



ATHLETIC POLICY AND GUIDEBOOK

Revised May 30, 2014

The Pinellas County School Board provides equal opportunity for all students to participate in an interscholastic athletic program.

THE SCHOOL BOARD OF PINELLAS COUNTY,
FLORIDA

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VIOLATIONS AND PENALTIES

Any and all individuals comprising a school's coaching staff are subject to policies 1140/3140/4140 DISCIPLINE OF ADMINISTRATORS /INSTRUCTIONAL STAFF/SUPPORT STAFF and all other policies of the Pinellas County School Board. Penalties for violation of policy range from caution to dismissal. In addition, individual coaches who violate any policy of the Athletic Policy and Guidebook (Blue Book) shall be subject to review by the Executive Committee of the Pinellas County Athletic Conference. Assessment of fines or penalties for violations will be recommended to the Superintendent by the committee.

TABLE OF CONTENTS

HIGH SCHOOL ATHLETIC PROCEDURES AND GUIDELINES

Article 1 Platform Statement1

 1-1 Statement 1

 1-2 Principles of Athletics..... 1

Article 2 Purpose of This Guide1

Article 3 County Athletic Organization.....2

 3-1 Statement2

 3-2 Director of Extracurricular Activities2

 3-3 Secondary School Principal3

 3-4 Duties of Assistant Principal of Activities/Athletic Coordination as Related to Athletics.....3

 3-5 Head Coaches5

 3-6 Assistant Coaches6

 3-7 Trainer6

Article 4 Professional Uniform.....7

Article 5 Coaching Supplements7

Article 6 Professional Training7

Article 7 Athletic Boundary Eligibility.....7

 7-1 Recruitment 8

Article 8 Participation Requirements.....8

 8-1 Requirements Prior to Practice 8

 8-2 Student Managers, Statistician, Other Student Assistants in Athletics 8

Article 9 Contest Preparation8

 9-1 Pre-Game..... 8

 9-2 Post-Game 9

Article 10 Travel.....9

 10-1 Senior High Team County Travel.....9

 10-2 Travel by Teams to Local Game Sites.....9

 10-3 Commercial Bus Request9

 10-4 Senior High (Out-of County).....9

 10-5 Team Meals10

 10-6 Team Meal Arrangements10

 10-7 Meal Money for Team Travel.....10

 10-8 Team Housing10

10-10	Courtesy Cars	11
Article 11 Regulations Governing the Procurement of Athletic Facilities		11
11-1	Use of Athletic Facilities by Non-Public Schools And Other Organizations	11
11-2	Rental Fees	11
Article 12 Centralized Athletic Finance		11
12-1	Budgets	11
12-2	County Athletic Bid	13
12-3	Purchasing Procedures	13
12-4	Equipment and Supplies Furnished Each Sport	13
12-5	Selling or Giving Away Athletic Equipment and Supplies	13
12-6	Number of Players For Which the County Will Provide Uniforms	13
12-7	Fund Raising Organizations	14
12-8	Handling and Receipting Monies Collected	14
12-9	Athletic Tickets	14
12-10	Game Personnel	15
12-11	Administrative Game Personnel	18
12-12	Admission Prices	18
12-13	Preparing for Contest	19
12-14	Contest Operation	19
12-15	Game Report	20
12-16	Special Contracts or Bids	20
12-17	Concessions, Programs and Parking	20
12-18	Financing of Regularly Scheduled Athletic Events	20
12-19	Minimum Number of Players to Field A Team	21
Article 13 Athletic Pass List Agreement		21
13-1	Issuance of Complimentary Passes	21
13-2	Passes Not Required	22
13-3	Admission of Varsity or JV Players	23
13-4	VIP Pass Area	23
13-5	Violation of Pass Policies	23
13-6	Free Admittance Booster Clubs	23
13-7	Free Admittance Students	23
Article 14 Radio and TV Agreements		23
14-1	Broadcast of Football Games	23
Article 15 Band Agreements		24

15-1	Regulations Regarding Bands	24
Article 16 Athletic Banquet Agreement		25
16-1	Athletic Banquets	25
16-2	Outside Sponsored	25
Article 17 Awards Agreement		25
17-1	General Regulations	25
17-2	Individual Sports Requirements	26
17-3	Managers, Statisticians, and Trainers	27
17-4	Number of Special Awards for Each Sport	27
17-5	Approved County Special Awards	27
Article 18 Officials Agreements		27
18-1	Pinellas County Conference	27
Article 19 Reports		27
19-1	Budget (Annual)	27
19-2	Inventory (Annual)	28
19-3	Financial Game Reports	28
19-4	Receipts of Purchases (Monthly)	28
19-5	Schedules (Annual)	28
19-6	Record Composite Each Sport (Annual)	28
19-7	Staff Personnel (Annual)	28
19-8	Game Contracts With Guarantees	28
19-9	Student Accident Report	29
Article 20 Sportsmanship		29
20-1	General Recommendation	29
20-2	Responsibilities Regarding Sportsmanship	29
20-3	Levels of Possible Action With Regard to Player, Coach, and Crowd Control	31
20-4	Disqualification or Ejection Penalty for Unsportsmanlike Conduct	32
Article 21 Policies and Regulations for Operations of Athletics in Pinellas County		
Public Schools		34
21-1	Football	34
21-2	Cross Country	35
21-3	Golf	35
21-4	Swimming	35
21-7	Soccer	37
21-8	Wrestling	37

21-9	Baseball	38
21-10	Softball (Girls)	39
21-11	Tennis (Girls and Boys)	39
21-12	Track (Boys and Girls)	40
21-13	Special Policies and Regulations and Interpretations	40
21-14	Hazing of Students	42
21-15	Construction of Athletic Facilities	42
21-16	Use of Physical Education Classes to Clean Facilities After Athletic Contests	42
21-17	Bonfires for Pep Rallies	42
<u>Article 22 State and Conference Membership Dues</u>		42
22-1	FHSAA Dues	42
22-2	FHSAA Special Services Assessment and Fines	42
22-3	Conference Expenses	42
22-4	FHSAA Monies	42
<u>Article 23 Senior High School Cheerleading</u>		43
23-1	Requirements	43
23-2	Number of Cheerleaders	43
23-3	Cheerleader Sponsors	43
23-4	Squad Division	43
23-5	Minimum Guidelines for Selection of Cheerleading Judges	44
23-6	Score Sheets	44
23-7	Uniforms	44
23-8	Transportation	44
23-9	Practice and Camps	44
23-10	Conditions In Which Cheerleaders May Be Dismissed Or Suspended From The Squad	45
23-11	Minority Representation	45
23-12	Cheerleader Participation	45
<u>Appendix A Athletic Uniform Provisions</u>		46
<u>Appendix B Administrative Decision Relative to Athletics</u>		48

ARTICLE 1 – PLATFORM STATEMENT

- 1-1** Athletics are of historical and social significance in our national culture. Athletics provide a primary means through which we develop and maintain the physical vigor and stamina required to develop our full potential. Athletics provide healthful and wholesome leisure time activities for our youth. Athletics have a powerful appeal for young people during their formative years. Athletic experiences should be considered an integral part of the total program of the Pinellas County Schools.
- 1-2** **Principles of Athletics.** To utilize fully the potential in athletics for educational experiences, interscholastic programs should be organized and conducted in accordance with these six basic principles:
- 1) Interscholastic athletic programs should be regarded as integral parts of the total educational program and should be conducted so that they are worthy of such regard.
 - 2) Interscholastic athletic programs should supplement rather than serve as substitutes for basic physical education programs, physical recreation programs, and intramural athletic programs.
 - 3) Interscholastic athletic programs should be subject to the same administrative control as the total educational programs.
 - 4) Interscholastic athletic programs should be conducted by personnel with adequate training in the principles of coaching.
 - 5) The welfare of the participant should be placed above any other consideration. What happens to the athlete who participates in the sports program is of primary importance. His or her welfare should transcend any other consideration. Victory is highly desired, important, and should be sought, but not at the sacrifice of other values concerned with the development of the participant.
 - 6) Interscholastic athletic programs should be conducted in accordance with the letter and spirit of the rules and regulations of appropriate conference, state, and national athletic associations.

ARTICLE 2 – PURPOSE OF THIS GUIDE

- 2-1** To establish common understanding among administrators, teachers, coaches, parents, and students of the policies and procedures which guide the program of interscholastic athletics in Pinellas County. For purposes of this Manual the term “participant” shall include, but not be limited to, all of the following:

Game officials
Administrators
Coaches (volunteers or compensated)
Team members (of all teams involved)

Game workers
Band members
Cheerleaders
Other student supporters
Others in attendance
Spectators

- 2-2 To serve as a basis for a periodic re-evaluation of the interscholastic athletic program.
- 2-3 To provide, in writing, a statement of basic policies and procedures for reference when desirable.
- 2-4 This document supersedes any previous editions of the Manual.

ARTICLE 3 – COUNTY ATHLETIC ORGANIZATION

- 3-1 The ultimate policy-making authority in this county is the School Board of Pinellas County and, as such, is responsible for all aspects of the public school program. The logical chain of command for initiating or changing policy or procedure is as follows:
 - 1) **Individual School Coach Staffs.** Suggested policy or procedure changes from coaches shall pass through a school’s Assistant Principal for Activities / Athletic Coordinator (A.P.A/AC), who shall, in turn, submit all proposed policies or procedures to the school principal for action.
 - 2) **Supervisor Staff.** The Director of Extracurricular Activities shall be liaison representative between the Secondary Principals’ Council and the County Administrative Staff.
 - 3) **County Administrative Staff.** The County Administrative Staff shall review all policies or procedures initiated at lower levels

POLICY OR PROCEDURE CHANGE MAY BE INITIATED AT ANY LEVEL OF THE COUNTY ATHLETIC ORGANIZATION.

- 3-2 **Director of Extracurricular Activities.** The Director of Activities is directly responsible to the Deputy Superintendent for the development of the county interscholastic program. His/her duties shall encompass the following areas:
 - 1) Provide the schools with consistent unified leadership in their interscholastic athletic program, and provide management leadership which will enable all schools to develop their individual athletic capabilities to the fullest extent; and thereby, provide the Pinellas County School System with the maximum benefits to be derived from a balanced, well-operated interscholastic athletic

- program. He/she shall make all decisions on matters pertaining to the athletic program, and seek advice and assistance from principals in making decisions.
- 2) The Director of Extracurricular Activities shall utilize his/her authority to assess penalties and/or fines for violation of any athletic rules and/or regulations, and non-attendance at meetings.
 - 3) Encourage schools to provide athletic opportunities to all high school students.
 - 4) Sit as liaison representative of the County Administrative Staff on Secondary Principals' Council.
 - 5) To interpret Board policy to the extent necessary to provide guidance for schools.
 - 6) Coordinate the purchase of athletic equipment by means of bid buying.
 - 7) Direct and supervise scheduling of all athletic contests.
 - 8) Coordinate and approve all tournaments.
 - 9) Coordinate with appropriate officials' organizations for officials.
 - 10) Maintain current list of prospective coaches whose applications are on file at the County Personnel Office.
 - 11) Responsible for annual review of Athletic Policy and Guidebook.
 - 12) Approve individual school athletic budgets.
 - 13) Responsible for inventory of all athletic equipment facilities.
 - 14) Shall serve on a committee to rule on athletic eligibility.

3-3 Secondary School Principal. The principal of the school is responsible for the operation of his/her school. The principal recommends appointment of the athletic personnel. As such, the principal is responsible for educating his/her staff to ensure compliance with the policies and procedures contained within this Manual. All athletic contracts must be approved by the principal and county administrative staff. (This does not include the FHSAA game contracts for regularly scheduled activities.)

NOTE: All game contracts involving guarantees must be submitted to the Director of Extracurricular Activities for approval.

3-4 Duties of A.P.A/AC as Related to Athletics. Each secondary school athletic program shall be supervised by the assistant principal for activities and coordinated by the athletic coordinator. These individuals are charged with the responsibility of administering a wholesome and broad athletic program within the limits of policies established by the School Board of Pinellas County. He or she should plan, adjust, and administer a program that is in harmony with the total school program and will promote good relations among the faculty and the student body. He or she shall be responsible to the principal for the following:

- 1) To coordinate the interscholastic athletic programs at the school.
- 2) To recommend, develop, and administer the athletic schedules of the school.
- 3) To consult, meet and work with coaches to keep them informed on all matters pertaining to the athletic program.

- 4) To supervise all athletic facilities, schedule practice use, schedule event use, and recommend maintenance, repairs, and improvements.
- 5) To prepare and coordinate all athletic program transportation for events, and work with transportation personnel in the implementation of the schedule.
- 6) To make all necessary arrangements for all non-school facilities needed in the athletic program.
- 7) To be responsible for overall supervision of home athletic events.
- 8) To coordinate with appropriate personnel the starting and stopping time schedules for bands, pre-game ceremonies, and half-time programs.
- 9) To coordinate the necessary information needed to prepare and distribute individual event programs.
- 10) To coordinate and determine the need in the establishment of a schedule of specific assignments for all athletic events. This includes timers, scorekeepers, security, ticket sales, ticket collectors, judges, and other personnel necessary to complete an event. Also, sending appropriate visiting team information.
- 11) To make necessary arrangements and provide needed medical personnel for all home athletic events.
- 12) To develop schedule posters, pocket schedules, and other media necessary to publicize all athletic programs.
- 13) To attend local, district, regional, and state meetings that are necessary to the functioning of the athletic program.
- 14) To assign appropriate personnel to meet visiting team buses. This person will show coaches to their dressing room and stand by to give assistance as needed.
- 15) To work with coaches in preparing budgets, securing bids, and purchasing equipment.
- 16) To work with coaches in the distribution, collection, cleaning, storage, and inventory of all equipment, uniforms, and materials.
- 17) To supervise and coordinate the eligibility certification of all student athletes for each athletic activity such as insurance, physical examination, and eligibility requirements.
- 18) To process all school accident reports submitted by the head coach for injuries due to a student participating in athletics.
- 19) To encourage membership and participating of staff in professional organizations.
- 20) To keep accurate records of teams and individual award winners in each sport. To keep accurate records for athletic participation of students while in the school.
- 21) To be responsible for the preparation of all athletic areas and facilities for each athletic event.
- 22) To coordinate all activities related to the athletic program and booster club. To be directly responsible for the function and role of the booster club in the athletic program.

3-5 Head Coaches. They shall be guided by the principles that interscholastic competition is to be conducted for the welfare of the student, and that each sport has a definite contribution to make the overall development of the student, the school, and the community. Responsibilities of all head coaches:

- 1) Directly responsible to the A.P.A/AC for the proper operation and supervision of their sport.
- 2) To be loyal to their principal, school, and county administrative policies and procedures.
- 3) To meet with the A.P.A/AC to draw up an approved budget for their sport.
- 4) Discuss and receive approval from the A.P.A/AC for all expenditures of athletic funds.
- 5) Submit trip financial requirements to athletic department prior to trip. Next day following trip, present the bookkeeper with all receipts, bills and unused money.
- 6) Responsible for care and storage of equipment.
- 7) Responsible for complete inventory of equipment.
- 8) Responsible for coordinating schedules through the A.P.A/AC.
- 9) Turn in Athletic Participation Form to the A.P.A/AC on each participant prior to issuance of equipment or practice.
- 10) Attend meetings pertaining to their sport.
- 11) Turn in eligibility request and birth certificate, as needed, to establish eligibility of team member.
- 12) Turn in a written transportation request to A.P.A/AC at least three weeks prior to the need for a bus.
- 13) When making a trip that requires loss of time from school, be sure the assistant principal has a list of students making the trip and amount of class time they will miss.
- 14) Responsible for facilities used by their sport. Turn in to the A.P.A/AC any needed maintenance requirements.
- 15) During the season review eligibility periodically.
- 16) Fill out an accident report on any athlete who becomes injured during practice or competition.
- 17) Follow county lettering policy in establishing letter award winners.
- 18) Responsible for setting up required facilities for all home contests involving their sport.
- 19) Carry out the policies and procedures of the athletic department, county and state.
- 20) Assume responsibility for all matters assigned by the A.P.A/AC that are not mentioned above.
- 21) One week after the close of the season, turn in to the A.P.A/AC the following:
 - a) List of letter winners.
 - b) Season record.
 - c) Roster of team members in good standing at the end of the season.
 - d) List of athletes receiving any special recognition.

- e) Complete inventory of all equipment.
- f) List of awards to be ordered.
- 22) Responsible for submitting to the A.P.A/AC needs for the succeeding school year and inventory to support these needs.
- 23) Responsible for requesting recondition and reconditioning costs not to exceed budgeted amount.
- 24) Responsible for informing the A.P.A/AC of all planned booster club projects.
- 25) Responsible for guidelines and directions to assistant coaches and volunteers.

3-6 Assistant Coaches. The assistant coach should remember that their contribution to the total program is to assist the head coach in the successful operation of their program; however, individual ingenuity and enthusiasm will always be outstanding attributes of the successful assistant coach. All ideas, both of critical and constructive nature, should be channeled through the head coach.
Responsibilities of assistant coach:

- 1) Directly responsible to the head coach of the sport.
- 2) Be loyal to the head coach and carry out their coaching philosophy.
- 3) To coach that phase or those phases of the sports' program that the head coach so designates.
- 4) To carry out the policies and procedures of the athletic department.

3-7 Trainer. The trainer is directly responsible to the A.P.A/AC for the performance of their duties. Responsibilities of athletic trainer:

- 1) Daily Duties (practice)
 - a) Report to training room as soon as possible.
 - b) Set up tables for taping.
 - c) Administer ice packs (bruises and muscle pulls).
 - d) Tape ankles, knees, shoulders, etc.
 - e) Set up first aid kit to use at practice.
 - f) Check with head coach for injuries.
 - g) Check progress of injuries-rehabilitation.
 - h) Check list of supplies on hand; order supplies through activities director.
 - i) Report to practice field.
 - j) Keep careful check for injuries on field.
 - k) Monitor all injuries.
 - l) Coordinate all above with student trainers.
 - m) Set up training room for injuries after practice.
 - n) Fill out injury reports. Keep records of all injuries (date of accident, date sent to doctor, and type of injury).
 - o) Instruct student-trainers training procedures.
- 2) Pre-game Duties
 - a) Report to training room at least two or three hours before game.
 - b) Set up training room for taping.
 - c) Set up training kit for game.

- d) Tape ankles, knees, etc.
- 3) Game Duties
 - a) Set up training kit near team bench.
 - b) Check athletes on field, athletes returning to sideline, and athletes on bench.
 - c) Take care of injuries during game.
 - d) Coordinate with head coach and doctors concerning injuries.
- 4) Post-game Duties
 - a) Check on all injuries.
 - b) Treat injuries and recommend continuing treatment.
 - c) Issue instructions for self-treatment during weekend.
 - d) Prepare and submit to the head coach all injury and insurance claim forms on any athlete receiving any injury, regardless of its severity.

ARTICLE 4 – PROFESSIONAL UNIFORM

- 4-1** In order to exhibit quality professionalism in its highest standard, and to promote unity among coaching staffs, each school, through its principal, shall determine their own code of dress for work purposes. It shall then be the responsibility of each staff member to comply with that established standard.

ARTICLE 5 – COACHING SUPPLEMENTS

- 5-1 Senior High School Supplements and Daily Rate of Pay.** Supplements for individual coaching assignments can be found in the salary schedule provided by the personnel office.

ARTICLE 6 – PROFESSIONAL TRAINING

- 6-1** Coaches are encouraged to attend professional meetings and clinics for the purpose of expanding professional knowledge. Approval for attendance to these functions during school time must be cleared through the principal. When funds are available, a definite amount for each sport will be budgeted from the county athletic fund for expenses incurred, and this will be disbursed according to county travel policies. Reimbursement for travel from county athletic funds must be approved by the Director of Extracurricular Activities.

ARTICLE 7 – ATHLETIC BOUNDARY ELIGIBILITY

Pinellas County Schools follow a choice process for determining which schools individual students will attend. Thereafter, schools shall abide by the rules and regulations of the county and state athletic regulating bodies.

- 7-1 Recruitment.** Any individual connected with a high school athletic program shall be prohibited from discussing that school's athletic program, or attendance at that school, with any student or parents of a student not enrolled at that school. Such individuals would include coaches, teachers, administrators, booster club members, graduates, and volunteers in the athletic program. Direct or indirect comments to an individual about attendance at a school shall be construed as tampering. All inquiries about a school's athletic program shall be referred to the school principal. The principal of each school is responsible for informing those individuals involved in the athletic program of the need to adhere to the spirit of this directive. The Director of Extracurricular Activities shall investigate and recommend action to be taken if recruiting violations have occurred. Refer to the FHSAA website for Recruitment Policies at <http://www.FHSAA.org>.

ARTICLE 8 – PARTICIPATION REQUIREMENTS

- 8-1 Requirements Prior to Practice.** The following items must be properly completed and turned in to the A.P.A/AC before the athlete is allowed to draw his/her equipment or practice.
- 1) Completed Athletic Participation Form.
 - 2) Insurance requirements (mandated by school board policy).
 - 3) Physical Forms.
- 8-2 Student Managers, Statistician, and Other Student Assistants in Athletics.** These students shall be required to complete all paperwork required as an athlete.

ARTICLE 9 – CONTEST PREPARATION

- 9-1 Pre-game.** This section is offered as a check list for individual sport coaches. In many situations the reputation of the school is measured by the manner in which athletic events are conducted.
- 1) **Contracts and Eligibility.** As required by FHSAA and the County Office.
 - 2) **Conditions of Facilities.** All areas should be examined for hazardous conditions, cleanliness, and proper marking and designation. Individual school A.P.A/AC will maintain current checklists for their own facilities.
 - 3) **Publicity.** The regular and accepted means of publicizing athletic events of a school should be followed. News releases should be handled by the principal, A.P.A/AC, or head coach
 - 4) **Courtesy to Visiting Teams.** The visiting school should be contacted well in advance of the proposed contests and be advised the location of the contest, the color of jerseys to be used, the time, date and officials to be used.
 - 5) **Physician.** It is desirable that the home team have a physician in attendance at all football games.
 - 6) **Game Personnel.** The A.P.A/AC shall insure that adequate provisions have been made to staff all home contests with proper game personnel.

- 7) **Officials.** It shall be the duty of the Director of Extracurricular Activities to insure that qualified game officials have been secured for all home contests.

9-2 Post-game

- 1) **Injuries.** It shall be the duty of the head coach and trainer to check his/her squad after each game for injuries. Proper medical attention shall be given.
- 2) **Security of Facility.** It shall be the duty of the A.P.A/AC to insure that each head coach completely understands that it is their responsibility to insure security of all facilities and equipment prior to leaving.
- 3) **Stadium Lights.** In cooperation with the various city police departments and the Pinellas County Sheriff's Department relative to incidents following football games, one bank of stadium lights will remain turned on until the crowd is totally dispersed.

ARTICLE 10 – TRAVEL

- 10-1 Senior High Team County Travel.** All athletic teams will travel by county school bus for all away scheduled athletic events which fall within a 100-mile distance one way from the Pinellas County line. Every effort shall be made to provide each school with its own school bus for afternoon away athletic events. Exceptions to this may be made in the event a county school bus is not available or the total traveling party is fifteen or less. In this situation, three cars may be use, if they are adequately insured as required by the State of Florida.

Coaches must follow the existing School Board policy concerning the use of vans and other unauthorized vehicles. In the event a commercial bus is used for transporting a team, a school shall be limited to one commercial bus and one private car. No student may be transported in the private car when the combination of a commercial bus/private car is used. Exceptions to the above may be requested through the county administrative staff. (In the use of private cars, a responsible adult, approved by the activities director, should be driving.)

- 10-2 Travel by Teams to Local Game Sites.** Where it becomes necessary for team or teams to use contest facilities not located on school grounds, it will be permissible to allow the team, on an individual basis, to meet at the game site. (Pending written permission from parents or legal guardian.)
- 10-3 Commercial Bus Request.** A commercial bus is requested on an appropriate form through the County Director of Extracurricular Activities, and must have attached to it notification of unavailable school bus, if trip is less than forty miles one way.
- 10-4 Senior High (Out-of-County) Team Travel.** School buses will be requested for all away scheduled athletic events which fall within a 100-mile distance one way from Pinellas County. On all other trips, one commercial bus and one private car

may be requested, if funds are available. (If the traveling party is fifteen or less, three cars may be used.)

10-5 Team Meals. Meals can be paid from the county budget for all trips which go beyond the 50-mile distance one way from the Pinellas County line. In this case, if the meal has been arranged, or overnight accommodations are approved and funded by the County, the A.P.A/AC shall use the following meal guideline as a maximum amount for students :

Breakfast	\$ 2.50
Lunch	\$ 3.50
Dinner	\$ 6.00
Total Per Day	\$12.00

All other meals requested will be funded at \$2.00 per meal. Adults shall be paid the meal allowance determined by the Accounting Department.

10-6 Team Meal Arrangements. Team meal arrangements must be made in advance by the A.P.A/AC through the Director of Extracurricular Activities. Arrangements should be sent to the county director on the appropriate form. After receiving meal approval, the bill for the meals and the signed copy of the purchase is sent to the County Activities Office.

10-7 Meal Money for Team Travel. Meal money for team travel can be requested in advance, or preparation made in advance, with a purchase order issued. Where advance arrangements cannot be made, it will be permissive to have the student sign a meal voucher or petty cash voucher to show receipt of money. Where necessary, an A.P.A/AC shall be selected to accompany traveling Pinellas County athletes to state tournament series competitions to insure that proper travel policies are adhered to.

10-8 Team Housing. The procedure for acquiring team housing will be as follows:

- 1) Approval.** Request approval from the Director of Extracurricular Activities for team housing.
- 2) Arrangements.** Contact housing facilities in the area to acquire the best possible rates, with the understanding that the final bill will be forwarded to the Director of Extracurricular Activities price set by county office.
- 3) Finalization.** Type final agreement on housing on the appropriate form. Send to the Director of Extracurricular Activities for payment.
- 4) Termination.** After a trip is completed, send final housing bill to the county director's office for payment.
- 5) Emergency.** If no housing facility in the area will let you charge your accommodations to pay later, you should get a price to cover your team. On the official travel form send the amount needed to cover the housing cost to the County Activities Office. A check will be issued in the name of the

housing facility to cover housing cost. A receipt for money will be signed by the manager of the housing facility. If the charge is less, due to special situations, this extra charge must be billed to the Pinellas County Schools. This bill will be submitted to the Director of Extracurricular Activities for payment.

- 6) FHSAA Bylaws must be adhered to (hotel/motel report).

10-9 Individual Travel (Out-of-County). Policies pertaining to travel expense paid from county athletic funds:

- 1) **Leave Form (TDE).** It shall be the responsibility of those assigned to supervise or chaperone athletic events, who are employees of the School Board of Pinellas County and are leaving the county for said contest, to file a leave form before departing, or as soon as qualifying for an FHSAA tournament. NOTE: These procedures shall apply to employees of the Pinellas County Schools who have been authorized by the principal and approved by the Director of Extracurricular Activities, to receive reimbursement from the county athletic funds.
- 2) **Instructions for Completing Official Travel Form.** Use the appropriate county travel voucher.
 - a) In-state: Limited to existing School Board policy.
 - b) Out-of-state: Limited to existing School Board policy.

10-10 Courtesy Cars. Courtesy cars may not be accepted in the name of the School Board of Pinellas County or a school.

ARTICLE 11 – REGULATIONS GOVERNING THE PROCUREMENT OF ATHLETIC FACILITIES

- 11-1 Use of Athletic Facilities by Non-Public Schools and Other Organizations.** The non-public school or organization requesting use of an athletic facility shall request use of such facility through the administrator in charge of facilities. With approval of the principal, this request shall be forwarded to the county office.
- 11-2 Rental Fees.** All fees charged for stadium, gymnasium, or other athletic facility shall be in accordance with the existing Pinellas County School Board lease.

ARTICLE 12 – CENTRALIZED ATHLETIC FINANCE

12-1 Budgets

- 1) The following time schedule should be followed in submitting individual high school athletic budgets for approval:
 - a) Individual head coaches will turn in equipment requests to their A.P.A/AC when requested.

- 2) A.P.A/AC will complete requisitions through their school's bookkeeping office. **Budget Changes.** The Director of Extracurricular Activities may change any budget during the school year, if the financial situation so warrants.
- 3) **Budget Transfers.** No budget transfers with extenuating circumstance will be allowed, unless requested in writing to the Director of Extracurricular Activities. The approval of this budget transfer must be in writing from the county director.
- 4) **Budget Bookkeeping.** The purchase amount of all items received will be charged against the school's athletic budget by category item. Any requisitioned item that runs a total over the amount budgeted for that item must be approved by the Director of Extracurricular Activities.
- 5) **Centralized Funding Profit Sharing** When a school equals or surpasses \$45,000.00 in ticket revenues during a single fiscal year, the Pinellas County Budget Department will reimburse the County Athletic Department ten percent (10%) of the total ticket revenue generated by that school. The ten percent (10%) will be divided between the county and the individual school equally. The school's money will be held in a 9903 account which rolls over from year to year and will be available for the school to spend as provided by Pinellas County School Board Policy.

Centralized Athletics office's percentage will be placed in a 9903 account to be expended on capital improvement projects or items approved by the Director of Extracurricular Activities. Any high school may make a request for this money and each requested project or item will be prioritized according to greatest needs.

All monies receipted after expenses and turned into the county office will be credited towards a school's ticket revenues. This includes funds generated from preseason football jamborees, regular season contests, PCAC Championship events, county sponsored tournaments, FHSAA District competitions, FHSAA Regional competitions and FHSAA State Championship Competitions.

Whenever any Pinellas County school hosts a state playoff event, PCAC Championship event or Pinellas County sponsored tournament or jamboree, all monies receipted after expenses will be credited to the host school.

All revenues forwarded to a Pinellas County School as their share for a FHSAA state playoff competition will be credited to that school.

All monies will be returned to the Centralized Athletic office and schools during the month of June and will be available during the next fiscal school year.

12-2 County Athletic Bid. The Pinellas County Athletics will participate in a bid showing each year. A committee appointed by the county director will attend the bid showing and list athletic items to be bid. A list containing these items to be bid is sent to each school A.P.A/AC requesting amounts to be purchased. The bid item descriptions, along with the amount needed is sent to the vendors for their bid prices.

- 1) Every effort should be made to accept bids from only those companies that are financially solvent. Where possible, it is recommended that exchangeable items (such as shoes) be awarded to local vendors.
- 2) The equipment needs and specifications for each sport will be reviewed annually by the A.P.A/AC.

12-3 Purchasing Procedures

- 1) The A.P.A/AC, with the approval of the principal, will submit all requisitions for equipment and supplies. Any purchase of athletic equipment must have the approval of the Director of Extracurricular Activities whether by booster clubs or individual coaches.
- 2) All purchases require adherence to existing county guidelines (bids, board approval, warehouse requisitions).

12-4 Equipment and Supplies Furnished for Each Sport. On file at school. See appendix. NOTE: Uniform and equipment which have been purchased by the School Board shall not be used by students or coaches for activities other than those sanctioned and approved as a school-sponsored activity unless otherwise noted.

12-5 Selling or Giving Away Athletic Equipment and Supplies. No athletic equipment may be sold to any individual without approval of the Director of Extracurricular Activities. No athletic equipment may be given away under any circumstances.

12-6 Number of Players Which the County Provides Uniforms

Varsity Football	50
Junior Varsity Football	60
Varsity Wrestling	15
Junior Varsity Wrestling	15
Varsity Basketball (boys & girls)	15
Junior Varsity Basketball (boys & girls)	15
Varsity Baseball	25
Varsity Softball	25
Volleyball (girls)	15
Junior Varsity Volleyball (girls)	15
Soccer (boys & girls-incl. Keepers)	25
Tennis (boys & girls)	9

Track (boys & girls)	45
Cross Country (boys & girls)	20
Golf (boys & girls)	9
Flag Football	25
Junior Varsity Flag Football	25

12-7 Fund-Raising Organizations. Booster Clubs and other fund-raising organizations are encouraged to direct their efforts toward providing funds for athletic banquets, awards programs, and related athletic equipment. These purchases must be approved by the Principal and Director of Extracurricular Activities.

12-8 Handling and Receipting All Monies Collected

- 1) Only coaches, school administrators, A.P.A/AC or bookkeepers will handle or receipt any athletic department money.
- 2) All revenues, fees, and/or guarantees received as a result of athletic programs shall be credited to the School Board of Pinellas County general fund. Any exceptions to this shall be approved by the School Board of Pinellas County.
- 3) Booster clubs and other fund-raising organizations may supplement schools for additional uniforms, equipment, and other extras above county allotment with approval of the principal and Director of Extracurricular Activities.
- 4) All money received (except for tournament games) shall be sent to the county office on a monthly basis. All tournament monies shall be sent to the county office as soon as all expenses have been paid. Also send a copy of the FHSAA report for each tournament.

12-9 Athletic Tickets

- 1) **Procedures for Ordering Tickets**
 - a) All tickets will be purchased on a bid basis by the School Board.
 - b) Tickets shall be ordered by the appropriate price categories as used for all sports.
 - c) The County Auditing Department will receive a copy of each school's ticket manifest.
- 2) **Ticket Report Procedure**
 - a) Make an inventory sheet of tickets on each game.
 - b) Show number and kind of each printed.
 - c) Show number of tickets returned or not sold.
 - d) All tickets must be accounted for, if not sold.
 - e) Make a report of tickets on each game report, show the number sold at each price, and the number left on hand of each kind.
- 3) The pass list agreement can be found in Section 13.

12-10 Game Personnel

- 1) Officials (including football clock operators)**
 - a) The selection of officials shall be based on the contract arrived at in Article 18.
 - b) The rate of pay shall be governed by the FHSAA and signed contract recognized by the School Board.
- 2) Head Ticket Seller (if needed)**
 - a) It shall be the responsibility of the A.P.A/AC to select a responsible person for this job.
 - b) The head seller will be responsible to the A.P.A/AC for assigning all ticket sellers and explaining their duties.
- 3) Ticket Sellers and Ticket Takers**
 - a) It shall be the responsibility of the A.P.A/AC to select responsible persons for this job.
 - b) Ticket sellers will remain on the job until 2 minutes remaining in the game.
- 4) Usher**
 - a) It shall be the responsibility of the A.P.A/AC to contact the usher sponsor.
- 5) Announcer**
 - a) It shall be the responsibility of the A.P.A/AC to select a person to announce the contest.
 - b) The announcer is responsible for announcing the contest and insuring that the scheduled program is carried out in the proper sequence.
- 6) Scoreboard Operator**
 - a) It shall be the responsibility of the A.P.A/AC to select a responsible person for this job.
 - b) The operator will be responsible for operation of the scoreboard, with the exception of the clock.
- 7) Police Officer**
 - a) The need for and hiring of police officers shall be the duty of the school administrator.
 - b) The rate of pay will be determined by the scale set forth by those departments handling the assignment of this personnel
 - c) It is the responsibility of the activities director to assure that each law enforcement officer is given specific instructions as to their responsibilities.
 - d) A reasonable number of security officers, to be used at school athletic events, will be paid for from the Pinellas County Schools Police Department. Such numbers of officers shall be established, in advance of the events, by the Director of Extracurricular Activities and the individual school's A.P.A/AC, subject to approval by the principal.
- 8) Plant Operation**
 - a) It shall be the responsibility of the A.P.A/AC to select a responsible person for this job.

- b) The plant operator will be responsible for maintenance and unlocking and locking all restrooms, press box, concession stands and dressing room facilities before, during and after the contest or as requested by administration.
- 9) Clerk of the Course (track)**
- a) The clerk of the course is to be paid for meets involving five or more teams.
 - b) The clerk of the course cannot be the head or assistant coach of any team involved in the meet.
 - c) The duties of the clerk of the course shall include placing contestants and relay teams in lanes for all races, and recording all results at the finish line.
- 10) High School Varsity Football Fee Schedule**
- a) Officials' fees are negotiated with the officials' association.
 - b) Clock operator fee is negotiated with the officials' association.
 - c) Head Ticket Seller - \$35.00
 - d) Ticket Sellers - \$25.00
 - e) Ticket Takers - \$25.00
 - f) Announcer - \$25.00
 - g) Jamboree/Classic Director - \$30.00
 - h) Video Operator - \$35.00 (plus \$5.00 for assistant).
- 11) High School Junior Varsity Football Fee Schedule**
- a) Officials' fees are negotiated with the officials' association.
 - b) Clock operator fee is negotiated with the officials' association.
 - c) Ticket Sellers - \$25.00
 - d) Ticket Takers - \$25.00
- 12) High School Swimming and Diving Fee Schedule**
- a) Starter (championship and invitational meets with preliminaries and finals) - \$40.00
 - b) Starter (regular meets) - \$20.00
 - c) Ticket Seller (championship and invitational meets with preliminaries and finals) - \$25.00
 - d) Ticket Taker (championship and invitational meets with preliminaries and finals) - \$25.00
 - e) Ticket Seller/Taker (regular meets) - \$25.00
 - f) Clerk of the Course (championship and invitational meets with preliminaries and finals) - \$40.00
- 13) High School Volleyball Fee Schedule**
- a) Officials' fees are negotiated with the officials' association.
 - b) Ticket Seller/Taker - \$25.00 (JV and Varsity Game)
 - c) Scorer - \$25.00 (JV and Varsity Game)
 - d) Single Game Ticket Seller/Taker, Scorer - \$12.50
- 14) High School Basketball Fee Schedule**
- a) Officials' fees are negotiated with the officials' association.
 - b) Scorer - \$12.50 per game
 - c) Timer - \$12.50 per game
 - d) Ticket Sellers - \$12.50 per game. \$25.00 two games

- e) Ticket Takers - \$12.50 per game. \$25.00 two games
 - f) JV Scorer - \$12.50 per game
 - g) JV Timer - \$12.50 per game
 - h) Jamboree/Classic Director - \$25.00
- 15) High School Soccer Fee Schedule**
- a) Officials' fees are negotiated with the officials' association.
 - b) Ticket Seller/Taker - \$20.00 single/\$25.00 doubleheader
 - c) Jamboree/Classic Director - \$25.00
 - d) Clock Operator – Up to the discretion of the school (non-paid position).
Officials are not responsible for the clock in the press box.
- 16) High School Wrestling Fee Schedule**
- a) Officials' fees are negotiated with the officials' association.
 - b) Scorer fee is negotiated with the officials' association
 - c) Timer - \$25.00
 - d) Ticket Seller/Taker - \$25.00
- 17) High School Baseball Fee Schedule**
- a) Officials' fees are negotiated with the officials' association
 - b) Ticket Seller/Taker - \$25.00
- 18) High School Softball Fee Schedule**
- a) Officials' fees are negotiated with the officials' association.
 - b) Ticket Seller/Taker - \$25.00
- 19) High School Track and Field Fee Schedule**
- a) Starter (championship & invitational meets) - \$45.00
 - b) Starter (regular meets) - \$20.00
 - c) Asst. Starter (championship & invitational meets) - \$35.00
 - d) Ticket Seller (championship & invitational meets) - \$25.00
 - e) Ticket Taker (championship & invitational meets) - \$25.00
 - f) Ticket Seller/Taker (regular meets) - \$25.00
 - g) Clerk of the Course (championship meets) - \$40.00
 - h) Announcer (championship meets) - \$20.00
- 20) Flag Football Ticket Seller/Taker**
- a) Two game sequence - \$25.00
- 21) Tournament Manager Fees for FHSAA Play-offs** – These fees to be used where FHSAA does not require a specific fee. When FHSAA does permit a fee, the county will pay the difference to bring the total up to the amount listed below. These fees are only applicable when admission is charged.
- a) Football – District/Regional - \$50.00
 - b) Football – Sectional - \$75.00
 - c) Football – State - \$100.00
 - d) Basketball, Volleyball, Soccer, Baseball, Softball – All Tournaments
 - One-day tournament - \$30.00
 - Two-day tournament - \$50.00
 - More than two-day tournament - \$75.00
 - e) Swimming, Track – District/Regional - \$40.00
 - f) Wrestling – P.C.A.C./District - \$50.00
 - g) Wrestling – Regional - \$75.00

- h) Wrestling – State - \$100.00

22) Additional Regulations Governing All Fee Schedules

- a) All fees paid must be the amounts specified herein. There will be a game personnel wage increase for events lasting more than 4 hours.
- b) Any fees not listed shall be cleared through the Director of Extracurricular Activities by written permission.
- c) No person can be paid for two positions during the same contest.
- d) Any person receiving a fee for working an athletic contest will be on duty and stay at the site the entire contest.
- e) Game worker pay for district finals and regional contests shall be \$25.00 per game. Includes ticket sellers, takers, scorers, clock operators.

12-11 Administrative Game Personnel. Each participating school will furnish appropriate administrative supervision as determined by existing School Board policy.

- 1) School representatives that cover athletic tournaments hosted by their respective schools over holidays or non school days shall be paid for this coverage. Payment shall be made from the tournament gate receipts. For events lasting four hours or less the payment shall be \$50. For events lasting more than four hours the payment shall be \$50.00 for the first four hours and \$13.00 per hour beyond the first four hours. PCAC and FHSAA state series tournaments are not included in this provision.

12-12 Admission Prices. All tickets will be ordered through the Director of Extracurricular Activities’ Office for distribution to schools. One dollar (\$1.00) of the ticket price for all football and basketball games is used to fund security for such events.

1) Varsity Football

- a) High schools may designate two days a week as advance sales’ days with a prescribed time of sale at which student tickets, general admission tickets, and reserved seat tickets may be sold.
- b) A countywide pre-sale football ticket for students will be distributed to all secondary schools. This ticket can be used at any varsity football game hosted by a PCAC member school.
- c) Ticket Prices for regular season events:

	Varsity	JV
General Admission	\$6.00	\$4.00
Student Pre-Sale	\$4.00	NA
Jamboree	\$4.00	NA

2) Basketball

- a) General Admission - \$4.00
- b) Jamboree - \$4.00

- c) The Director of Extracurricular Activities may, in extenuating circumstances, permit a variance in ticket prices. In the event that only a JV game is scheduled, the price may be decreased to \$3.00.
- 3) **Swimming, Volleyball, Wrestling Soccer and Spring Sports**
 - a) General Admission - \$3.00; Flag football - \$4.00
 - b) Jamboree - \$3.00
 - c) The Director of Extracurricular Activities may, in extenuating circumstances, permit a variance in ticket prices. In the event that only a JV game is schedule in wrestling or basketball, the price may be decreased to \$2.00.
- 4) Children 10 years of age and under, accompanied by a parent, shall be admitted free to regular season athletic contests.
- 5) Senior citizens with the proper identification will be charged the following admission prices:
 - Varsity Football - \$4.00
 - Basketball - \$3.00
 - JV Football - \$3.00
 - Wrestling, Soccer - \$2.00
 - Swimming, Volleyball, Spring Sports - \$2.00
 - Flag football - \$3.00
- 6) PCAC championship events - Football and basketball - \$5.00 per session, \$6.00 for single championship game. All other sports - \$4.00 per session, \$5.00 for single championship game.
- 7) Pinellas County School Board employee activities passes may be purchased through the extracurricular student activities office. Cost is \$50.00. This pass will admit bearer **only** to any high school regular season athletic activity. Employee activity passes are not good for tournaments or PCAC Championship events.
- 8) A regular season contest activity ticket shall be available to students and their families. The cost shall be student \$50, adult \$60, family pass \$150. The activity tickets are not accepted at tournaments or PCA championship events.

12-13 Preparing for a Contest

- 1) **Game 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.
- 2) **Game Expense Preparation** – The A.P.A/AC will be in charge.
- 3) **Ticket Preparation** – All tickets to be sold will be accounted for and placed in a bag with change for each ticket seller. Also, a ticket seller’s report will be prepared.

12-14 Contest Operation

- 1) Before each contest have a meeting with all game personnel and go over their assignments. Ticket sellers will count their change, check their tickets, and sign ticket seller’s report.

- 2) During the contest the A.P.A/AC will make sure all game personnel are at their posts and functioning properly.
- 3) At the end of the contest have each ticket seller sign the duplicate copy of ticket seller's report which will include number of tickets sold and all monies on hand. One copy is retained by the ticket seller and one by the A.P.A/AC. With the exception of the change fund, deposit all contest money in the Pinellas County Public School Athletic Fund account at your assigned bank.

12-15 Game Report. Make 2 copies of this report for varsity football. One copy is sent to the County Activities Office, and the other is retained in the school file. For all other athletic events, the game ticket report will be used as the game report.

1) Receipts

- a) Bank deposit slip to be kept in the bookkeeper's office.
- b) Ticket seller's reports to be kept in the A.P.A/AC's office.
- c) Ledger receipts are attached to the game sales report and filed in the A.P.A/AC's office.

2) Miscellaneous

- a) No expenses can be paid from gate receipts.
- b) Tickets must be torn at the gate with one-half given to the purchaser, if requested.
- c) A.P.A/AC are to keep the ticket inventory current.

12-16 Special Contracts on Bids

- 1) **Maintenance of Stadium or Gym** – The A.P.A/AC may prepare a contractual agreement with the person, persons, or organizations to clean the stadium or gym.

12-17 Concessions, Programs, and Parking

- 1) The operation of athletic concessions, programs, and parking will be conducted in accordance with sound business procedures and represent the total school program in a favorable manner. The home team is responsible for preparing, printing, and selling all programs at its home game.
- 2) The principal is the authority that will determine disposition of these activities.
- 3) When such are the responsibilities of school organizations, a current inventory and correct record will be maintained and will be on file with the person in charge.
- 4) The principal may lease to outside organizations any or all of these programs, provided approval is secured from the School Board. Applications for a lease will be made on the form provided by the County Business Office. In leasing the facilities and programs above, it will be necessary for the leasing organization to provide liability insurance in the amounts required by the School Board of Pinellas County.

12-18 Financing of Regularly Scheduled Athletic Events. All regularly scheduled athletic events as set forth in Article 21 of the Athletic Policy and Guidebook

shall be approved by the Director of Extracurricular Activities, with the approval of the administrative staff, based on funds available. This procedure shall include all state (FHSAA) scheduled championship or play-offs leading to the championship.

12-19 Minimum Number of Players to Field a Team

- | | | |
|----|-----------------------------------|----------------------|
| 1) | Football (Varsity) | 22 |
| | Football (Junior Varsity) | 22 |
| | Cross Country (Boys) | 7 |
| | Cross Country (Girls) | 7 |
| | Soccer (Boys) | 14 |
| | Soccer (Girls) | 14 |
| | Wrestling (Varsity) | 8 wt. classification |
| | Wrestling (Junior Varsity) | 8 wt. classification |
| | Volleyball (Varsity) | 9 |
| | Volleyball (Junior Varsity) | 9 |
| | Basketball (Varsity Boys) | 8 |
| | Basketball (Junior Varsity Boys) | 8 |
| | Basketball (Varsity Girls) | 8 |
| | Basketball (Junior Varsity Girls) | 8 |
| | Baseball | 14 |
| | Softball | 14 |
| | Track (Boys) | 15 |
| | Track (Girls) | 12 |
| | Swimming (Boys) | 10 |
| | Swimming (Girls) | 10 |
| | Tennis (Boys) | 5 |
| | Tennis (Girls) | 5 |
| | Golf (Boys) | 5 |
| | Golf (Girls) | 5 |
| | Flag Football (Varsity) | 14 |
| | Flag Football (Junior Varsity) | 14 |
- 2) A grace period may be permitted by the Director of Extracurricular Activities, if extenuating circumstance exist.

ARTICLE 13 – ATHLETIC PASS LIST AGREEMENT

13-1 Issuance of Complimentary Passes. Complimentary passes will be issued as follows: (Only those passes listed below will be accepted at Pinellas County athletic contests).

- 1) School Board of Pinellas County pass issued by the Superintendent.
- 2) **Doctor’s Pass.** This pass is issued to team physicians by the Director of Extracurricular Activities. Each school should send a list of physicians to the Activities Office. (Limit 3)
- 3) **Press Pass.** Local press ID is required.

- 4) **Middle School Pass.** This pass will be issued out of the Director of Extracurricular Activities' Office, upon written request by name, for those persons identified by the principal of those schools eligible. The following people are eligible: principal, assistant principals, coaches and cheerleader sponsors.
- 5) **Senior High School Pass.** Each school will use at its discretion the FHSAA pass. The bearer and one guest will be admitted on this pass. The following people are eligible: principal, assistant principals, coaches, cheerleader sponsor, band director, and the majorette-dancerette sponsor.
- 6) **Student Press Pass.** Members of school publication staffs shall be admitted to home games only. Newspapers shall be limited to three per game, and yearbooks shall be limited to two per game.
- 7) **Faculty Admittance.** The faculty and staff members of the two competing high schools shall be admitted to contests with a complimentary ticket issued by the school A.P.A/AC (or designee). Complimentary tickets are limited to immediate family members only and can be limited by the administration if the game has sell out potential. Tickets may only be issued for one contest at a time and must be signed for. Misuse of complimentary tickets may result in a loss of privilege to receive them. Signature sheet shall be filed with game ticket report. Complimentary tickets shall not be issued for PCAC championship events or FHSAA tournaments.

**ALL PASSES WILL BE ADMITTED THROUGH PASS GATE.
IDENTIFICATION MUST BE PRESENTED IF REQUESTED.
SIGNING IN MAY BE REQUESTED.**

**PICTURE I.D. CARDS SHALL NOT BE ACCEPTED FOR ENTRANCE
INTO ATHLETIC CONTESTS.**

- 8) **Coaches Admittance to PCAC Championship Events.** Current Pinellas County athletic coaches will be admitted free to PCAC Championship events with a current FHSAA coach's pass and proper identification.

13-2 Passes Not Required. The following groups will be admitted without having a pass or ticket.

- 1) Participating teams and coaches (to be identified by home team).
- 2) Bands in uniform with chaperon and/or sponsor (to be identified by band director).
- 3) Dancerettes and majorettes in uniform with chaperon and/or sponsor (to be identified by sponsor).
- 4) Cheerleaders in uniform with chaperon and/or sponsor (to be identified by sponsor).
- 5) ROTC Drill Team in uniform with chaperon and/or sponsor, if they are part of the half or pre-game show(to be identified by A.P.A/AC).
- 6) Workers must be identified at gate (by A.P.A/AC).

- 13-3 Admission of Varsity or Junior Varsity Players.** All varsity or junior varsity players of a given sport will be admitted to home contests through the pass gate by being identified by the varsity or junior varsity head coach at a designated time. For example; Junior varsity boys will be admitted free at varsity boys' games, but not varsity girls' games. In case of a boy's and girl's varsity doubleheader soccer game, junior varsity girls will be admitted free to the varsity boys' game if the boys' game precedes the girls' game.
- 13-4 VIP Pass Area.** Because all passes are general admission, each school should establish a special VIP area in the reserve seat section. This section may seat any person or persons who enter the game via a pass and deemed VIP's by the school administrator.
- 13-5 Violation of Pass Policies.** Any holder of a pass who deliberately misuses the privileges entitled to him by the pass will, as a result, have the pass confiscated.
- 13-6 Free Admittance.** Schools may not allow free admittance to Booster Club members to any athletic event. Schools offering admittance to athletic events in return for dues must turn in the total amount of ticket prices for the season.
- 13-7** Schools may not allow free admittance to a certain group or groups of students.

ARTICLE 14 – RADIO AND TV AGREEMENTS

- 14-1 Broadcast of Football Games.** With the permission of the home team principal, live broadcast games that originate in Pinellas County may be made by radio stations, only on the payment of \$50.00 per game to the home team. Delayed broadcast may be allowed the following day, free of charge, if approved by the home team principal. (All FHSAA district, regional, sectional, and state play-off contests are excluded from the above procedure as they are handled through the FHSAA office.) Broadcast fees shall be deposited with gate receipt monies.
- 14-2 Broadcast of Basketball Games.** With the permission of the home team principal, live broadcast of basketball games that originate in Pinellas County may be made by any radio station, only on payment of \$25.00 per game to the home team involved. Delayed broadcast may be allowed the following day free of charge, if approved by the home team principal. (All FHSAA district, regional, sectional, and state play-off contests are excluded from the above procedure as they are handled through the FHSAA office.) Broadcast fees shall be deposited with the gate receipt monies.
- 14-3 TV Coverage of All Sports.** Delayed broadcast rights may be obtained from each home team for games originating in Pinellas County. The fee for football games shall be \$100 per contest. The fee for all other contests in all other sports shall be \$50 per contest. All FHSAA district, regional, state contests are excluded

as these games are handled through the FHSAA office. Broadcast fees shall be deposited with gate receipt monies.

ARTICLE 15 – BAND AGREEMENTS

15-1 Regulation Regarding Bands

- 1)** At all football games both bands (host and visiting) will have the opportunity to perform during the halftime period. There shall be a twenty-minute halftime period which will not begin until the playing field is clear of all non-band personnel. Each band shall be allowed a maximum of nine minutes during the halftime.

NOTE: An official shall be designated (a home team administrator) to time the performance of each band on the field. It will be the responsibility of the home team principal to make arrangements for assigning a time for both home and visiting team bands. Violation of the time schedule will be reported, in writing, to the Director of Extracurricular Activities. Copies of the letter indicating the infraction shall be furnished to the visiting principal and to both band directors.

The first band will begin its allotted time as soon as the field (area between goal lines and sideline) is cleared. Timing will end when the nine-minute period is elapsed. The second band will begin its performance immediately after the first band has cleared the field. It will have the same designated nine-minute period.

Special Note: The football teams will not enter the playing field, or sidelines of the playing field, until both bands have completed their performance.

Warm-up by the football team shall be conducted beyond the end line of the end zone. Also, bands should stay clear of the sidelines until the teams are off.

- 2)** Only bands, majorettes, dancettes, flageettes, and drill teams will perform at halftime.
- 3)** Pre-game ceremonies shall begin ten minutes prior to the scheduled start of a contest and are limited to five minutes in duration. Pre-game ceremonies shall include the National Anthem.
- 4)** When bands are not performing at pre-game or halftime, they shall play only during time-outs and between quarters. Band should alternate in playing with the visiting band playing first Percussion instruments should be used only when desired by the cheerleaders to accompany cheers.
- 5)** Band members in uniform to be admitted to athletic contests. (See Article 13-3 #2)
- 6)** Not more than half of the football stadium lights may be turned out for pre-game or halftime performance.
- 7)** No animals will be on the playing field, except for a team mascot which must be attended.

- 8) The use of snake dancing, and any other activities not under the direct supervision of the band director, shall be prohibited.
- 9) The National Anthem shall be played only as a part of the pre-game ceremony by one or both bands. The alma maters shall be played only during the pre-game ceremony or the halftime show. Note: Prior to the performance of the National Anthem and Alma Maters, a proper announcement should be made over the PA system asking the audience to stand.
- 10) After homecoming dates have been finalized, visiting band directors should be contacted and offered the opportunity to perform either at pre-game or a post-game show at the discretion of the home team principal.
- 11) Signs, with the exception of run-through signs at the beginning of the game, are prohibited at any athletic event.
- 12) Artificial noisemakers will not be permitted in gymnasiums during athletic contests. Pep bands are permitted.

ARTICLE 16 – ATHLETIC BANQUET AGREEMENT

- 16-1 Athletic Banquets.** Athletic banquets will not be financed through school budgeted dollars.
- 16-2 Outside Sponsored.** Outside organizations may sponsor a banquet for any school team, provided they assume the total cost of the banquet, and the entire affair is coordinated through the school's A.P.A/AC.

ARTICLE 17 – AWARDS AGREEMENT

17-1 General Regulations

- 1) Each varsity athlete shall receive a 7" letter and an insignia of his/her sport. Subsequently, each athlete shall receive an insignia of the sport when he/she meets the requirements. Subsequent letter in the same sport shall be a service bar.
- 2) Junior varsity awards shall consist of a 4" letter and an insignia of his/her sport. Subsequently, for each additional sport, each athlete shall receive an insignia of the sport when he/she meets the requirement. Subsequent letter award in the same sport shall be a service bar.
- 3) A senior, who has been a member of the squad for two consecutive years, and does not meet letter requirements, will receive an appropriate award. Letter awards may be granted to other members of a team upon the recommendations of the coach, with the approval of the activities director and principal.
- 4) An athlete must be a member of the squad, and in good standing with team and school at the completion of the sport season, to be eligible for a letter award or any other athletic award.

- 5) Athletic jackets will not be awarded in any sport. Outside organizations may award jackets.
- 6) Any athlete who becomes ill, or is injured, or becomes a member of the squad after the season has started, may be considered for a letter award (subject to school administration review), if he/she has acquired the required percentage of quarters, innings, etc., based on the number of contests in which the athlete was eligible to participate.
- 7) Each school shall be allotted an approved amount of funds for the purchase of “most improved” and “most valuable” player awards for each varsity team.

17-2 Individual Sports Requirements

1) Football, Basketball, or Flag Football

- a) The athlete must participate in one-half the number of quarters, OR
- b) Any individual specialist in football who does not meet the quarters requirement, but was first team, may be considered for a letter, OR
- c) All playing members of a team that wins the conference or FHSAA championship game.

2) Baseball or Softball

- a) The athlete must play in at least one-half the total number of innings, OR
- b) A pitcher must pitch in at least one-fifth of the total number of innings, OR
- c) Any specialist in baseball/softball who does not meet the requirements, but was first team, may be considered for a letter, OR
- d) All playing members of a team that wins the conference or FHSAA championship game.

3) Golf or Tennis

- a) The athlete must play in at least fifty percent of the total varsity contests, OR
- b) The athlete must win three individual matches during the season, OR
- c) All playing members of a team that wins the conference or FHSAA championship meet.

4) Swimming, Track or Cross Country

- a) A student-athlete must break an established school record in the FHSAA order of events (except sophomore meets). NOTE: Established school records are for non-first year events, OR
- b) Participate in fifty percent of meets in which the schools participated in, OR
- c) Score a total of fifteen points for the season, OR
- d) All playing members of a team that wins the conference or FHSAA championship meet.

5) Wrestling

- a) The athlete must participate as a first-stringer in at least one-half the total number of meets, OR
- b) The athlete must average at least one point per meet in which the school has participated, OR

- c) All playing members of a team that wins the conference or FHSAA championship match.
- 6) **Volleyball and Soccer**
 - a) The athlete must play in at least fifty percent of the total games played, OR
 - b) A playing member of a team that wins the conference or FHSAA championship game.
- 7) **ALL JV Sports**
 - a) All athletes who complete a JV season successfully shall receive the appropriate award.
- 17-3 **Managers, Statisticians, and Trainers.** A student shall receive the appropriate award for satisfactorily performing his/her duties as decided by the coach. Letter awards may be granted to other members of a team upon recommendation of the coach, with the approval of the activities director and principal.
- 17-4 **Number of Special Awards for Each Sport.** The Director of Extracurricular Activities may authorize the purchase of special awards from county funds.
- 17-5 **Approved County Special Awards.** Any special awards presented to recognize Pinellas County Public School athletes or team or coaches must receive official sanction from the senior high principal, or they will be considered non-sanctioned awards. Schools shall not accept non-sanctioned awards.

ARTICLE 18 – OFFICIALS AGREEMENT

18-1 Pinellas County Conference

- 1) **Football, Volleyball, Basketball, Wrestling, Soccer, Baseball, and Softball Officials.** The president of the Pinellas County Conference shall appoint a committee of two principals and two A.P.A./AC, along with the Director of Extracurricular Activities, to study and negotiate for conference officials. Any agreement with officials’ organizations are not binding until approved by the Conference at the annual meeting, or a called meeting for this specific purpose. It must then be approved by the county administrative staff.
- 2) **Cross County, Swimming, Tennis and Track.** The coaches of the home team shall select officials for games or meets in these sports.

ARTICLE 19 – REPORTS

- 19-1 **Budget (Annual).** Director of Extracurricular Activities shall submit the school’s budget to schools at the first county A.P.A./A.C. meeting. Annual budget shall be submitted to the Director of Extracurricular Activities no later than the last day of the first semester. This budget shall be submitted on the budget form available in the Director of Extracurricular Activities’ Office.

19-2 Inventory (Annual). Annual inventory shall be retained at the school level.

19-3 Financial Game Reports. All varsity football financial game reports will be submitted to the Director of Extracurricular Activities' Office by the completion of the regular season. The game report will be made out in duplicate with the original copy being retained in the school.

19-4 Receipts of Purchases (Monthly). All receipts for items received, which have been charged against your athletic budget, shall be retained at the school level .

19-5 Schedules (Annual)

- 1) Football, volleyball, swimming, cross country, golf, basketball, wrestling, and soccer schedules shall be submitted Director of Extracurricular Activities by June first of each year.
- 2) Baseball, softball, track, and tennis schedules shall be submitted to the Director of Extracurricular Activities by December first of each year.
- 3) When completing game schedules, if the conference game is not listed on the proposed game schedule the following procedure will apply:
 - a) When two (2) games are played, the second game will count as the conference game.
 - b) If only one (1) game is played, that game will count as the conference game.
 - c) Games played in a tournament game cannot be used to replace a conference game.

19-6 Record Composite of Each Sport (Annual). A report will be submitted to the Director of Extracurricular Activities by each school within one week immediately following the state championship of that sport as scheduled by the FHSAA. This report shall contain the following information:

- (1) Name of opponent
- (2) Final Score
- (3) District, regional, state results, if any

19-7 Staff Personnel (Annual) A list of athletic personnel, cheerleader sponsors, and academic team coaches will be submitted to the office of Extracurricular Activities by September first of each year. The following information will be provided for each individual:

- (1) Name
- (2) Address (home)
- (3) Phone (school and home)
- (4) Position on staff

19-8 Game Contracts with Guarantees. All negotiations of game contracts involving guarantees are not final until they have been approved by the Director of Extracurricular Activities.

- 19-9 Student Accident Report.** All athletic injuries requiring medical attention will require a student accident report be completed and forwarded to Risk Management.

ARTICLE 20 – SPORTSMANSHIP AND BEHAVIOR EXPECTATIONS

20-1 General Recommendations

- 1) A positive approach should be taken toward the promotion of sportsmanship.
- 2) The community must share in the responsibility for good sportsmanship at athletic contests.
- 3) The whole community (law enforcement, civic clubs, school personnel, news media, parent groups, student organizations, and students) must work together to promote good sportsmanship
- 4) Parents must accept the responsibility for the actions of younger children at athletic contests.
- 5) Methods should be developed to eliminate unnecessary promenading in front of and under grandstands at athletic contests.
- 6) Sportsmanship should be promoted in all schools throughout the year.
- 7) Pinellas County coaches should be loyal to Pinellas County teams advancing beyond district competition. Pinellas County coaches shall not give information of any form (oral, written, film, or video tape) to opponent schools of Pinellas County teams in region, section, or state play-offs. Opposing schools should exchange film with each other.

20-2 Responsibilities Regarding Sportsmanship

- 1) **Principal**
 - a) The school principal must delegate the authority for supervising crowd control.
 - b) The school principal shall make sure there is adequate supervision, including police, staff members, etc.
 - c) The school principal shall recruit resource people to talk on sportsmanship.
- 2) **School A.P.A/AC**
 - a) The school A.P.A/AC shall arrange for someone to meet the game officials and provide adequate accommodations for them.
 - b) The school A.P.A/AC shall arrange for someone to meet the visiting team and coaching staff, and provide adequate accommodations for them.
 - c) The school A.P.A/AC shall insure adequate parking space for game officials, visiting team, and spectators.
 - d) The school A.P.A/AC shall arrange for someone to meet the visiting cheerleaders and provide adequate accommodations for them and their sponsors.
 - e) The school A.P.A/AC shall arrange for someone to meet the visiting band and provide adequate accommodations for them and their sponsors.

3) Coach

- a) The coach is responsible for the conduct of his/her players and, through his/her actions is also partially responsible for the actions of all participants. Coaches will not use profanity and will not make disparaging or inappropriate remarks towards participants (see Article 2, section 2-1).
- b) The coach will require players to demonstrate good sportsmanship.
- c) The coach will conduct himself/herself in such a way as to prevent inciting an already highly emotional crowd.
- d) The coach will not engage in confrontations with officials or outward displays of emotion over the decisions of officials.
- e) The coach shall maintain poise and self-control when on duty.
- f) The coach shall shake hands with the opposing coach after the game on the court or field in full view of the crowd.
- g) The coach shall require players to shake hands prior to the tip-off in basketball and after the game.
- h) The coach will be responsible for the players to appropriately accept the game officials' decisions without outward displays, and also for the players' sportsmanship during the game. In the event a player exhibits poor conduct in front of the crowd, the coach will promptly remove the player from the game.

4) Players

- a) Athletes should play hard, play to win, but play fair.
- b) An athlete never uses profanity or illegal tactics.
- c) An athlete must learn that losing is a part of the game, and that he/she should be gracious in defeat and modest in victory.
- d) Athletes should concentrate on the game, and try to ignore uncomplimentary remarks.
- e) Athletes should congratulate the opponent on a well-played game after the contest, regardless of the outcome.
- f) After shaking hands, athletes with nothing good to say to an opponent should leave the field or floor rapidly.
- g) Athletes must 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.
- h) Athletes should always show respect for students, faculty members, and officials at all times.
- i) Athletes should be well-groomed and attempt to make a good impression, always remembering that they represent their school, home, and family.
- j) Athletes should wear appropriate dress to all athletic contests, both home and away.
- k) Athletes must maintain poise and self-control at all times.

5) Cheerleaders

- a) Cheerleaders shall make sure all cheers are positive and not derogatory to the opposing team.
- b) Cheerleaders shall respect the opponent's cheers by remaining silent during their time to cheer.

- c) Cheerleaders shall give the opposing cheerleaders an equal amount of cheering time.
 - d) Cheerleaders shall make the opposing cheerleaders and spectators feel welcome by maintaining a friendly attitude before, during, and after the game.
 - e) There shall be no distracting activity during free throw attempts in basketball games.
 - f) Megaphones shall be used for voice amplification purposes only.
- 6) Band Director**
- a) Bands shall not play during the contest, but only at time-outs, halftimes, or when cheerleaders are not cheering, etc.
 - b) Bands should always try to alternate playing times with the opposing band.
 - c) At regular season home basketball games pep bands may play before game, during dead ball, time outs, half time and after the game. Pep bands shall not interfere with visiting cheerleaders time on the court.
- 7) Students shall:**
- a) Respect officials and abide by their decisions.
 - b) Respect players and extend courteous treatment to them as well as visiting students and adults.
 - c) Refrain from booing and heckling officials and other players.
 - d) Not throw objects onto the playing surface.

20-3 Levels of Possible Action with Regard to Player, Coach, and Crowd Control

- 1) Level I – During the Contest**
- a) Removal of offending player(s) from contest by coach or officials.
 - b) Return price of admission to fan(s) and remove from premises (with or without help of police, as needed).
 - c) Removal of coach who is failing to control the team for the remainder of the contest (by school administrator or school activities director).
- 2) Level I – After the Contest**
- a) Change location of one or more future contests.
 - b) Suspend offending athlete(s) from one or more future contests.
 - c) Suspend offending student(s) from one or more future contests.
 - d) Change one or more future contests from night to afternoon.
 - e) Forbid cheerleader(s) from leading cheers at one or more future contests.
 - f) Forbid band members from playing at one or more future contests.
- 3) Level II – During Contest**
- a) Forfeiture of contest to opponents by offending team.
 - b) Request additional law enforcement personnel.
- 4) Level II – After Contest**
- a) Suspend entire team for one or more games and declare them forfeitures.
 - b) Suspend student body barring them from one or more contests.
 - c) Bar all elementary and middle school students from one or more contests, unless accompanied by parents.

- d) Bar all adults (18 or over), except those needed to conduct the contest, for one or more contests.
- 5) **Level III**
 - a) Permit only fans of the home/away team to attend one or more contests
 - b) Exclude all fans except students of the competing schools and school officials for one or more contests.
 - c) Permit only adults (18 and over) and students accompanied by parents to attend one or more contests.
- 6) **Level IV**
 - a) Permit only players and cheerleaders, their parents, and school officials to attend one or more contests.
 - b) Allow no spectators, except cheerleaders and school officials, to attend one or more contests.
- 7) **Level V**
 - a) Change the location of one or more contests, and permit only parents of the players and school officials to attend.
 - b) Change the location of one or more games and allow only the players, coaches, and game officials to be present.
- 8) **Level VI**
 - a) Cancel the remaining games on the schedule for a given sport in a school and declare them forfeitures.
- 9) **Level VII**
 - a) Suspend the entire athletic program of a school for the remainder of the current school year. All contests for which contracts had been signed would be declared forfeitures.
- 10) **Level VIII**
 - a) Suspend the entire athletic program in a school for one or more school years.
- 11) **Level IX**
 - a) Abolish interscholastic athletics in one or more schools.
- 12) **Level X**
 - a) Abolish interscholastic athletics in the entire school system.

20-4 Disqualification or Ejection Penalty for Unsportsmanlike Conduct

- 1) **Unsportsmanlike Conduct**
 - a) General unsportsmanlike conduct includes, but may not be limited to, the use of profanity, or any other inappropriate language, fighting, flagrant foul, or other unsportsmanlike acts.
 - b) Gross unsportsmanlike conduct is an act of malicious and hateful nature toward a contest official or participant. Such acts include, but are not limited to:
 - 1. Cursing, striking, or threatening a contest official during a contest or at any other time.

2. Physical contact with a participant that is beyond the normal scope of competition and appearing to be with the intent of inflicting bodily harm on the participant.
 3. Spitting on a contest official or participant.
 4. Directing gender, racial, or ethnic comments or slurs toward a contest official or participant, or
 5. Other such acts that may be deemed unacceptable conduct by the principal of the school.
- c) For purposes of this rule “participant” includes game officials, administrators, coaches (volunteers or compensated), team members (of all teams involved), game workers, band members, cheerleaders, other student supporters, others in attendance and spectators.

PENALTIES FOR UNSPORTSMANLIKE CONDUCT

a) Coach

1. Any member of a coaching staff assessed with unsportsmanlike or gross unsportsmanlike behavior will be subject to School Board policy 1140/3140/4140 Discipline of Administrators/Instructional Staff/Support Staff. In addition, the payment of all fines assessed against the school by the FHSAA will be the responsibility of the coach, or coaches, involved in the unsportsmanlike act.
2. Coaches who are suspended for contests by the FHSAA will lose one day of supplemental pay per game suspended.

b) Athlete

1. The payment of all fines assessed against the school by the FHSAA will be the responsibility of the athlete or athletes involved in the unsportsmanlike act beginning with the first incident.
2. An athlete who is ejected or disqualified for unsportsmanlike conduct will pay a fine of \$50.
3. An athlete or athletes who are ejected, disqualified, or guilty of gross unsportsmanlike conduct will pay a fine of \$250.00 or the actual fine, whichever is greater.
4. An athlete who is ejected or disqualified for unsportsmanlike conduct will not participate in or represent the school in any future athletic contests until all fines assessed have been paid to the school.
5. An athlete who is ejected or disqualified for unsportsmanlike conduct is subject to additional disciplinary action by the principal of the school depending on the severity of the unsportsmanlike behavior. Athletics are an extension of the school day and athletes are subject to the same regulations found in the Code of Student Conduct.

2) Collection of Fines

- a) It will be the responsibility of the school site principal (or designee) to collect fines from coaches and players who have been disqualified for unsportsmanlike or gross unsportsmanlike conduct.

- b) The funds collected from fines will be placed in a trust account at each school. The fine will be paid from this trust account to the FHSAA.

**ARTICLE 21 – POLICIES AND REGULATIONS FOR OPERATION
OF ATHLETICS IN PINELLAS COUNTY PUBLIC SCHOOLS**

21-1 Football

- 1) Practice shall begin not earlier than the FHSAA starting date and end with the last regularly scheduled game, unless a team qualified for the FHSAA play-offs, in which case, practice shall end the day your team is eliminated from the play-offs.
- 2) The maximum number of games shall be 10 varsity and 7 junior varsity.
- 3) No game shall be played prior to the week containing the FHSAA starting date.
- 4) Each school shall complete its regularly scheduled football games not later than the eleventh week of the regular season.
- 5) Football jamborees shall be permissible, subject to the approval of the Director of Extracurricular Activities, and shall be scheduled in the fall during the week preceding the first regularly scheduled football game for any one of the county high schools.
- 6) All regular season varsity games shall begin at 7:30 p.m. All regular junior varsity games shall begin at 7:00 p.m.
 - a) Approved FHSAA tie breakers are permitted for JV football games.
- 7) **Post-Season Games**
 - a) A team must have won a minimum of sixty (60) per cent of all games played.
 - b) No financial obligation of any nature shall be incurred by the county or school.
 - c) No loss of school time shall result because of the invitation to post-season games.
 - d) All requests and contractual agreements shall be submitted to Director of Extracurricular Activities for approval.
 - e) No post-season contest shall be sponsored through Pinellas County Public Schools.
 - f) All requests for post-season games from outside organizations must be approved by the Director of Extracurricular Activities if it involves use of School Board of Pinellas County facilities.
- 8) Spring football practice shall begin in accordance with the FHSAA.
- 9) All games scheduled outside of the county shall be approved by the Director of Extracurricular Activities. No games shall be scheduled on the day prior to any semester examinations.

21-2 Cross Country

- 1) It shall not be permissible to conduct any type of practice with team members or prospective team members from the first day of school for students until the last day of school for students, except in the period of time starting with the FHSAA starting date until the elimination of the team from FHSAA playoffs. The use of any county equipment or supplies shall be prohibited, except during the period of time which practice is permitted (until the elimination of the team from the FHSAA playoffs). It shall not be permissible 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.
- 2) The schedule and number of contests shall be determined by the Director of Extracurricular Activities.
- 3) No school may participate in a cross country meet prior to the week containing the FHSAA starting date. Note: An individual athlete shall have minimum of ten full practices on ten separate days before participating in a cross country meet.
- 4) Regular season meets shall begin at 6:00 p.m.
- 5) Each school shall complete its regularly scheduled meets not later than the Saturday of the week preceding the district cross country meet.
- 6) Each school may have a junior varsity team. Pinellas County cross country teams have the option of filling a junior varsity team with less than seven 9th and 10th graders, and may run 11th and 12th graders in Pinellas County meets in a division different than junior varsity. Outside Pinellas County, they may run 11th and 12th graders on the junior varsity.
- 7) All meets scheduled outside of the county shall be approved by the Director of Extracurricular Activities. No meets shall be scheduled on the day prior to any semester examinations.

21-3 Golf

- 1) Practice is designated by the Director of Extracurricular Activities.
- 2) The number of matches is determined by the Director of Extracurricular Activities.
- 3) Regular season matches should begin at 3:00 p.m.
- 4) All matches scheduled outside of the county shall be approved by the Director of Extracurricular Activities. No matches shall be scheduled on the day prior to any semester examinations.

21-4 Swimming

- 1) Practice shall not begin earlier than the FHSAA starting date, and shall end with the elimination of the team members from the FHSAA state swim meet. It shall not be permissible 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.

- 2) The schedule and number of contests shall be determined by the Director of Extracurricular Activities.
- 3) No meet shall be conducted prior to the week containing the FHSAA starting date.
- 4) Regular season meets shall begin at 6:15 p.m. (diving). Swimming races shall begin at 7:00 p.m.
- 5) Each school shall complete its regularly scheduled meets no later than the Saturday of the week preceding the district swimming meet.
- 6) All meets scheduled outside of the county shall be approved by the Director of Extracurricular Activities. No meets shall be scheduled on the day prior to any semester examinations.

21-5 Volleyball – Girls

- 1) It shall not be permissible to conduct any type of practice with team members or prospective team members from the first day of school for students until the last day of school for students, except in the period of time starting with the FHSAA starting date until the elimination of the team from FHSAA play-offs. The use of any county equipment or supplies shall be prohibited, except during the period of time which practice is permitted (until the elimination of the team from the FHSAA play-offs). It shall not be permissible 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.
- 2) The number of contests shall be determined by the Director of Extracurricular Activities.
- 3) The first match date shall be determined by scheduling back from the week preceding the FHSAA district play-off with each team playing each team once.
- 4) Regular season dual matches shall begin at 7:00 p.m. Other matches (such as tri-matches, doubleheaders, etc.) shall begin at 6:30 p.m.
- 5) Each school shall have completed its regular matches by Friday of the week preceding the FHSAA play-off.
- 6) All games scheduled outside of the county shall be approved by the Director of Extracurricular Activities. No games shall be scheduled on the day prior to any semester examinations.

21-6 Basketball – Boys and Girls

- 1) It shall not be permissible to conduct any type of practice with team members or prospective team members from the first day of school for students until the last day of school for students, except in the period of time beginning with the FHSAA starting date until the elimination of the team from FHSAA play-offs. The use of any county equipment or supplies shall be prohibited, except

during the period of time which practice is permitted. It shall not be permissible 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.

- 2) The schedule and number of contests shall be determined by the Director of Extracurricular Activities. The total number of games must conform to FHSAA regulations.
- 3) No regular season game shall be played prior to the FHSAA starting date.
- 4) All regular season doubleheaders shall begin at 6:30 p.m.
- 5) Each school shall complete its regularly scheduled games not later than the Saturday of the week preceding the beginning of their FHSAA classification play-offs.
- 6) All games scheduled outside of the county shall be approved by the Director of Extracurricular Activities. No games shall be scheduled on the day prior to any semester examinations.

21-7 Soccer

- 1) Practice shall not begin earlier than the FHSAA starting date. Practice shall end with the last regularly scheduled match, unless your team qualifies for the FHSAA play-offs, in which case, practice shall end the day your team is eliminated from the play-offs.
- 2) No match shall be conducted prior to the FHSAA starting date.
- 3) Regular season doubleheaders shall begin at 6:00 p.m. Regular season single games shall begin at 6:30 p.m.
- 4) Each school shall complete its regularly scheduled games not later than the Saturday of the week preceding the district soccer tournament.
- 5) Matches shall be scheduled on days as designated by Director of Extracurricular Activities.
- 6) The schedule and number of contests shall be determined by the Director of Extracurricular Activities. The total number of games permitted must conform to FHSAA regulations.
- 7) Junior varsity boys' soccer is prohibited.
- 8) All games scheduled outside of the county shall be approved by the Director of Extracurricular Activities. No games shall be scheduled on the day prior to any semester examinations.
- 9) The FHSAA tie breaker procedure will be used to break a tie between two schools.

21-8 Wrestling

- 1) Practice shall not begin earlier than the FHSAA starting date. Practice shall end with the last regularly scheduled match unless your team qualifies for the FHSAA play-offs, in which case, practice shall end the day your team is eliminated from the play-offs.

- 2) No match shall be conducted prior to the FHSAA starting date. NOTE: There shall be a minimum of ten practice sessions on ten separate days prior to the first match (FHSAA Bylaw).
- 3) Regular season wrestling matches shall begin at 6:15 p.m.
- 4) Each school shall complete its regularly scheduled matches not later than the Saturday of the week preceding the district wrestling tournament.
- 5) Weigh-In Procedures
 - a) Contestants shall weigh-in, shoulder-to-shoulder, a maximum of one hour and a minimum of one-half hour before the time a dual meet is scheduled to begin. When a preliminary meet is followed by a varsity meet, the thirty-minute weigh-in period for the second meet may, by mutual consent, precede the preliminary meet. The weigh-in period shall extend no longer than thirty minutes.
 - b) The referee or other authorized person shall supervise the weigh-in during dual meets or tournaments. FHSAA minimum weight requirements must be followed.
- 6) The schedule and number of contests shall be determined by the Director of Extracurricular Activities.
- 7) The JV matches may be held before the varsity match.
- 8) All matches scheduled outside of the county shall be approved by the Director of Extracurricular Activities. No matches shall be scheduled on the day prior to any semester examinations.
- 9) The number of places to be used for points and awards at PCAC wrestling tournament is 8.

21-9 Baseball

- 1) It shall not be permissible to conduct any type of practice with team members for prospective team members from the first day of school for students until the last day of school for students, except in the period of time from the FHSAA starting date until elimination of the team from the FHSAA play-offs. The use of any county equipment or supplies shall be prohibited, except during the period of time which practice is permitted. It shall not be permissible to open any facilities for the express purpose of conducting any phase or practice, until the facility is being operated under a supervised program approved by the School Board.
- 2) The schedule and number of contests shall be determined by the Director of Extracurricular Activities. The total number of games must conform to FHSAA regulations.
- 3) No games will be permitted until the week of the boys' basketball district play-offs, unless approved by the Director of Extracurricular Student Activities.
- 4) Regular season day games (except non-school days) shall begin at 4:00 p.m. On a shortened day, games may begin at 3:30 p.m. Home regular season games against non-PCAC teams may begin at 3:30 p.m. Regular season night games shall begin at 7:00 p.m.

- 5) Each school shall complete its regularly scheduled games not later than the Saturday of the week preceding the beginning of their FHSAA classification play-offs.
- 6) Junior varsity baseball teams shall be prohibited.
- 7) All games scheduled outside of the county shall be approved by the Director of Extracurricular Activities. No games shall be scheduled on the day prior to any semester examinations.

21-10 Softball – Girls

- 1) It shall not be permissible to conduct any type of practice with team members or prospective team members from the first day of school for students until the last day of school for students, except in the period of time from FHSAA starting times until elimination of the team from the FHSAA play-offs. The use of any county equipment or supplies shall be prohibited, except during the period of time which practice is permitted. IT shall not be permissible to open any facilities for the express purpose or conducting any phase or practice, unless the facility is being operated under a supervised program approved by the School Board.
- 2) The schedule and number of contests shall be determined by the County Director of Extracurricular Activities. The total number of games must conform to FHSAA regulations.
- 3) Regular season day games (except non-school days) shall begin at 4:00 p.m. On a shortened day, games may begin at 3:30 p.m. Home regular season games against non-PCAC teams may begin at 3:30 p.m. Regular season night games shall begin at 7:00 p.m.
- 4) Each school shall complete its regularly scheduled games not later than the Saturday of the week preceding the beginning of their FHSAA classification play-offs.
- 5) Junior varsity softball teams shall be prohibited.
- 6) All games scheduled outside of the county shall be approved by the Director of Extracurricular Activities. No games shall be scheduled on the day prior to any semester examinations.

21-11 Tennis – Boys and Girls

- 1) It shall not be permissible to conduct any type of practice with team members or prospective team members from the first day of school for students until the last day of school for students, except in the period of time from the FHSAA starting date until elimination of the team from the FHSAA play-offs. The use of any county equipment or supplies shall be prohibited, except in the period of time during which practice is permitted. It shall not be permissible to open any facilities for the express purpose of conducting any phase or practice, unless the facility is being operated under a supervised program approved by the School Board.

- 2) The number of matches is to be determined by the Director of Extracurricular Activities.
- 3) The date of the first match is to be determined by the Director of Extracurricular Activities.
- 4) Regular season matches shall begin at 3:00 p.m. Matches may be scheduled at night when proper facilities are available. School bus transportation should be arranged when teams travel to night matches.
- 5) Each school shall complete its regularly scheduled matches not later than the Saturday of the week preceding the beginning of the district tennis tournament.
- 6) All matches scheduled outside of the county shall be approved by the Director of Extracurricular Activities. No matches shall be scheduled on the day prior to any semester examinations.
- 7) Schools are allowed to schedule all the schools in their district.

21-12 Track and Field – Boys and Girls

- 1) It shall not be permissible to conduct any type of practice with team members or prospective team members from the first day of school for students until the last day of school for students, except in the period of time from the FHSAA starting date until elimination of the team from the FHSAA play-offs. The use of any county equipment or supplies shall be prohibited, except in the period of time during which practice is permitted. It shall not be permissible to open any facilities for the express purpose of conducting any phase or practice, unless the facilities being operated under a supervised program approved by the School Board.
- 2) The schedule and number of contests shall be determined by the Director of Extracurricular Activities.
- 3) No meet shall be conducted prior to the Monday following the district basketball play-offs.
- 4) Regular season meets may start before 6:00 p.m.
- 5) Each school shall complete its regularly scheduled meets not later than the Saturday of the week preceding the district track meet.
- 6) All meets scheduled outside of the county shall be approved by the Director of Extracurricular Activities. No meets shall be scheduled on the day prior to any semester examinations.

21-13 Special Procedures, Regulations and Interpretations

- 1) There shall be no circumventing of any regulations in this procedures manual.
- 2) Saturday shall be used only for the purpose of making up events which become necessary to postpone, except where scheduling becomes necessary, and then it must be approved by the Director of Extracurricular Activities.
- 3) In the case where a Pinellas County Public School reaches the regional play-offs or above, and this county is scheduled as the play-off site, all athletic activities scheduled to be played in the county on the play-off date, and in

conflict with the scheduled time, shall be reviewed by the Director of Extracurricular Activities for the possibility of re-scheduling the contest. Those schools having a team in regional play-offs or above shall re-schedule all athletic activities which conflict with the date set for the play-off, if it is possible to make the adjustment.

- 4) No other sports shall be put into the athletic program without the approval of the county administrative staff.
- 5) All agreements and contracts relative to athletic activities shall not be legal and binding until they are approved by the county administrative staff (this does not include the FHSAA game contracts for regularly scheduled activities within the county).
- 6) It will be the principal's responsibility to insure that the intent of established county policy concerning the exclusion of varsity athletics from the academic school day be enforced.
- 7) It will be the responsibility of the principal to see that the athletic staff refrains from intrusion during the last period for the purpose of advancing the athletic program.
- 8) Varsity athletes taking physical education will be scheduled throughout the day into physical education classes, just as they are for other subject areas. This would mean that all athletes could not be scheduled for a same period of physical education.
- 9) Varsity athletes will not be shown game films during the academic school day. This includes all scheduled periods, both study hall and those in subject areas. NOTE: Lunch period not included, if student and teacher are at lunch.
- 10) Principals will require coaches to be sure that athletes taking physical education during the academic school day are not scheduled by position or grouping that enables opportunity for any type of varsity athletic practice or instruction.
- 11) The regular physical education curriculum will be followed throughout the school year. It may include activities related to varsity athletics, but will not receive any special emphasis according to individuals within the class. This would mean, primarily, that all athletes involved in physical education classes would carry on the same activities as other members of the class without any special emphasis on weightlifting, passing of the football, track events, basket shooting, etc., unless the whole class is participating in that phase of instruction.
- 12) Admission shall be charged, when feasible, at all athletic contests in the sports of flag football, football, basketball, wrestling, baseball, softball, track, volleyball, soccer, and swimming, unless permission is granted by the administrative staff to waive this procedure.
- 13) Twelfth graders may not participate on junior varsity teams. Eleventh graders may participate on junior varsity teams. Exception: Cross County (see page 37); This applies to females only and individuals in the sport of wrestling provided there is not an underclassman to fill the weight.
- 14) There shall be no junior varsity tournaments of any kind.

- 15) Eligibility shall be determined and become effective the seventh day following the end of the previous semester.
- 16) Administrative decisions, which affect the athletic program, made at secondary principals' meetings, the PCAC annual meeting, or by the Director of Extracurricular Activities.

21-14 Hazing of Students. Hazing of athletes, including shaving of heads and other types of activities, are not in the best interest of athletics in Pinellas County. In the interest of all students, such activities must be eliminated and every precaution taken to see that they do not occur.

21-15 Construction of Athletic Facilities. Construction of any athletic facility on school grounds should be approved by the Director of Extracurricular Activities and the Director of Facilities and Real Properties/Facilities. The school will do all that is possible to insure a workable facility that is adequately situated. Any facility that is to be built by an outside group should receive the approval of the Director of Extracurricular Activities and the Director of Facilities, if construction is to be on school grounds. If any new construction or revision of old construction is to take place on your school area, please be sure that your area superintendent is informed in order that the area may be made a maximum use area for you and your student.

21-16 Use of Physical Education Classes to Clean Facilities After Athletic Contests. Use of students in physical education classes for purposes of cleaning school facilities, after athletic contests have been held, is strictly prohibited. This is not considered to be part of the physical education curriculum, and is considered to be educationally unsound.

21-17 Bonfires for Pep Rallies. The use of bonfires at pep rallies will not be permissible. It shall be against county policy.

ARTICLE 22 – STATE AND CONFERENCE MEMBERSHIP DUES

22-1 FHSAA Dues. The Director of Extracurricular Activities shall pay the total amount due and provide the proof of catastrophic insurance.

22-2 FHSAA Assessment and Fines. FHSAA assessments and/or fines shall not be paid from centralized athletics funds. It shall be the individual school's responsibility to pay these costs.

22-3 Conference Expenses. Pinellas County Conference expenses shall be paid by the Director of Extracurricular Activities' Office.

22-4 FHSAA Monies. Any monies received from the FHSAA, regardless of reason, shall be remitted to the Director of Extracurricular Activities' Office.

ARTICLE 23 – SENIOR HIGH SCHOOL CHEERLEADING

23-1 Requirements

- 1) Cheerleading, being a recognized part of the Pinellas County centralized athletics' program, shall be subject to the same regulations pertaining to athletic teams.
 - a) All County required forms are to be on file prior to beginning of practice.
 - b) FHSAA and RAISE Bill eligibility regulations must be followed.
 - c) FHSAA cheerleading regulations must be followed.
 - d) Sunday competition is prohibited.
 - e) Maximum number of contests (competitions) for varsity squads shall be three (with permission).
 - f) Participation in an approved county competition will not count as one of the two contests permitted.
- 2) Criteria for selection of cheerleading candidates prior to tryouts shall be as follows:
 - a) 2.0 cumulative grade average.
 - b) Discipline Office clearance as related to conduct, attendance, and punctuality.
 - c) Current teachers input regarding character and leadership potential.
 - d) All County required forms must be completed prior to tryouts.
 - e) Signed parental consent for tryouts and agreement to support rules.
 - f) Sponsor should state, in writing, guideline requirements for tryouts and becoming a member of the squad. A meeting is suggested with parents and students prior to tryouts to discuss above.
 - g) Reasons for denial or tryouts should be sent, in writing, to parents to avoid misunderstandings.
- 3) Middle school students shall not be permitted to try out for and/or practice with senior high school cheerleading squads.

23-2 Number of Cheerleaders

- 1) The maximum number of cheerleaders during each football or basketball season is thirty-six (36).

23-3 Cheerleading Sponsors

There shall be a maximum of three cheerleading sponsors per school with supplements as agreed upon with the PCTA. They shall work together in the coordination of cheerleading at each school.

23-4 Squad Division

- 1) Shall allow participation of cheerleaders at every home and away contest for Varsity and Junior Varsity football, and all home and in-county away games for Varsity and Junior Varsity Boys and Girls Basketball during the regular season. Out-of-county travel shall be at the principal's discretion.
- 2) There shall be a maximum of three (3) games per week.

23-5 Minimum Guidelines for Selection of Cheerleading Judges

- 1) Judges shall be selected by each school.

23-6 Score Sheets

- 1) The sponsor and an administrator shall be designated for tallying score sheets.
- 2) Results shall be kept on file for one (1) year in the office of the principal.
- 3) If a student or parent requests to review scores:
 - a) They can review their own score sheet.
 - b) They can review the range of scores in categories without disclosing names.
- 4) All candidates and judges will be assigned a number for purposes of anonymity.

23-7 Uniforms

- 1) The style, brand, etc., of uniforms is determined by the individual school, and purchased by the individual school from a budget provided by the County Activities Office. Costs incurred above this budget shall be the responsibility of the school.
- 2) An inventory of cheerleading equipment and uniforms shall be retained at the school level. The following items may be purchased from the funds provided by the Activities Office: skirts, sweaters, vests, jumpers, megaphones, and pompoms.

23-8 Transportation.

Transporting cheerleading squads shall be with the athletic team when transportation is available. The sponsor must accompany the cheerleaders on the bus. Allow school discretion for transportation of cheerleaders to away games as long as Pinellas County Guidelines are followed and all paperwork is approved.

23-9 Practice and Camps

- 1) Practices should be held at the school site with the sponsor or another faculty member in attendance, at a reasonable time.
- 2) The principal should be notified of the time(s) designated for practices.

23-10 Conditions In Which Cheerleaders May Be Dismissed or Suspended From the Squad-(not an exhaustive list)

- 1) Ineligibility (failure to comply with FHSAA/RAISE Bill and/or Pinellas County eligibility requirements).
- 2) Poor conduct as determined by the sponsor and administration.
- 3) Poor attendance or lateness at practices and/or games.
- 4) Substance abuse (drugs, alcohol, tobacco).
- 5) Misconduct when involved as a cheerleader, and outside activities where it affects leadership status.
- 6) Parents should be contacted when problems surface to possibly head off dismissal or suspension from the squad.
- 7) Demerits may be helpful in keeping cheerleaders informed as to their status (should also be shared with parents).

23-11 Minority Representation

- 1) Each school shall make every effort to have minority representation on seasonal squads, as well as varsity and junior varsity squads.
- 2) Suggested ways to encourage cheerleader minorities to tryout:
 - a) Personal invitations by sponsor, teachers, students, administrators, etc.
 - b) Administrators, guidance counselors, and sponsors invite minority students to tryouts when visiting middle schools.
 - c) Utilize resources in minority communities to encourage participation.
- 3) **Special Selection Process.** Each principal will set up a “Special Selection Committee” that may be utilized to add cheerleaders under the following conditions:
 - a) To insure representation and leadership of the student body.
 - b) To accommodate a highly experienced cheerleader moving into the school.
 - c) To accommodate a student who may have been ill during tryouts, and had previously been an experienced cheerleader.
 - d) Each principal should hold, in reserve, three (3) cheerleader positions in order to accommodate items a-c above. If these are not required, they may be filled in order of candidates ranking.

23-12 Cheerleader Participation

- 1) Any cheerleading squad qualifying for the identified National competition may participate.

APPENDIX A

Athletic Uniform Provisions

- 1) Cross Country and Track Uniforms: One standard uniform is purchased for used by both sports. This eliminates the need for two separate sets of uniforms.
- 2) Golf and Tennis Shirts: Centralized athletics will purchase game shirts for these teams.
- 3) Football:
 - a) Helmet with colored face mask.
 - School may purchase striping and/or logo decal
 - b) Game jerseys (home and away)
 - Centralized athletics will furnish a solid color jersey or a jersey with contrasting shoulder yoke and one-color screened numbers and the option of sleeve stripes, TV numbers, or logo (one of the three).
 - Game pants (two pairs)
 - The school may add, at their expense, the remaining two of the three extra options.
 - c) No individual or school names.
 - d) Practice jerseys with one-color screened numbers which are also to be used as JV game jerseys.
 - e) Practice pants which are also to be used as JV game pants.
 - f) Centralized athletics does not provide socks, supporters, and T-shirts.
 - g) Varsity uniforms may be used by JV's for their games when new varsity uniforms have been purchased (as long as they are in good shape).
- 4) Volleyball: One pair shorts, two game jerseys with two-color school name and number screened on. One dark jersey and the other light (or in direct contrast). Compression shorts are permissible.
 - a) Centralized athletics does not provide game socks.
- 5) Basketball (Boys and Girls)
 - a) Two sets of uniforms (home and away)
 - Two-color and three-color striping, two-color school names and numbers screened on jersey.
 - One set of warm-ups with two-color school name screened on. No individual names on jacket.
 - Centralized athletics does not furnish shoes or socks.
 - Centralized athletics does furnish practice shirts and short.
 - b) Centralized athletics will furnish a JV uniform, if old varsity uniform cannot be used.
- 6) Wrestling:
 - a) One varsity singlet and one-color school name screened on.
 - b) Varsity warm-up with one-color school name screened on.
 - c) Centralized athletics will furnish a JV singlet if old varsity singlets cannot be used.
 - d) Centralized athletics does not furnish shoes or socks.

- e) JV wrestling warm-up to consist of a top and bottom made of a cotton polyester material in the form of a sweat suit. The purpose of the warm-up is to use as a cover-up during the preparation for competition
- 7) Soccer (Boys and Girls):**
 - a) Game jerseys (home and away) with one-color school name and number screened on and contrasting striping. The jersey may have long or short sleeves.
 - b) Game shorts – one pair.
 - c) Game socks.
 - d) Centralized athletics does not provide shoes.
- 8) Baseball and Softball:**
 - a) Game jerseys (home and away) with two-color striping, one-color school name and number screened on.
 - b) Game pants (two pairs) with leg striping and contrasting waistband.
 - c) Game stirrup socks.
 - d) Centralized athletics does not provide shoes.
 - e) Each softball team must select one type of uniform (either long pants or shorts) to be worn for the entire season.
- 9) Cheerleading:**
 - a) Centralized athletics furnishes a budget to each school for the purchase of needed cheerleading uniforms. The uniforms purchased will become a part of the athletic inventory as all the uniforms for athletic teams.
- 10) Flag Football:**
 - a) Game jerseys (home and away) need to be all one color with school name or mascot in a contrast color. In addition only one pair of game shorts is required.

APPENDIX B

Administrative Decisions Relative to Athletics

- 1) No groups shall perform in or at any activity that would be in conflict with the duties or responsibilities of cheerleaders. Cheerleaders shall participate at football and basketball contests.
- 2) The number of managers admitted free to wrestling matches and tournaments shall be as follows:
 - a) Dual Matches: Host school – 4
Visiting school – 2
 - b) Tournaments: Host school – number necessary
Visiting school – 2

The definition of managers is to include all persons referred to as “mat maids”, “wrestlerettes”, “stat persons”, etc.

- 3) The width of soccer fields shall be determined by the individual school. Participants’ safety shall be given prime consideration.
- 4) **Pinellas County Residency Rule Penalty.** A student found to have been in violation of the residency rules shall become ineligible to participate in interscholastic activities for a period of one year from the date that the penalty is imposed. This rule shall apply whether the violation occurred during the current school year or during a previous school year.
- 5) For junior varsity football games, and girls and boys basketball games, the A.P.A/AC should hire a ticket seller/taker rather than a separate ticket seller and ticker taker (12-11-11 and 12-11-14), whenever feasible.
- 6) Students who have accepted a position as a member of a school’s athletic team shall be considered a member of the team until that team has completed the final competition in which it is eligible to participate. Any student who leaves the team for any reason prior to the end of the season shall be ineligible to participate in any other sport until the season of the team he/she left has been completed.

EXCEPTION: The head coaches of the sports involved agree that it is in the best interest of the student to allow him/her to participate in another sport.
- 7) It is recommended that each school publish in the student handbook the school policy on participation in activities when absent from school.
- 8) Pinellas County schools may participate in, at no expense to the county, FHSAA sanctioned Kickoff Classics (football), Tip-Off Classics (basketball), and Diamond Classics (baseball and softball).
- 9) If the scheduled home field for baseball and softball games is unusable and the scheduled visitor’s field is playable, the site shall be switched to the usable field. The home team shall be the published home team.
- 10) A final date for scheduling shall be published for each sport.
- 11) Athletic eligibility rulings shall be made by a committee comprised of the Director of Extracurricular Activities, the President of the Pinellas County Athletic Conference, and the President of the high school principals

association. If the ruling is being made concerning a student who attends the school of one of the two principals on the committee, the Director of Extracurricular Activities shall appoint a replacement to hear the case. The decision of the committee is final with no appeal.

- 12)** The rules and regulations described in this document pertain to all students in the Pinellas County school district and home education students participating in the interscholastic athletic program.
- 13)** Tie breaker between teams will be determined by the FHSAA method.
- 14)** There will be a mandatory meeting of all cheerleading coaches in the month of August for the purpose of reviewing County, State and National Rules and Guidelines. There will be a \$100.00 fine for non-attendance. An additional mandatory meeting for all new coaches, hired after school begins will be scheduled in October to cover the guidelines. Non-attendance at this meeting will also result in a \$100 fine.