club:** YES NO **# of active members:** \_\_\_\_\_ **President:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Fundraisers this year:** \_\_\_\_\_

**List type of Fund Raisers involving students:** \_\_\_\_\_

\*\*\* Include a copy of Booster Clubs year end financial Statement.

\*\*\* Include a copy of Internal Account Final Activity Statement

\*\*\* Include a copy of Budget and Expenditures of LCSB 23019 funds

**Needs and Recommendations:**

Head Coach: \_\_\_\_\_ Date: \_\_\_\_\_

Athletic Trainer: \_\_\_\_\_ Date: \_\_\_\_\_

Athletic Director: \_\_\_\_\_ Date: \_\_\_\_\_

Principal: \_\_\_\_\_ Date: \_\_\_\_\_

## Volunteer Coaching Form

I \_\_\_\_\_ agree to volunteer my services as a coach for \_\_\_\_\_ School. I agree to work under the supervision of a certified teacher/coach and understand that I cannot be left alone as the sole supervisor of any team or individual. I agree to abide by all Leon County School Board Policies and all bylaws, regulations, policies and procedures of the FHSAA. I agree to be volunteering my services for experience only and I do not expect the Leon County School Board to compensate me in any form. I agree that this form is for the 2\_\_\_\_ and 2\_\_\_\_ school year. I have agreed to sign this form because I understand as a volunteer I will not be paid for any of my services rendered to the above school. I also understand that I must undergo and be cleared through a background check , per state statute 943.043 & S.B.1774/H.B0891 for school volunteers, before I begin coaching.

Signed \_\_\_\_\_

Date \_\_\_\_\_

Principal \_\_\_\_\_

Date \_\_\_\_\_

Athletic Director \_\_\_\_\_

Date \_\_\_\_\_

## Athletic Coaching Roster

**School**\_\_\_\_\_ **Season**\_\_\_\_\_ **Year**\_\_\_\_\_

TEACHER/SPORT	NON- INSTRUCTIONAL /SPORT	SUPPLEMENT ONLY/SPORT	VOLUNTEER/SPORT	
1.	1.	1.		
2.	2.	2.	1.	
3.	3.	3.	2.	
4.	4.	4.	3.	
5.	5.	5.	4.	
6.	6.	6.	5.	
7.	7.	7.	6.	
8.	8.	8.	7.	
9.	9.	9.	8.	
10.	10.	10.	9.	
11.	11.	11.	10.	
12.	12,	12.	11.	

**Athletic Director:**\_\_\_\_\_

**Principal:**\_\_\_\_\_

**Date:**\_\_\_\_\_

## Procedures For Additional Sports

### **Procedures for Requesting Funds for Additional Supplemented Athletic Activities**

1. In order for an additional sport to be considered by the district for approval and funding. The sport must be at a minimum a recognized sport by the FHSAA, and authorized to conduct an invitational state championship series.
2. The school requesting funding for the additional sport must conduct an interest survey among all grade levels and genders at their particular school.
3. The Principal of each individual requesting school must submit in writing an official request for funding for an additional sport, indicating the results of their school's interest survey. This request is to be submitted to the Director of Interdivisional Support Services.
4. The Director of Interdivisional Support Services will contact the secondary schools involved to determine if a Majority of the schools are interested in offering an additional opportunity for their students. District-wide equity issues will be considered in this process.
5. If all of the above criteria are met, an official request from the Director of Interdivisional Support Services, as well as support from the majority of Principals from individual schools requesting an additional activity, shall be submitted to upper management. This request will be for additional supplement dollars to be added to the base for a particular activity, and for additional operational dollars to be added to the 23019 categorical dollars for student activities.
6. If the request is approved by the Superintendent, the proposal shall be submitted for negotiations with the Leon Classroom Teachers Association and implemented in the following school year upon agreement to include the new supplement in the collective bargaining contract supplement schedule.
7. All proposals are to be submitted no later than February 28 and approved by the Superintendent no later than March 31 of each year in order to be considered for implementation for the following school year.

# HIPPA Form

## Student-Athlete Authorization For Disclosure of Protected Health Information

I, \_\_\_\_\_ parent or guardian of \_\_\_\_\_  
(the "student athlete"), hereby authorize the physicians, athletic trainers, sports medicine staff and other health care personnel representing Tallahassee Orthopedic Clinic, P.A., ("Health Care Personnel") to release information regarding the student-athlete's protected health information and related information regarding any injury or illness during the student-athlete's training for and participation in athletics at \_\_\_\_\_  
School (the "School"). This protected health information may concern the student-athlete's medical status, medical condition, injuries, prognosis, diagnosis, athletic participation status, and related individually identifiable health information. This protected health information may be released to other health care providers, hospitals and/or medical clinics and laboratories, athletic coaches, athletic and/or school administrators, medical insurance coordinators, chaplains and/or clergy members, and officials of the Florida High School Activities Association, Inc. I also authorize the athletic coaches, athletic and/or school administrators, and medical insurance coordinators at the School ("School Officials") as well as chaplains and/or clergy members, and officials of the Florida High School Activities Association, Inc. to release protected health information and related information regarding any injury or illness during the student-athlete's training to the Health Care Personnel.

I understand that as a parent/legal guardian my authorization/consent to the disclosure of the student-athlete's protected health information is required so that Health Care Personnel and School Officials can freely and fully discuss any medical or condition that affects the student student-athlete's participation in interscholastic sports at the School, and that failure to sign this form may affect the ability of student athlete to participate in interscholastic sports at the School. I understand that the student-athlete's protected health information is protected under the federal Health Insurance Portability and Accountability Act ("HIPAA") and related regulations, and may not be disclosed without my consent. I, the parent/legal guardian, understand that once information is disclosed per this authorization, the information is subject to re-disclosure by the recipient and may no longer be protected under HIPAA or federal law. I, the parent/legal guardian, understand that I may refuse to sign this authorization, but, if I do, the School's athletic trainer or physician is not allowed to discuss your son/daughter's treatment information with any person other than the parent or guardian. I may revoke this authorization at any time by notifying the School's athletic director in writing, but if I do, it will not have any effect on actions taken in reliance of my prior authorization. This authorization expires one year from the date it is signed.

I may request a notice of the complete description of such uses and disclosures prior to signing this consent. I am aware that the Leon County School District may change the terms of the notice at any time, and I reserve the right to request a revised notice.

I have the right to request that the Leon County School District and/or Health Care Personnel restrict how protected health information is used or disclosed to carry out treatment, payment or health care operations of my child. I understand that Leon County School District and/or Health Care Personnel are not required to agree to the requested restrictions; however, if the Leon County School District and/or Health Care Personnel do agree to a requested restriction, the restriction is binding on the Leon County School District or Health Care Personnel as the case may be.

Print Student-Athlete Name

Signature of Parent/Legal Guardian

Date

## Nominal Fee Coaching Form

### LEON COUNTY SCHOOL BOARD NON-INSTRUCTIONAL STUDENT ACTIVITIES & COACHING VOLUNTEER NOMINAL FEE FORM

I have agreed to volunteer my services as a \_\_\_\_\_ for  
\_\_\_\_\_ School for the period \_\_\_\_\_ to \_\_\_\_\_ by  
signing the appropriate form - **NON-INSTRUCTIONAL STUDENT  
ACTIVITIES & COACHING VOLUNTEER FORM**. As indicated on  
that form, I have agreed that I will receive no compensation for these  
services I provide as a volunteer.

In acknowledgment and appreciation for these volunteer services that  
contribute to the educational and extracurricular program of the Leon  
County School District, I will be provided a nominal fee in the amount of  
\$\_\_\_\_\_. I understand that although the amount of time spent in these  
volunteer activities may vary according to factors such as an extended  
season, travel, etc., the amount of the nominal fee as indicated above will  
**NOT** vary. In addition to being provided a nominal fee, I may be provided  
reimbursement for authorized expenses that I incur in carrying out these  
volunteer services to the extent that District resources are available for this  
purpose.

Volunteer \_\_\_\_\_ Date \_\_\_\_\_  
Signature \_\_\_\_\_

Print Name \_\_\_\_\_

Principal \_\_\_\_\_ Date \_\_\_\_\_

Athletic Director (if applicable) \_\_\_\_\_ Date \_\_\_\_\_

LCS  
8-4-06



## Secondary Site Approval Form

### SUPPLEMENTED ACTIVITIES - SECONDARY SITE APPROVAL FORM

EMPLOYEE NAME \_\_\_\_\_  
Please print Social Security # \_\_\_\_\_  
PRIMARY WORKSITE \_\_\_\_\_  
Location Position Classification  
Work Schedule: Daily: \_\_\_\_\_ a.m. to \_\_\_\_\_ p.m.  
Days of Week: \_\_MO\_\_ \_\_TU\_\_ \_\_WD\_\_ \_\_TH\_\_ \_\_FR\_\_ \_\_ST\_\_ \_\_SU

### PROPOSED SECONDARY WORKSITE - SUPPLEMENTED ACTIVITIES

Location: \_\_\_\_\_  
Supplemented Activity: \_\_\_\_\_ Supplement Code: \_\_\_\_\_  
Work Schedule: Daily: \_\_\_\_\_ a.m. to \_\_\_\_\_ p.m.  
Days of Week: \_\_MO\_\_ \_\_TU\_\_ \_\_WD\_\_ \_\_TH\_\_ \_\_FR\_\_ \_\_ST\_\_ \_\_SU  
Other Information Re Supplemented Activity (include any anticipated conflicts with primary  
worksite activities): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I certify that this information is correct and that my proposed supplemented activities will not interfere with my primary activities except as described above. If a conflict occurs that was not anticipated, I understand that my primary worksite supervisor may refuse to grant me temporary duty or personal leave to carry out these secondary, supplemented activities.

Employee: \_\_\_\_\_  
Print Name Signature Date

**SECONDARY WORKSITE AGREEMENT:** I hereby agree that the supplemented activity described above is to be carried out in a secondary capacity by an employee of the District who also is appointed to a primary worksite. The employee and the secondary worksite are primarily responsible for reconciling any conflicts of interest with the employee's primary assigned duties.

Secondary Worksite - Approving Administrator:

Print Name Signature Date

**PRIMARY WORKSITE AGREEMENT:** I hereby authorize the employee identified above to carry out supplemented activities for the District at a secondary worksite as described above. These supplemented activities will not conflict with the employee's primary assigned duties at this site except as described and agreed upon in advance. If an unanticipated conflict arises, I understand that the employee and the employee's secondary worksite supervisor will be primarily responsible for accommodating such conflict. Such supplemented activities that occur during scheduled work hours at the primary site will be treated as temporary duties carried out on behalf of the District.

Primary Worksite - Approving Administrator:

Print Name Signature Date



## **APPENDIX-B**

### **LEON COUNTY SCHOOL DISTRICT SAFETY GUIDELINES**

# LEON COUNTY SCHOOL DISTRICT SAFETY GUIDELINES

*Prior to participating, both the student and parent must read carefully.*

## **Baseball/Fastpitch**

When a person is involved in any athletic activity, an injury can occur, especially in a contact sport. One should be aware the information presented in these safety guidelines is to inform the athlete of proper techniques and inherent dangers involved with this particular activity. There is a chance of broken bones, severe concussions, and back injuries, which could lead to some form of paralysis. Not all potential injury possibilities in this sport are listed, but athletes should be aware that fundamentals, coaching and proper-fitting equipment are important to the safety and enjoyment of the sport.

1. Proper warm-up is essential before strenuous activity takes place.
2. Proper protective equipment required by rule must be worn at practices and in competition.
3. Perform only those skills and techniques as instructed and/or supervised by your coach.
4. Travel to and from off-campus facilities and practice/competition sites must be in accordance with school procedures.
5. Remove all jewelry and metal hair fasteners and other body adornments as required by rules and regulations for baseball.
6. If you wear eyeglasses, contact the coach for proper fitting of safety lenses, appropriate frames that are compatible with baseball. If you have a bi or tri-focal lens, contact your doctor to provide the best len(s) combination for playing where tracking a fast moving object is paramount.
7. The bat can be potentially dangerous. Use only approved bats and use bats for their intended purpose.
8. Be aware of your surroundings both home and away including but not limited to batters warming up, thrown bats, thrown or batted balls, out-of play markers or boundaries including fences or railings and field conditions such as holes, lips on grass infields and lighting conditions.
9. One person at a time in the on-deck-circle. Swing only one bat while taking practice swings. Use a bat ring that will not slide off the thick end of the bat.
10. Always use approved helmets for all batting, catchers, base running and base coaches.
11. Be aware of the potentially serious injuries to your ankles, knees and legs if you do not follow correct procedures in base running. Slide only as directed by and using only techniques taught by your coach.
12. Be aware of instructions regarding communication between players, i.e. calling off players on fly balls, awareness of backstops and field boundaries and cutting off throws, etc.
13. Notify the coach immediately if injured.

# LEON COUNTY SCHOOL DISTRICT SAFETY GUIDELINES

*Prior to participating, both the student and parent must read carefully.*

## **Basketball**

When a person is involved in any athletic activity, an injury can occur, especially in a contact sport. Basketball is a highly competitive, fast-action game that places great physical demands on the players. One should be aware the information presented in these safety guidelines is to inform the athlete of proper techniques and inherent dangers involved with this particular activity. There is a chance of broken bones, severe concussions, and back injuries, which could lead to some form of paralysis. Not all potential injury possibilities in this sport are listed, but athletes should be aware that fundamentals, coaching and proper-fitting equipment are important to the safety and enjoyment of the sport.

14. Proper warm-up is essential before strenuous activity takes place.
15. Clothing and shoes should fit properly, be comfortable and allow maximum physical effort and allow dissipation of heat.
16. Perform only those skills and techniques as instructed and/or supervised by your coach.
17. Travel to and from off-campus facilities and practice/competition sites must be in accordance with school procedures.
18. Be aware of throwing basketball from other parts of the gym.
19. Be aware of your surroundings both home and away including but not limited to proximity of bleachers and courtside obstructions such as basket supports, lighting, access to and from courts, and court surfacing.
20. Be especially aware of the danger of illegal actions such as undercutting another player or grasping/hanging on the rim.
21. Players whose vision requires correction must wear shatterproof glasses or lenses. Glasses must be mounted in break resistant frames and must be held in place by an elastic strap.
22. Remove all jewelry and metal hair fasteners and other body adornments as required by rules and regulations for basketball.
23. Make sure you drink adequate water to prevent dehydration; ask you coach for consumption guidelines based on the day's activity.
24. Notify the coach immediately if injured.

# LEON COUNTY SCHOOL DISTRICT SAFETY GUIDELINES

*Prior to participating, both the student and parent must read carefully.*

## **Cheerleading**

When a person is involved in any athletic activity, an injury can occur, especially in a contact sport. Cheerleading is an activity in which stamina; strength, agility and fitness are important factors. One should be aware the information presented in these safety guidelines is to inform the athlete of proper techniques and inherent dangers involved with cheerleading. There is a chance of broken bones, severe concussions, and back injuries, which could lead to some form of paralysis. Not all potential injury possibilities in this sport are listed, but athletes should be aware that fundamentals, coaching and proper safety equipment are important to the safety and enjoyment of the sport.

25. Proper warm-up is essential before strenuous activity takes place.
26. Proper safety equipment must be used according to instructions given by your coach. If you wear eyeglasses, contact the coach for proper fitting of safety lenses, appropriate frames and safe personal positioning on any stunt.
27. Perform only those skills and techniques as instructed and/or supervised by your coach.
28. Lead cheers and/or perform stunts only at appropriate times and at designated places on the court or field making sure you do not interfere with the game or the safety of players or other cheer squad members.
29. Travel to and from off-campus facilities and practice/competition sites must be in accordance with school procedures.
30. Remove all jewelry and metal hair fasteners and other body adornments as required by rules and regulations for cheerleading.
31. Be aware of your surroundings both home and away including but not limited to floor and surface coverings, vertical and horizontal clearances, lightning and weather conditions. All of these conditions may dictate the proper footwear and limit the amount of cheer activity performed.
32. Keep all performance and practice areas clear of liter and place all personal items in a secured location not on the activity area.
33. Squad members must wear safe and proper fitting footwear.
34. In order to help protect the safety of all squad members, squad members with physically limiting injuries and/or health conditions must inform the coach prior to each day's activity and participate only to the extent allowed by the coach.
35. Be aware of the potentially serious injuries if you do not follow correct procedures in stunting. Stunt only as directed by and using only techniques taught by your coach.
36. Be aware of instructions regarding communication between squad members during loading, mounting, results and dismounts phases of all stunts.
37. Use only trained spotter and use spotters as required by your coach and/or cheer rules and regulations.
38. Mini-tramps, springboards and similar equipment should be prohibited.
39. Notify the coach immediately if injured.
40. Practice only when your coach is present.
41. To prevent unauthorized use, at the conclusion of any practice or performance, store equipment in a secure manner as directed by your coach.

# LEON COUNTY SCHOOL DISTRICT SAFETY GUIDELINES

*Prior to participating, both the student and parent must read carefully.*

## **Cross Country**

When a person is involved in any athletic activity, an injury can occur. One should be aware the information presented in these safety guidelines is to inform the athlete of proper techniques and inherent dangers involved with cross-country. There is a chance of broken bones, muscle and soft tissue and back injuries, which could lead to some form of paralysis. Not all potential injury possibilities in this sport are listed, but athletes should be aware that fundamentals, coaching and proper safety equipment are important to the safety and enjoyment of the sport.

42. Proper warm-up is essential before strenuous activity takes place. Be aware of the potentially serious injuries if you do not follow correct procedures in stretching, running and conditioning.
43. If you wear eyeglasses, contact the coach for proper fitting of safety lenses, appropriate frames that are compatible with running. If you have a bi or tri-focal lens, contact your doctor to provide the best len(s) combination for running on surfaces with sudden changes in elevation.
44. Perform only those skills and techniques as instructed and/or supervised by your coach.
45. Be sure all equipment, especially shoes, is fitting properly before each day's activity. Be cautious when running on slick surfaces.
46. Travel to and from off-campus facilities and practice/competition sites must be in accordance with school procedures.
47. Remove all jewelry and metal hair fasteners and other body adornments as required by rules and regulations for cross-country.
48. Be aware of your surroundings both home and away including but not limited to surface conditions, obstructions in the proximity to the cross-country course and safe entrance/egress to/from the course and the locker room.
49. Wear outer and under garments appropriate for humidity and temperature.
50. In order to help protect the safety of all squad members, squad members with physically limiting injuries and/or health conditions must inform the coach prior to each day's activity of limiting conditions and participate only to the extent allowed by the coach.
51. Hydration is essential with frequently scheduled drink breaks during practice and drinks available during all contests. Players should hydrate themselves frequently during practice and meets and follow the coach's direction on hydration prior to and following practices and meets.
52. Notify the coach immediately if injured.
53. Practice only when your coach is present.
54. Run on only the course outlined by your coach. If running along a road, use the sidewalk and run single file. Avoid heavily traveled streets and intersections.
55. Run in pairs in unfamiliar territory.
56. When running on or near a roadway, always run facing the oncoming traffic.
57. Beware of dogs.
58. Be ware of objects thrown from cars and from car doors opening. Runners should be familiar with basic recognition of heat exhaustion, heat stroke, sprained ankles, shin splints and be familiar with basic first aid treatment for those conditions.
59. If runners use roads for training, then state and federal highways should be avoided. It is recommended to use remote country roads which have the following:
  - a. Adequate shoulder width allowing two vehicles and a runner to simultaneously pass in a safe manner anywhere during the training run.

- b. No drainage ditches or embankments where runners could slip from the road shoulder and fall down an embankment or fall into a drainage ditch.
  - c. If guardrails are installed along the road used for training, this usually indicates an unsafe walking/running condition. Such areas should be examined in detail for safety of runners before allowing any runner to use the roadway. If the roadway is unsafe, don't use it.
  - d. All runners should run on the left side of the road at all times. Crossovers at the midpoint of the run should be accomplished where there is adequate sight distance in both directions and at a point predetermined by the coach. Crossovers should be accomplished in a straight line perpendicular to the flow of traffic and as quickly and safely as possible. It is best if groups of runners cross at the same time.
  - e. Runners should never use headphones or devices that block the sound of vehicles in the area or block verbal warnings given to the runners.
  - f. Runners must obey all traffic signals.
  - g. Coaches should use a motorized vehicle or some conveyance other than running to provide proper supervision of the runners while they are training.
60. If training courses are established in more populated areas, it is recommended to run on sidewalks. Running on busy streets without adequate clearance on the shoulders is not a recommended practice.
- a. If running on sidewalks is considered, make sure the sidewalks are level and without driveway cutouts as those cutouts are a trip and fall hazard.
  - b. If running on sidewalks runners should run in single file when other pedestrians are present.
  - c. If running on sidewalks, provide other pedestrians ample run so as not to impede their walk.
  - d. If running on sidewalks, check for protrusions over the sidewalks such as tree limbs and branches, mail boxes, etc.
61. It is recommended coaches have a cell phone or some form of communication to seek help if a runner is injured during a training run. In addition, it is recommended the coach have access to a motorized vehicle to transport injured runners if and when necessary.
62. If runners are required to cross a state highway, they should do so all at one time, at a crosswalk or in an area predetermined to be safe for foot traffic. If crosswalks are not installed, it is recommended to use safety cones and signs warning vehicular traffic of the pedestrian crossing in an upcoming area.
63. As the end of the season approaches, the end of the daylight savings time takes place. All runners should complete all training runs in ample daylight.

# LEON COUNTY SCHOOL DISTRICT SAFETY GUIDELINES

*Prior to participating, both the student and parent must read carefully.*

## **Dance/Drill Team**

When a person is involved in any athletic activity, an injury can occur. One should be aware the information presented in these safety guidelines is to inform the athlete of proper techniques and inherent dangers involved with dance and drill. There is a chance of broken bones, muscle and soft tissue and back injuries, which could lead to some form of paralysis. Not all potential injury possibilities in this sport are listed, but athletes should be aware that fundamentals, coaching and proper safety equipment are important to the safety and enjoyment of the sport.

1. Proper warm-up is essential before strenuous activity takes place. Be aware of the potentially serious injuries if you do not follow correct procedures in stretching and conditioning.
2. Perform only those skills and techniques as instructed and/or supervised by your coach.
3. Be sure all equipment, especially shoes, is fitting properly before each day's activity. Be cautious when practicing/performing on slick surfaces.
4. Travel to and from off-campus facilities and practice/competition sites must be in accordance with school procedures.
5. Remove all jewelry and metal hair fasteners and other body adornments as required by rules and regulations for dance/drill.
6. Be aware of your surroundings both home and away including but not limited to surface conditions, obstructions in the proximity to the practice or performance area.
7. Wear outer and under garments appropriate for humidity and temperature.
8. In order to help protect the safety of all squad members, squad members with physically limiting injuries and/or health conditions must inform the coach prior to each day's activity of limiting conditions and participate only to the extent allowed by the coach.
9. Hydration is essential with frequently scheduled drink breaks during practice and drinks available during all performances. Players should hydrate themselves frequently during practice and performances and follow the coaches direction on hydration prior to and following practices and performances.
10. Notify the coach immediately if injured.
11. Practice only when your coach is present.
12. Stunts can be dangerous is not spotted correctly while learning or not performed correctly. You must understand the requirements of a spotter and have spotters in place before attempting any stunt.
13. Do routines at the appropriate time so you will not interfere with other activities taking place in the same area.

# LEON COUNTY SCHOOL DISTRICT SAFETY GUIDELINES

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## **Football**

When a person is involved in any athletic activity, an injury can occur, especially in a contact sport. Football is highly competitive, fast action game in which physical contact and collisions play a major role. One should be aware the information presented in these safety guidelines is to inform the athlete of proper techniques and inherent dangers involved with football. There is a chance of broken bones, severe concussions, and back injuries, which could lead to some form of paralysis. Not all potential injury possibilities in this sport are listed, but athletes should be aware that fundamentals, coaching and proper safety equipment are important to the safety and enjoyment of the sport.

1. Proper warm-up is essential before strenuous activity takes place.
2. Proper safety equipment including mouth guards must be worn and used according to instructions given by your coach.
3. If you wear eyeglasses, contact the coach for proper fitting of safety lenses, appropriate frames that are compatible with football helmets.
4. Perform only those skills and techniques as instructed and/or supervised by your coach.
5. Be sure all equipment is fitting properly before each day's activity. If any piece of protective equipment does not fit or is damaged, report this condition to your coach immediately.
6. If a piece of equipment becomes damaged or broken during an activity, report to a coach immediately for repair or replacement.
7. Travel to and from off-campus facilities and practice/competition sites must be in accordance with school procedures.
8. Remove all jewelry and metal hair fasteners and other body adornments as required by rules and regulations for football.
9. Be aware of your surroundings both home and away including but not limited to field surface conditions, obstructions in the proximity to the playing field and safe entrance/egress to/from the field and the locker room.
10. Squad members must wear safe and proper fitting footwear. Be cautious when walking on slick surfaces with cleated shoes.
11. Wear outer and under garments appropriate for humidity and temperature.
12. In order to help protect the safety of all squad members, squad members with physically limiting injuries and/or health conditions must inform the coach prior to each day's activity of limiting conditions and participate only to the extent allowed by the coach.
13. Be aware of the potentially serious injuries if you do not follow correct procedures in blocking and tackling.
14. Hydration is essential with frequently scheduled drink breaks during practice and drinks available during all games. Players should hydrate themselves frequently during practice and games and follow the coach's direction on hydration prior to and following practices and games.
15. Notify the coach immediately if injured.
16. Practice only when your coach is present.
17. To prevent unauthorized use, at the conclusion of any practice or game, store equipment in a secure manner as directed by your coach.



## Warnings Specific to Football:

Coaches will teach players blocking and tackling techniques that are approved by the National Federation and the FHSAA(Florida High School Athletic Association). In addition the following safety warnings are of major importance for player safety.

1. Read all warnings from helmet and safety equipment suppliers prior to the first fitting of equipment.
2. Tackle, block or break tackles with the shoulder pads. NEVER USE THE HELMET TO STRIKE AN OPPONENT.
3. Keep the eyes and chin up when blocking, tackling or running with the ball. Lowering the head/helmet jeopardizes the neck and spinal cord.
4. Block from the front, side and above the waist according to the current rules of football.
5. Do not pile on when an opponent is down.
6. Do not chop block.
7. Do not slash with a rigid arm when executing a tackle.
8. When on the ground, you are vulnerable to being stepped on or receiving a leg, shoulder or knee injury.  
Get up!
9. If injured and unable to move or movement is limited, stay on the ground until assistance is given to move you or you are capable of getting up without fear of additional injury.
10. Participate fully in all neck strengthening exercises.
11. Strength training is an important part of football. Observe all proper weight lifting procedures including lifting, spotting, storage of weights and general safety.

# LEON COUNTY SCHOOL DISTRICT SAFETY GUIDELINES

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## **Golf**

When a person is involved in any athletic activity, an injury can occur. One should be aware the information presented in these safety guidelines is to inform the athlete of proper techniques and inherent dangers involved with golf. There is a chance of broken bones, muscle and soft tissue and back injuries, which could lead to some form of paralysis. Not all potential injury possibilities in this sport are listed, but athletes should be aware that fundamentals, coaching and proper safety equipment are important to the safety and enjoyment of the sport.

1. Proper warm-up is essential before strenuous activity takes place. Be aware of the potentially serious injuries if you do not follow correct procedures in stretching, and conditioning.
2. If you wear eyeglasses, contact the coach for proper fitting of safety lenses, appropriate frames that are compatible with golfing. If you have a bi or tri-focal lens, contact your doctor to provide the best len(s) combination for playing on surfaces with sudden changes in elevation.
3. Perform only those skills and techniques as instructed and/or supervised by your coach.
4. Be sure all equipment, especially shoes, is fitting properly before each day's activity.
5. Travel to and from off-campus facilities and practice/competition sites must be in accordance with school procedures.
6. Remove all jewelry and metal hair fasteners and other body adornments as required by rules and regulations for golf.
7. Be aware of your surroundings both home and away including but not limited to surface conditions, obstructions in the proximity to the golf course and safe entrance/egress to/from the course.
8. Wear outer and under garments appropriate for humidity and temperature.
9. In order to help protect the safety of all squad members, squad members with physically limiting injuries and/or health conditions must inform the coach prior to each day's activity of limiting conditions and participate only to the extent allowed by the coach.
10. Players should hydrate themselves frequently during practice and meets and follow the coach's direction on hydration prior to and following practices and meets.
11. Notify the coach immediately if injured.
12. Practice only when your coach is present.
13. Before swinging a club make sure your grips are dry and make certain the area around you is clear of others. Never throw a club.
14. On the practice range hit balls within the boundaries of the driving range.
15. Be aware of the position of other golfers when you are hitting or when they are hitting. Do not hit the ball until the proper distance is available between you and other golfing groups.
16. If a ball you hit approaches another golfer, yell "FORE" to warn others of the shot.
17. In severe weather occurs while on the course:
  - (a) Remove spikes and get away from clubs
  - (b) Avoid trees, shelters, hilltops, open spaces and isolated trees or metal objects
  - (c) Move to a wood building, low and protected area or heavily wooded area

# LEON COUNTY SCHOOL DISTRICT SAFETY GUIDELINES

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## **Soccer**

When a person is involved in any athletic activity, an injury can occur especially in a contact sport. One should be aware the information presented in these safety guidelines is to inform the athlete of proper techniques and inherent dangers involved with soccer. There is a chance of broken bones, muscle and soft tissue and back injuries, which could lead to some form of paralysis. Not all potential injury possibilities in this sport are listed, but athletes should be aware that fundamentals, coaching and proper safety equipment are important to the safety and enjoyment of the sport.

1. Proper warm-up is essential before strenuous activity takes place. Be aware of the potentially serious injuries if you do not follow correct procedures in stretching, and conditioning.
2. If you wear eyeglasses, contact the doctor for proper fitting of safety lenses, appropriate frames that are compatible with soccer. If you have a bi or tri-focal lens, contact your doctor to provide the best len(s) combination for playing on large surfaces.
3. Perform only those skills and techniques as instructed and/or supervised by your coach.
4. Be sure all equipment, especially shoes, is fitting properly before each day's activity.
5. Travel to and from off-campus facilities and practice/competition sites must be in accordance with school procedures.
6. Remove all jewelry and metal hair fasteners and other body adornments as required by rules and regulations for soccer.
7. Be aware of your surroundings both home and away including but not limited to surface conditions, obstructions in the proximity to the soccer field and safe entrance/egress to/from the field.
8. Wear outer and under garments appropriate for humidity and temperature.
9. In order to help protect the safety of all squad members, squad members with physically limiting injuries and/or health conditions must inform the coach prior to each day's activity of limiting conditions and participate only to the extent allowed by the coach.
10. Players should hydrate themselves frequently during practice and meets and follow the coach's direction on hydration prior to and following practices and meets.
11. Notify the coach immediately if injured.
12. Practice only when your coach is present.
13. Comply with current soccer rules with special attention to avoid such violations as:
  - a. Kicking or attempting to kick an opponent
  - b. Tripping an opponent
  - c. Jumping at an opponent
  - d. Charging an opponent from behind
  - e. Charging violently at an opponent
  - f. Striking or attempting to strike an opponent
  - g. Holding an opponent
  - h. Pushing an opponent
  - i. Playing in a manner considered by the referee to be dangerous.

# LEON COUNTY SCHOOL DISTRICT SAFETY GUIDELINES

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## **Swimming/Diving**

When a person is involved in any athletic activity, an injury can occur especially in a very physically demanding sport like swimming/diving. One should be aware the information presented in these safety guidelines is to inform the athlete of proper techniques and inherent dangers involved with swimming/diving. There is a chance of broken bones, muscle and soft tissue and back injuries, which could lead to some form of paralysis. Not all potential injury possibilities in this sport are listed, but athletes should be aware that fundamentals, coaching and proper safety equipment are important to the safety and enjoyment of the sport.

1. Proper warm-up is essential before strenuous activity takes place. Be aware of the potentially serious injuries if you do not follow correct procedures in stretching, and conditioning.
2. If you wear eyeglasses, contact the coach for proper fitting of safety lenses, appropriate frames that are compatible with swimming/diving. If you have a bi or tri-focal lens, contact your doctor to provide the best len(s) combination for swimming.
3. Swim goggles are recommended for all swimmers.
4. Earplugs are recommended especially if the athlete has a prior history of ear infections. Checking with your coach and family physician will clarify if earplugs are mandatory for your event(s).
5. Perform only those skills and techniques as instructed and/or supervised by your coach.
6. Be sure all equipment is fitting properly before each day's activity.
7. Travel to and from off-campus facilities and practice/competition sites must be in accordance with school procedures.
8. Remove all jewelry and metal hair fasteners and other body adornments as required by rules and regulations for swimming/diving.
9. Be aware of your surroundings both home and away including but not limited to surface conditions, obstructions in the proximity to the swimming pool &/or diving area, depth of pool and diving area, location of ladders, location of life saving equipment, location of bulkheads and lane markers and safe entrance/egress to/from the aquatic center.
10. Wear outer and under garments appropriate for humidity and temperature.
11. Coaches may recommend wearing swim caps not only for streamlining the body form and keeping hair out of your eyes, but for retaining body heat.
12. In order to help protect the safety of all squad members, squad members with physically limiting injuries and/or health conditions must inform the coach prior to each day's activity of limiting conditions and participate only to the extent allowed by the coach.
13. Swimmers should hydrate themselves frequently during practice and meets and follow the coach's direction on hydration prior to and following practices and meets.
14. Notify the coach immediately if injured.
15. Never try to pull an injured swimmer diver from the pool. If you think the swimmer/diver has a neck, head or back injury, support him/her in the water and wait for a trained lifeguard to remove him/her using the appropriate apparatus and procedures.
16. Practice only when your coach is present.
17. No running on swimming pool decks.
18. Never swim alone and never enter the water without a coach or lifeguard ready for you to start your activity.
19. Use only starting blocks approved for your swim event in that particular pool.
20. If multiple swimmers are swimming in one lane, always swim to the right side of the lane.
21. All divers must receive the proper instruction in the sequence of skills needed to perform a particular dive.

22. Divers do not commence a dive without checking the pool for clear water with no obstructions in the landing area.
23. Divers will only commence dives while being actively supervised by their dive coach.
24. Coaches will approve in advance all dives you attempt.
25. At the conclusion of each practice or meet, replace all equipment in the proper storage area and secure all items as directed by your coach or aquatic center administrator.
26. Report to the coach any damage or dangerous condition in the pool, pool area, diving area or locker room.

# LEON COUNTY SCHOOL DISTRICT SAFETY GUIDELINES

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## **Tennis**

When a person is involved in any athletic activity, an injury can occur, one should be aware the information presented in these safety guidelines is to inform the athlete of proper techniques and inherent dangers involved with tennis. There is a chance of broken bones, muscle and soft tissue and back injuries, which could lead to some form of paralysis. Not all potential injury possibilities in this sport are listed, but athletes should be aware that fundamentals, coaching and proper safety equipment are important to the safety and enjoyment of the sport.

1. Proper warm-up is essential before strenuous activity takes place. Be aware of the potentially serious injuries if you do not follow correct procedures in stretching, and conditioning.
2. If you wear eyeglasses, contact the coach for proper fitting of safety lenses, appropriate frames that are compatible with tennis. If you have a bi or tri-focal lens, contact your doctor to provide the best len(s) combination for playing tennis.
3. Perform only those skills and techniques as instructed and/or supervised by your coach.
4. Be sure all equipment, especially shoes, is fitting properly before each day's activity.
5. Travel to and from off-campus facilities and practice/competition sites must be in accordance with school procedures.
6. Remove all jewelry and metal hair fasteners and other body adornments as required by rules and regulations for tennis.
7. Be aware of your surroundings both home and away including but not limited to surface conditions, obstructions in the proximity to the tennis court and safe entrance/egress to/from the court.
8. Wear outer and under garments appropriate for humidity and temperature.
9. In order to help protect the safety of all squad members, squad members with physically limiting injuries and/or health conditions must inform the coach prior to each day's activity of limiting conditions and participate only to the extent allowed by the coach.
10. Players should hydrate themselves frequently during practice and meets and follow the coach's direction on hydration prior to and following practices and meets.
11. Notify the coach immediately if injured.
12. Practice only when your coach is present.
13. Before swinging a racket make sure your grips are dry and make certain the area around you is clear of others. Never throw a racket.
14. In doubles play, make sure of the location of your partner and understand the communication system between you and your partner.

# LEON COUNTY SCHOOL DISTRICT SAFETY GUIDELINES

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## **Track & Field**

When a person is involved in any athletic activity, an injury can occur. One should be aware the information presented in these safety guidelines is to inform the athlete of proper techniques and inherent dangers involved with track & field. There is a chance of broken bones, muscle and soft tissue and back injuries, which could lead to some form of paralysis. Not all potential injury possibilities in this sport are listed, but athletes should be aware that fundamentals, coaching and proper safety equipment are important to the safety and enjoyment of the sport.

1. Proper warm-up is essential before strenuous activity takes place. Be aware of the potentially serious injuries if you do not follow correct procedures in stretching, and conditioning.
2. If you wear eyeglasses, contact the coach for proper fitting of safety lenses, appropriate frames that are compatible with golfing. If you have a bi or tri-focal lens, contact your doctor to provide the best len(s) combination for the various track and field events.
3. Perform only those skills and techniques as instructed and/or supervised by your coach.
4. Be sure all equipment, especially shoes, is fitting properly before each day's activity. Make sure all shoes have the proper cleats for both the event and track surface.
5. Athletes should wear the proper safety equipment as designated by the coach.
6. Travel to and from off-campus facilities and practice/competition sites must be in accordance with school procedures.
7. Remove all jewelry and metal hair fasteners and other body adornments as required by rules and regulations for track and field.
8. Be aware of your surroundings both home and away including but not limited to surface conditions, obstructions in the proximity to the golf course and safe entrance/egress to/from the course.
9. Wear outer and under garments appropriate for humidity and temperature.
10. In order to help protect the safety of all squad members, squad members with physically limiting injuries and/or health conditions must inform the coach prior to each day's activity of limiting conditions and participate only to the extent allowed by the coach.
11. Players should hydrate themselves frequently during practice and meets and follow the coaches' direction on hydration prior to and following practices and meets.
12. Notify the coach if you are injured.
13. Practice only when your coach is present.
14. Hurdlers must make sure the hurdles are placed at the correct height and are facing in the proper direction. Do not run backwards over a hurdle.
15. Be aware of the safety rules for special events such as javelin, pole vault, discus, and shot put. These events require specialized training and special supervision of both the athlete and those in close proximity.
16. Do not attempt any field event without the prior authorization of the coach.
17. Before attempting any throwing event, make sure the throwing sector and landing area are free of people and obstructions.
18. Check all equipment and apparatus prior to using them each day. Special attention is required for pole vault pits to make sure the sections of the pit are secured to each other, the top cover is firmly attached to and covering all sections of the pit and the proper pads are in place surrounding the vault standards.
19. Pole-vaulters should never use a pole that does not properly match the athlete's weight and height to be attempted.
20. Athletes shall not attempt an event without the proper instruction from their coach and the approval of a coach to attempt an event.

21. At the conclusion of each practice and meet, return all equipment to the proper storage area as directed by your coach and secure those storage areas as directed by your coach.



# LEON COUNTY SCHOOL DISTRICT SAFETY GUIDELINES

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## **Volleyball**

When a person is involved in any athletic activity, an injury can occur. One should be aware the information presented in these safety guidelines is to inform the athlete of proper techniques and inherent dangers involved with volleyball. There is a chance of broken bones, muscle and soft tissue and back injuries, which could lead to some form of paralysis. Not all potential injury possibilities in this sport are listed, but athletes should be aware that fundamentals, coaching and proper safety equipment are important to the safety and enjoyment of the sport.

1. Proper warm-up is essential before strenuous activity takes place. Be aware of the potentially serious injuries if you do not follow correct procedures in stretching, and conditioning.
2. Wear kneepads and all protective equipment as directed by the coach.
3. If you wear eyeglasses, contact the coach for proper fitting of safety lenses, appropriate frames that are compatible with volleyball. If you have a bi or tri-focal lens, contact your doctor to provide the best len(s) combination for playing in a game requiring quick reaction to an object (ball) traveling at a very rapid speed.
4. Perform only those skills and techniques as instructed and/or supervised by your coach.
5. Be sure all equipment, especially shoes, is fitting properly before each day's activity.
6. Travel to and from off-campus facilities and practice/competition sites must be in accordance with school procedures.
7. Remove all jewelry and metal hair fasteners and other body adornments as required by rules and regulations for volleyball.
8. Be aware of your surroundings both home and away including but not limited to surface conditions, obstructions in the proximity to the volleyball court including nets, cables, supports official's stands, out-of-play areas and safe entrance/egress to/from the court.
9. Wear outer and under garments appropriate for humidity and temperature.
10. In order to help protect the safety of all squad members, squad members with physically limiting injuries and/or health conditions must inform the coach prior to each day's activity of limiting conditions and participate only to the extent allowed by the coach.
11. Players should hydrate themselves frequently during practice and meets and follow the coaches' direction on hydration prior to and following practices and meets.
12. Notify the coach immediately if injured.
13. Practice only when your coach is present.
14. Collect all loose volleyballs and return them to the proper container or location so they do not create a trip and fall hazard.
15. Jumping vertically helps avoid collisions with opponents, teammates and nets.
16. Spike the ball with the correct techniques taught by your coach.

# LEON COUNTY SCHOOL DISTRICT SAFETY GUIDELINES

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## **Wrestling**

When a person is involved in any athletic activity, an injury can occur especially with a sport as strenuous as wrestling. One should be aware the information presented in these safety guidelines is to inform the athlete of proper techniques and inherent dangers involved with wrestling. There is a chance of broken bones, muscle and soft tissue and back injuries, which could lead to some form of paralysis. Not all potential injury possibilities in this sport are listed, but athletes should be aware that fundamentals, coaching and proper safety equipment are important to the safety and enjoyment of the sport.

1. Proper warm-up is essential before strenuous activity takes place. Be aware of the potentially serious injuries if you do not follow correct procedures in stretching, and conditioning.
2. If you wear eyeglasses, contact the coach for proper fitting of safety lenses, appropriate frames that are compatible with wrestling. If you have a bi or tri-focal lens, contact your doctor to provide the best len(s) combination for wrestling.
3. Perform only those skills and techniques as instructed and/or supervised by your coach.
4. Be sure all equipment, especially shoes and head gear, is fitting properly before each day's activity.
5. Athletes should wear the proper safety equipment as designated by the coach.
6. Travel to and from off-campus facilities and practice/competition sites must be in accordance with school procedures.
7. Remove all jewelry and metal hair fasteners and other body adornments as required by rules and regulations for wrestling.
8. Be aware of your surroundings both home and away including but not limited to surface conditions, obstructions in the proximity to the wrestling mat and safe entrance/egress to/from the wrestling area.
9. Wear outer and under garments appropriate for humidity and temperature.
10. In order to help protect the safety of all squad members, squad members with physically limiting injuries and/or health conditions must inform the coach prior to each day's activity of limiting conditions and participate only to the extent allowed by the coach.
11. Players should hydrate themselves frequently during practice and meets and follow the coaches' direction on hydration prior to and following practices and meets.
12. Notify the coach if you are injured.
13. Practice only when your coach is present.
14. Wrestlers must be aware of potentially dangerous hold and refrain from using them in any and all situations.
15. Do not attempt for the first time any hold or movement without the prior instruction and authorization of the coach. After the coach has determined your ability to apply the hold or movement in the proper manner, you may use the hold or movement at any time the hold or movement is legal or authorized.
16. Wrestling is designed to match two athletes of comparable weight and similar ability. Do not wrestle with someone much lighter than you or much heavier than you without the coaches' approval with knowing the limits on the wrestling permitted in this closely supervised match or practice.
17. Only wrestle opponents who are certified to wrestle you at your approved weight class.
18. Check all equipment and apparatus prior to using them each day with special attention to sanitizing the mat on a daily basis both before and at the conclusion of practice or a match.
19. Make sure the border mats are in place before wrestling in a practice or competition.
20. During a match or tournament, locate the proper warm-up area and allow ample time for stretching and body warm-up before competing.

21. Athletes shall not attempt a new move or techniques without the proper instruction from their coach and the approval of a coach to attempt a new move or technique.
22. Athlete weight control standards must be approved by a doctor and in compliance with FHSAA rules and regulations.

# LIGHTNING SAFETY

## LIGHTNING SAFETY

### Facts about Lightning

- ❖ MOST LIGHTNING STRIKES (70%) OCCUR IN THE AFTERNOON.
- ❖ 20% BETWEEN 6 PM AND MIDNIGHT
- ❖ AND LESS THAN 1% OCCUR BETWEEN MIDNIGHT AND 6 A.M.

### Guidelines:

1. Designate someone to monitor weather reports and determine whether to remove a team from the athletic site or event.
2. Obtain a weather report each day; be aware of potential thunderstorms.
3. Be aware of National Weather Service (NWS) thunderstorm "watches" or "warnings".
4. Know where the nearest safe structure or location is; these may include:
  - Get inside home or large building
  - Or inside an all-metal vehicle (non-convertible).
  - Inside home. Avoid using telephone except for emergency.

### If outside and cannot reach a safe building or automobile. follow these rules:

- Do not stand beneath a natural lightning rod, such as an isolated tree.
  - Avoid projecting above the surrounding landscape (i.e. hilltop).
  - Get out of and away from open water.
  - Get away from tractors and other metal farm equipment.
  - Get off and away from motorcycles, scooters, golf-carts, and bicycles, put down golf clubs.
  - Stay away from wire fences, clotheslines, metal pipes, rails and other metallic parts that can carry lightning to you from some distance away.
  - Avoid standing in small isolated sheds or other small structures in open areas.
  - In a forest, seek shelter in a low area under a thick growth of small trees. In open areas, go to a low place such as a ravine or valley. Be alert for flash floods.
  - If you are hopelessly isolated in a level field or prairie and your feel your hair stand on end, indicating lightening is about to strike, drop to your knees, bend forward and put your hands on your knees. Do not lie flat on the ground.
5. Use the flash to bang method of predicting how close lightning is to striking.

### Guidelines for Calling/Postponing Events because of Lightning Threat

- Watch for lightning when conditions are right (overcast, thunderstorms, rainy).
- Lightning may occur before, during or after a rainstorm.
- After a lightning flash, thunder will follow. This is known as flash to bang.
- The length of time between the flash and the bang is indicative of the distance of the lightning. The National Lightning Position Statement indicates that light travels faster than sound approximately 1 mile every 5 seconds.
- The length of time between the lightning flashes indicates the speed of the approaching storm. Divide the time to the thunder bang from the time the lightning flashes, (i.e. 30 second count divided by seconds=Lightning is 6 miles away).
- Lightning may actually precede the dark storm clouds.

### 30-30 Rules for Lightning Safety

- Postponement is suggested when lightning flashes and thunder bangs are 30 seconds apart (6 miles).
- Resume activity when flashes and thunder bangs have not been seen or heard for up to ½ hour (30 minutes).



# Practice Restrictions

## OUTDOOR SPORTS

### FOOTBALL/ BAND/ CROSS COUNTRY

During pre-planning practices, FHSAA Policy # 39 will be followed. The time frames for practices are as follows:

- Morning practices must end by 11:00 a.m. (FB, Band, & XC)
- No mid-day practices allowed (FB, Bd, & XC)
- Afternoon practices may not start until 3:30 p.m. (FB, Bd, & XC)
- No physical activity allowed between morning and afternoon practices (FB, Bd, & XC)
- Recommend wearing of light colored jerseys, along with proper t-shirts under shoulder pads to control heat (FB)
- 5-10 minute water break every hour (FB, Bd, & XC)
- Helmets allowed off when players are on sidelines and are not participating (FB)
- Monitor weight before and after practice for signs of heat illness (FB/XC)
- Provide shaded cool down and treatment area (FB)
- Provide written information on heat illness to players and parents (FB, Bd, & XC)
- Have a trauma plan in place to include:
  - field communications to emergency medical personnel
  - key person to handle on-field trauma
  - key person to make proper emergency call
  - key person to be posted at proper position to look for ambulance to direct to practice field
  - key person to communicate with parents and principal
- Protect you players and yourself

#### SPECIAL GUIDELINES FOR “HEAT ADVISORY” DAYS

- If the **“HEAT INDEX”** is 105 degrees or over for that day, then NO practice sessions will be allowed until after 6:00PM that day. Night time practices are strongly suggested.
- The heat index is a combination of the temperature and humidity.
- Usually if the day-time temperature is above 98 degrees, then the Heat Index will be above 105 degrees.
- If night-time temperatures are 80 degrees or above for two consecutive nights, then the national weather service will issue a Heat Advisory for the next day.

Ricky Bell  
Director of Interdivisional Support Services  
8/7/12