



Hillsborough County

PUBLIC SCHOOLS

Preparing Students for Life

ATHLETICS GUIDEBOOK OF PROCEDURES

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The guidelines and procedures in this manual have been acted on by the School Board of Hillsborough County, Florida, and may by request through the administrative staff, be reviewed by the Board for change, waiver, or special dispensation.

No person in the United States shall on the basis of sex or race be excluded from participation in, be denied the benefits of, or subjected to discrimination under any education program or activity receiving federal financial assistance.

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**ARTICLE I
PLATFORM STATEMENT**

Athletics are historically and socially significant in our national culture. Athletics provide a primary means through which we develop and maintain the physical vigor and stamina required to realize our potential as Americans. Athletics provide a primary means to develop habits, attitudes, and ideals requisite to ethical competition and effective cooperation in a free society. Athletics provide healthful and wholesome leisure time activities for our citizens and youth. Athletics have a powerful appeal for young people during their formative years. Athletic activities further the harmonious development of our youth. Athletic experiences should be offered to all students in the schools of Hillsborough County.

PRINCIPLES OF ATHLETICS

- 1.1 To fully use the potential in athletics for educational experiences, interscholastic programs should be organized and conducted in accordance with these six basic principles:
- a. 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.
 - b. Interscholastic athletic programs should supplement rather than serve as substitutes for basic physical education programs, physical recreation programs, and intramural athletics programs.
 - c. Interscholastic athletic programs should be subject to the same administrative control as the total educational programs.
 - d. Personnel with adequate training in the principles of coaching should conduct interscholastic athletic programs.
 - e. 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.
 - f. 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 II PURPOSE OF THIS GUIDE

The purpose of this guidebook is:

1. To establish common understandings among administrators, teachers, coaches, parents, and students of the policies and procedures which guide the program of interscholastic athletics in Hillsborough County.
2. To serve as a basis for a periodic reevaluation of the interscholastic athletic program.
3. To provide, in writing, a statement of basic policies and procedures for reference when desired.
4. Management and Control of Athletic Program:

In an effort to provide consistent management and control in carrying out those policies set forth in the "Athletic Guidebook of Procedures", the following recommendation will serve as a guide for school administrators in reviewing violations, after all circumstances surrounding the violation have been reviewed.

The principal of the school is responsible for all matters pertaining to the athletic program. In an effort to maintain consistency within the district, the procedure outlined below should be followed:

First Offense:

- a. Verbal warning
- b. Written reprimand
- c. And/or any other actions that are deemed necessary, which may include but not be limited to, suspension, possible loss of compensation, or termination from coaching.

Second Offense:

- a. A letter of reprimand in coach's file
- b. Reflected on coach's evaluation
- c. And/or any other actions that are deemed necessary, which may include but not be limited to, suspension, possible loss of compensation, or termination from coaching.

Third Offense:

- a. Administrative hearing

ARTICLE III COUNTY ATHLETIC ORGANIZATION

The ultimate policymaking authority in this county is the School Board of Hillsborough County, Florida and, as such, is responsible for all aspects of the public school program. The logical chain of command for initiating or changing policy is as follows:

1. Individual School Coaching Staffs
Suggested policy changes at this level will pass through the school's Assistant Principal for Administration (APA), who will in turn submit all proposed policies to the school principal for approval.
2. Supervisory Staff
The County Director and Assistant Director of Athletics will be liaison representatives between the Secondary Principals' Council and the Superintendent's staff.
3. Secondary Principal's Council
Any policy change recommendations initiated by the Director of Athletics will pass through this council.
4. County Administrative Staff
The Superintendent's staff will review all policies initiated at a lower level before its submission to the School Board.

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

- 3.1 Director of Athletics - Directly responsible to the Assistant Superintendent for Educational Access, Opportunity and Alternatives development of the county interscholastic program. His or her duties will encompass the following areas:
 1. Provide schools with consistent, unified leadership in their interscholastic athletic program. Provide management leadership that will enable all schools to develop their individual athletic capabilities to the fullest extent and thereby provide the Hillsborough County school system with the maximum benefits to be derived from balanced, well-managed, and well-operated interscholastic athletic programs.
 2. Encourage schools to provide athletic opportunities to all high school students.
 3. Sit as liaison representative of the County Administrative Staff on Secondary Principal's Council.
 4. Interpret Board policy to the extent necessary to provide guidance for schools.
 5. Coordinate the purchase of athletic uniforms and equipment by means of the bid process.
 6. Responsible for annual review of "Athletic Guidebook of Procedures."
 7. Approve individual school athletic budgets.
 8. Responsible for inventory of all athletic equipment and supplies.
 9. Responsible for annual inspection of all athletic facilities.
 10. Attendance at any athletic function involving any student teams or school personnel from Hillsborough County Public Schools (HCPS) will constitute the Director of Athletics being on duty.

3.2 Assistant Director of Athletics - To assist and work under the direction of the Director of Athletics in administering and managing the program of athletics. In the absence of the Director of Athletics, the Assistant Director of Athletics will assume the duties of the position.

Attendance at any athletic function by the Assistant Director of Athletics involving any student teams or school personnel from schools in HCPS will constitute the Assistant Director of Athletics being on duty.

3.3 Secondary School Principals - The Principal of the school is solely responsible for the operation of his or her school, including any and all matters pertaining to the athletic program. The Principal recommends appointment of the athletic personnel. The Principal and Director of Athletics must approve all athletic contracts. (This does not include the Florida High School Athletic Association (FHSAA) game contracts for regularly scheduled activities.)

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

3.4 Duties of Assistant Principal for Administration (APA) as Related to Athletics - Each secondary school athletic program will be coordinated by the APA. The APA is charged with the responsibility of administering a wholesome and broad athletic program within the limits of policies established by HCPS. He or she should plan, adjust, and administer a program that is in harmony with the total school program, and that will promote good relations among the faculty and the student body. He or she will be responsible to the principal for the following:

1. Direct and supervise the school athletic program.
2. Organize and direct the coaching staff.
3. Establish and supervise athletic policies.
4. Complete an evaluation of all paid coaches per Human Resources guidelines.
5. Complete written observations/walk throughs for all in season sports.
6. Consult with head coaches and establish a budget.
7. Approve expenditures of all athletic department funds including supplement payroll.
8. Direct and supervise scheduling of all athletic contests.
9. Represent the school in athletic matters on local, county, conferences, district, regional, sectional, and state levels.
10. Establish and supervise athletic eligibility and participation to include the following:
 - a. Complete Application for Athletic Participation card before practice.
 - b. Establish player eligibility with FHSAA.
 - c. Establish procedure for game eligibility with FHSAA.
11. Arrange for team transportation.
12. Procure areas for practice and contests.
13. Supervise and request maintenance of athletic facilities.
14. Approve all athletic purchases.
15. Maintain up-to-date inventory of athletic equipment.
16. Maintain files and records for athletics for four years.
17. Maintain financial accounting of athletic department by meeting with bookkeeper and business manager on a regular basis.
18. Procure team physician for athletic contests if possible
19. Coordinate athletic program with booster organizations:
 - a. Financial Agreements
 - b. Concessions
 - c. Programs
 - d. Parking
20. Coordinate use of athletic facilities by other schools and/or organizations.
21. Maintain an active program to promote sportsmanship and the welcoming of competing teams and guests.
22. Establish procedure and control of training room/locker room.
23. Attendance to any athletic contest by the APA involving his/her assigned school will constitute the APA being on duty.

24. Any APA who is assigned to the chairmanship of a sport in the athletic program and is involved in conducting a contest in that sport will be constituted as being on duty.
25. Each APA will be assigned a minimum of one chairmanship of one sport as assigned by the Senior High Principal's Council.
26. Take care of all matters pertaining to the athletic department not specifically mentioned above.
NOTE: Refer to County Guidebook of Policies and Procedures for additional duties that are non-athletic.
27. Distribute responsibilities to head coaches and specific coaches annually

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

1. Directly responsible to the APA for the proper operation and supervision of their sport to include any junior varsity program. Direct supervision shall be maintained until all athletes have exited the campus after a practice or contest.
2. Adhere to their school, principal, county and state administrative policies.
3. Meet with the APA to draw up a proposed budget for their sport.
4. Discuss and receive approval from the APA for all expenditures of athletic funds.
5. Submit trip financial requirements to athletic department before trip. Next day following trip, present APA with all receipts, bills, and unused money.
6. Upload videos for a minimum of 5 games in all team sports. All games must be made available for student access.
7. Responsible for care and storage of equipment.
8. Responsible for complete inventory of equipment.
9. Responsible for coordinating schedule through APA.
10. Attend meetings (local and FHSAA) pertaining to their sport.
11. Turn in Application for Athletic Participation card to the APA on each participant before issuance of equipment and/or practice. (To include managers, statisticians, and student assistants.
12. Turn in eligibility request and birth certificates as needed to establish eligibility of team members
13. Turn in transportation requests to APA.
14. When making a trip that requires loss of time from school, make certain that the Assistant Principal for Student Affairs has a list of students making the trip and amount of class time they will miss and complete the proper release form.
15. Responsible for facilities used by their sport. Turn in to the APA any needed maintenance requirements.
16. It is recommended during the season that each coach implement a weekly grade check for his/her athletes. Review these each week before participation for conduct or academic problems.
17. Fill out an accident report within 24 hours on any athlete who becomes injured during practice or competition.
18. Follow county awards policy in establishing award winners.
19. Responsible for setting up required facilities for all home contest involving their sport.
20. Carry out the policies and procedures of athletics as approved by HCPS and the Florida High School Activities Association.
21. One week after the close of the season, turn in to the APA the following:
 - a. List of award winners.
 - b. Season record including scores and date of contest.
 - 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 requesting reconditioning of equipment. The cost not to exceed the budgeted amount.

23. Responsible for submitting all end-of-the-year reports requested by the principal.
24. Assume responsibility for all matters assigned to you by the APA that are not mentioned above.

3.6 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 the Assistant Coach:

1. Directly responsible to the Head Coach of your 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 Athletics Department.

3.7 Business Manager - must be able to successfully handle the disposition of financial affairs and other duties related to the athletic program. The APA must approve all financial transactions. Financial duties are discussed in the finance section. Responsibilities of the Business Manager:

1. Submit ticket orders to Director of Athletics.
2. Handle and account for all money for athletic events within 7 days.
3. Hire all game personnel.
4. Pay all game personnel.
5. Prepare all financial and ticket reports for all athletic events.
6. Prepare annual financial reports.
7. Establish ticket outlets for presale of football tickets.
8. Handle and account for all passes to athletic events with approval of Principal or APA.
9. Opening and closing the game facility.
10. Set up and operate change funds.

3.8 Assistant Business Manager - will contribute to the athletic program by assisting the Business Manager in the successful operation of the program. All ideas, both of critical and constructive nature, should be channeled through the Business Manager. The Business Manager must approve all financial transactions. Responsibilities of the Assistant Business Manager:

1. Directly responsible to the Business Manager.
2. Carry out the operational procedures developed by the Business Manager.
3. Perform those phases of the program that the Business Manager so designates.
4. Carry out the policies and procedures of the Athletics Department.
5. Responsible for individually handling the financial operation of not more than forty percent of the scheduled and approved athletic contests as assigned by the Business Manager.

3.9 Football Safety Coordinator - is directly responsible to the APA for the performance of his/her duties (refer to Article 5.3.2). This person is a First Responder and is very limited in their allowed legal responsibilities. They should have a minimum certification in First Aid, CPR, and AED use. Only a National Athletic Trainer's Association Certified Athletic Trainer that also holds an Athletic Training license from the State of Florida Department of Health Division of Medical Quality Assurance may legally perform any duties other than those listed below. Responsibilities of the Football Safety Coordinator:

Daily Duties (practice/game)

1. Make sure the Athletic Training Room is opened and supervised by an adult before and after practices and games. This facility should remain locked at all other times.
2. Make sure the Athletic Training Room is adequately stocked with necessary supplies.
3. Provide any necessary injury preventative taping or wrapping procedures.

4. Make sure that water coolers and ice are set up on the practice or game field before the activity and are adequately filled during the activity. These coolers should be properly cleaned and stored after each use.
5. Make sure the First Aid kit is adequately stocked at all times and on the practice or game field.
6. Make sure the Emergency Action Plan is up-to-date and all coaches are aware of their responsibility if needed.
7. Keep accurate and up-to-date accident reports, injury records, and insurance reports.
8. Make sure that any Athletic Training Students are properly supervised.

Game Responsibilities

1. Set up water coolers, ice and First Aid kit near the bench area.
2. Make sure that there is adequate water/electrolyte drinks before, during, and after the game.
3. Meet with the EMS that are assigned to cover the game.
4. Act as First Responder to any injuries on the field during the game and provide any necessary care.
5. Coordinate with the Team Physician and Head Coach concerning any injury during the game.

Postgame Duties

1. Check any injuries with the Team Physician.
Make any necessary contact with the injured players/parents and discuss any self-treatment and/or follow-up medical referral.
2. Make sure any First Responder treatment is done on injured students as necessary.
Prepare and submit all accident reports to the Head Coach on any injured athlete, regardless
3. of the severity.
4. Properly clean and store all water coolers and ice chests.

**ARTICLE IV
DRESS CODE**

In order to exhibit quality professionalism in its highest standard and to promote unity among coaching staffs, each school, through its Principal, will determine their own code of dress for work purposes, and it will then be the responsibility of each staff member to comply with that established standard. (Dress will reflect a high standard of professionalism.)

Student athletes must adhere to the dress code policy of Hillsborough County Public Schools at all times.

**ARTICLE V
COACHING SUPPLEMENTS**

- 5.1 Senior High School Supplements - Supplements for individual coaching assignments can be found in the salary schedule provided by the Human Resources Division.
- 5.2 General Policies Governing Coaching Supplements - Senior High School
1. All supplements must be reviewed through contract negotiations and approved by the School Board.
NOTE: All supplemented personnel must be able to perform the job required of each supplement without conflicting with another job requirement.
 2. No football coach may hold the position of football safety coordinator.
 3. All supplements are to be paid by the County.
 4. No supplement shall be paid until all outstanding obligations have been met, including fines and/or required training.
- 5.3 Meeting Obligation - In the event a coach cannot fulfill his/her total obligation for the coaching supplement assigned him/her, he/she will be paid on a daily rate of pay for the number of days completed. All sports are computed on the basis of the first permissible date of practice with the exclusion of Saturday and Sunday as a workday except in those cases where it is necessary under normal scheduling situations. The date is based on the State Championship set by the Florida High School Athletics Association with the exception of football that concludes with the ending of spring football practice.
- 5.4 Practice and Contest Responsibility - Each supplemented individual will be responsible for conducting a practice session or supervising a contest on days that the supplement is paid. Failure to carry out this responsibility will result in loss of supplement pay for the day or days in question unless justification can be given for such action.
- 5.5 Supplement Salary Schedule - The Director of Athletics will provide annually a current copy of the HCPS approved supplement salary schedule.
- 5.6 Ejection of Coaches from Athletic Contests - Supplemented personnel ejected from an athletic contest that requires a suspension from duties as coach at the next athletic contest will have deducted the daily rate of pay of their supplement for the number of days suspended. Coaches must meet provisions given by the FHSAA.
- 5.7 Certification – All coaches receiving a supplement must have valid Department Of Education certification and complete all processing required for HCPS employees prior to their assignment.
- 5.8 Multiple Supplements – Requests for one coach to receive multiple supplements in a season must be submitted to the Director of Athletics. The maximum number of supplements for any one coach shall be established by teacher contract.
- 5.9 Cheerleading - All Cheerleading Coaches must hold valid AACCA Safety Certification.
- 5.10 Football – Heads Up Football is a required training for all paid coaches.

ARTICLE VI 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 will be budgeted to each school for each sport from the county athletic fund for expenses incurred and will be disbursed according to county travel policies. The Director of Athletics must approve reimbursement for travel from county athletic funds.
- 6.2 A coach is able to attend a professional meeting or clinic and receive in-service points for his/her certification. Prior to attending the training, the coach must:
- Submit a "Request for In-service Participation" form to the Athletics Department with administrative approval.
 - Complete an out-of-county travel form, secure site and Athletics Department approval.
 - Provide a class/meeting agenda to the Athletics Department.
- If approved, the coach will be required to provide proof of attendance to the Athletics Department. He/she will complete an evaluation and receive points at the end of the school year.
- 6.3 Mandatory training will include but not be limited to CPR/AED, Positive Coaching Alliance, and any mandated FHSAA trainings.

**ARTICLE VII
ATHLETIC ELIGIBILITY**

Hillsborough County Public Schools determines individual school boundaries. Thereafter, schools will abide by the rules and regulations of the county and state athletic regulating bodies.

- 7.1 Recruitment - Coaches, other members of the teaching profession, or lay people will not engage either directly or indirectly in recruitment of athletes to attend a particular high school. The APA will be a member of the regular team that gives orientations to their feeder schools. Individual schools will be responsible for their programs and must assume the responsibility of seeing that interested teachers, graduates, or any other comply with the spirit of this directive.

**ARTICLE VIII
PARTICIPATION REQUIREMENTS**

8.1 Requirements Before Participation - The following items must be properly completed each school year (June-May) and turned in to the APA before the athlete will be given an equipment card and allowed to draw his/her equipment or participate:

a.	Preparticipation Physical Evaluation/Physical Examination
b.	Consent and Release From Liability Certificate
c.	Parent/Guardian Permission
d.	Insurance Coverage
e.	Medical Release Form
f.	Fine Agreement
g.	Current Utility Verification
h.	Enrollment history
i.	Media Release
j.	PCA Consent

8.1.1 Physical Examinations for Athletes - A student must secure and file in the Principal's office a physical examination before participation. Physicals are valid for one calendar year from date administered. This physical examination will certify that the student-athlete is physically fit for interscholastic athletic competition and will be signed by the physician on the Application for Athletic Participation Card. No school facility will be used for the purpose of giving physical examinations to athletes nor will any school personnel make arrangements for student-athletes to secure a physical examination with the exception of programs sponsored by HCPS Health Services. No school may use funds from their internal accounts to pay this cost unless a special fund has been established for the specific purpose of funding this cost. This special fund may be raised through a special event sponsored by the school, a department within the school, or an organization in support of the school. In doing so, the school must advertise that the donations from the event or a portion of the donation will be placed in the internal accounts under a heading that specifies the use of the donations. In no event will these donations be used for any other cause. No special fund or trust account is established for the specific purpose of funding economically deprived student-athletes for a physical examination and athletic insurance so that they might participate in the school interscholastic athletic program.

In the event a special fund is established for this specific purpose the individual must then qualify by requesting aid and establishing a need. This may be initiated through the Head Coach, APA or Principal. In no case will HCPS assume this expenditure. Athletes requesting financial aid assistance for the purposes of physical examination for participating in athletics will complete the application for athletic financial aid form. This application form will be used and complied with in determining financial aid for the purposes of securing a physical examination for participation in the athletic program approved by HCPS. The Director of Athletics will review each school trust fund on an annual basis and determine the amount to be funded to each school from the fall jamborees, FHSAA preseason classics, and spring jamborees. (The amount of the fund should be determined on the size of the school and its experience with student-athlete's economical problems.) No school trust fund will operate at a deficit.

NOTE 1: This does not prevent school personnel from recommending a doctor to those who may not have a family physician.

NOTE 2: Should the financial aid trust accounts be discontinued for any reason and have a remaining balance, this balance will be transferred to the general fund of HCPS.

NOTE 3: Each student participant will be required to secure a physical examination from a medical doctor at least once per calendar year before performing in any activity listed in the "Athletic Guidebook of Procedures." Each student will be required to show proof of the examination by providing the school with the Preparticipation Physical Examination form completed by the student-athlete and the examining medical doctor. Clearance without limitation is required. Exceptions may be granted approval through the Director of Athletics.

NOTE 4: There will be no seniors on a junior varsity team.

8.1.2 Parent's Permission - the following statement to be signed on the Application for Athletic Participation:

The undersigned as parents or legal guardians give consent for the athlete(s) identified herein to engage in athletics as a representative of _____ school and to accompany the team as a member on its away trips.

Signature of Parent or Legal Guardian

8.1.3 Insurance - All student-athletes will be required to purchase insurance provided by HCPS before they will be able to practice and participate in any programs under the Athletics Department (including cheerleaders).

No school may use county athletic funds to pay the cost of insurance or individual medical expenses except whenever the student-athlete has qualified for such aid through the principal's office. This special fund may be raised through a special event sponsored by the school, a department within the school or an organization in support of the school. In doing so, the school must advertise that the donations from the event or a portion of the donation will be placed in the internal account under a heading that specifies the use of the donations. In no event will these donations be used for any other cause. Athletes requesting financial aid assistance for the purposes of acquiring insurance for participating in athletics will complete the application for athletic financial aid form. This application form will be used and complied with to determine financial aid for the purposes of securing insurance for participation in the athletic program approved by HCPS. The Director of Athletics will review each school trust fund on an annual basis and determine the amount to be funded to each school from the fall and spring jamborees. (The amount of the fund should be determined on the size of the school and its experience with student-athlete's economical problems.) No school trust fund will operate at a deficit.

NOTE: Should the financial aid trust accounts be discontinued for any reason and have a remaining balance, this balance will be transferred to the general fund of HCPS.

8.1.4 Student Managers, Statisticians, and other Student Assistants in Athletics - The above students will be required to provide parental approval in the areas of travel and emergency medical treatment before they can actively be engaged in performing the duties of student assistant positions assigned. They will be required to buy the athletic insurance.

8.1.5 Media Coverage – Student-athletes must have a signed media release form on file prior to media contact.

8.1.6 Students of FHSAA "Special Schools" – Hillsborough County Public Schools does not permit students that attend schools that fall under the FHSAA category of "Special Schools" to include but not limited to Exceptional Student Education Centers, Career Centers, Alternative Schools and Adult/Career Technical Centers, to participate in the athletic program at the public high schools. Per state statute, students of district approved Charter Schools, students enrolled in the district Home Education program, or Private Schools that don't offer a particular sport may be allowed to participate if all eligibility criteria are met and official documentation is presented to the school administration.

**ARTICLE IX
CONTEST PREPARATION**

- 9.1 Pregame - This section is offered as a recommended checklist for individual sport coaches. In many situations the reputation of the school is measured by the manner in which athletic events are conducted.
- a. Contracts and Eligibility - As required by FHSAA, state laws, and county office.
 - b. Condition of Facilities - All areas should be examined for hazardous conditions, cleanliness, and proper marking and designation. Individual school APAs will maintain current checklists for their own facilities.
 - c. Publicity - The regular and accepted means of publicizing athletic events of a school should be followed. The Principal, APA, or Head Coach should handle news releases.
 - d. Courtesy to Visiting Teams - The visiting school should be contacted well in advance of the proposed contest and advised as to the location of the contest, the color of jerseys to be used, if applicable, and the time, date, and officials to be used. A home team official should be assigned to the visiting team when it arrives. The home team official will show the visiting athletes their dressing quarters and should direct the team to the playing area. (See 9.1.1 and 9.1.2)
 - e. Medical Representative - It will be the responsibility of the home team to request a physician in attendance at all varsity football games.
 - f. Game Personnel -The APA will check with the Business Manager to ensure that adequate provisions have been made to staff all home contests with proper game personnel.
 - g. Officials - It will be the duty of the Athletics Department to ensure that qualified game officials have been secured for all home contests.
 - h. It is suggested that reserved parking be provided for visiting administrators.

9.1.1 Visiting Team Letter (Information)

<p>Dear Coach _____:</p> <p>We are looking forward with pleasure to having your football team and fans visit us at _____ (school) on _____ (date). We hope the following information will be of assistance to you and your school.</p> <ol style="list-style-type: none">1. Game will be played at _____ (field), which is located _____. Game time will be _____.2. Please park your team bus in the parking lot _____ (located). This is the parking lot _____ (location).3. A manager has been assigned to your team and will meet your bus. The manager will show you your dressing room and will stand by to give you any assistance.4. Your team and fans will use the _____ side of the field. Please work out at the _____ end of the field for pregame warmups.5. You will have field phones from your bench to the top of the press box _____ (location). Please allow only _____ (number) coaches up top at any one time. <p>We hope this information has been of assistance to you. If you have any other questions, please call Coach _____ from _____ to _____ at _____ (phone number).</p> <p>Sincerely yours, Assistant Principal for Administration</p>

9.1.2 Visiting Team Letter (Scouting)

Dear Coach _____:

If you are sending coaches over to scout _____ (school name) at _____ (name) field, please inform them to sit _____ (location).
This area has been reserved for scouts only.

Sincerely yours,
Assistant Principal for Administration

9.2 Postgame

- a. Injuries - It will be the duty of the head coach to check his/her squad after each game for injuries. Proper medical attention will be given.
- b. Security of Facility - It will be the duty of the assistant principal for administration and/or Business Manager to ensure the security of all facilities and equipment before leaving.
- c. Stadium Lights - In cooperation with the Tampa Police Department and the Hillsborough County Sheriff's Department relative to incidents following football games, all stadium lights will remain turned on for not less than 45 minutes after the game has ended.

ARTICLE X TRAVEL

- 10.1 Senior High In-County Team Travel - All athletic teams will travel by county school bus for all away scheduled athletic events which fall within a 50 mile distance one-way from the Hillsborough County line. Exceptions to this will be made in the event a county school bus is not available or if the total traveling party is fifteen or less. In this situation four cars may be used if they are adequately insured as required by the state of Florida or a commercial bus may be requested through the Director of Athletics. In the event a commercial bus is required for transporting a team when school buses are available, a school will 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 Director of Athletics. (In the use of private cars, a responsible adult approved by the APA must be driving.) Any vehicle used to transport students must comply with the guidelines established by the Risk Management Department.
- a. Travel by Teams to Local Game Sites - Where it becomes necessary for a team or teams to use contest facilities not located on school grounds but within a ten mile radius of the school involved, it will be permissible to allow the team to meet at the game site on an individual basis. (Pending written permission from parents or legal guardian.)
 - b. Use of Private Automobiles for Athletic Tournament Transportation -- It has been determined that private automobiles may be used to transport student-athletes to athletic tournaments providing the following conditions are followed:
 - 1. Administrators will schedule no more private vehicles than are necessary to effectively provide sufficient transportation to the tournament. In transporting athletes to other regular scheduled events, current HCPS transportation policies should be followed.
 - 2. Only parents will be contacted to transport student-athletes in private automobiles. Each parent driver will complete the Indemnification Agreement and return it to the school.
 - 3. Vehicles that do not meet Department of Education acceptable safety standards are prohibited as a means for transporting student-athletes.
 - 4. Parent drivers must be informed of the following:
In the event of an accident during authorized use of a privately owned vehicle, coverage for damage to the privately owned vehicle or to any third party or for injuries to individuals would be subject to the user's own insurance coverage first as required by law.
 - 5. Each student-athlete will have on file a signed permission slip from his/her parent/guardian to travel by private automobile to athletic events.
- 10.2 Commercial Bus Request - A commercial bus is requested by requisition only with permission of the Director of Athletics.
- 10.3 Use of Rental Cars - Rental cars that meet the DOE acceptable safety standards and have been approved for use by the school district will be permitted in the transporting of student-athletes.
- 10.4 Senior High (Out-of-County) Team Travel - School buses will be requested for all away scheduled athletic events which fall within a 50 mile distance one-way from the Hillsborough County line. (If the traveling party is fifteen or less, four private cars may be used.) Refer to Article 10.1.a.
- 10.5 Team Housing - Procedure for acquiring team housing will be as follows:
- a. Approval - Request approval from the Director of Athletics for team housing
 - b. Arrangements - Contact housing facilities in the area to acquire the best possible rates with the understanding that the purchasing card will be used for payment.
 - c. Finalization – Settle bill using purchasing card before leaving facility.
 - d. Termination – Reconcile purchasing card through Resolve.
 - e. Emergency - If no housing facility in the area will accept the district purchasing card to pay for accommodations, you should obtain a price quote to cover your team. Contact the Director of Athletics with information regarding your team's housing. The Director of Athletics will arrange to prepay the

housing arrangements. A check will be issued in the name of the housing facility to cover housing cost. A receipt for money received will be signed by manager of housing facility.

If the charge is less due to special situations, the extra money not received by the housing facility will be returned to the Director of Athletics. If the charge is more due to special situations, this extra charge must be billed to HCPS. This bill will be submitted to the Director of Athletics for payment.

10.6 Individual Travel - Out-of-County - Policies pertaining to travel expenses paid from the county athletic funds:

a. Instructions for completing online travel requests - County Budget

- Traveler completes the Athletics Department Travel Request form.
- This form is signed by the appropriate school officials and forwarded to the Director of Athletics.
- The Director of Athletics will approve the travel request.
- The approved form will be returned to the APA.
- The school will initiate an online travel request per instructions from the Division of Business.

IN-STATE TRAVEL limited to a maximum of \$50/day per diem or actual cost.

OUT-OF-STATE TRAVEL limited to a maximum of \$50/day per diem or actual cost per trip.

10.7 Courtesy Cars - Courtesy cars may not be accepted in the name of HCPS:-

If a courtesy car is accepted by any HCPS employee in his/her own name, the cost of insurance or other expenses cannot be paid by HCPS or the school's internal accounts.

ARTICLE XI
REGULATIONS GOVERNING THE PROCUREMENT OF ATHLETIC FACILITIES

- 11.1 Use of Athletic Facilities by Other Public Schools in Hillsborough County
- a. The APA of the visiting school will coordinate use of the facilities through the home APA.
 - b. Expenses will be paid for opening, closing, and operating the facilities as established by the county fee schedule.
- 11.2 Use of Athletic Facilities by Nonpublic Schools and Other Organizations - The nonpublic school or organization will request use of an athletic facility through the APA. A Use of Facility packet is valid through the approved dates on the request form. With approval of the Principal, this request will be forwarded to the Director of Athletics for approval. The Director of Athletics will coordinate use of all athletic facilities with the Area Director.
- The fees charged for rentals will be determined by the Division of Business. Please refer to standard procedure for rental of facilities.
- 11.3 Rental of facilities not owned by HCPS – Approval by the Procurement Department followed by funding provided by the Athletics Department is required.
- 11.4 Service Animals on Campuses of Public Schools in Hillsborough County – Only animals with proper identification recognizing them as a service animal will be permitted on the campuses of HCPS. Animals without proper identification and/or personal pets will not be permitted on campus.

ARTICLE XII

CENTRALIZED ATHLETIC FINANCE

- 12.1 Budgets - The following time schedule will be a guideline in submitting individual high school athletic budgets for approval:
- September - Individual head coaches turn in a proposed budget to the APA who will then get the approval of the Principal.
 - September - APA will turn in a complete proposed budget for their school to the Director of Athletics. Approval and amending meetings are held.
 - November – Bid show is held. Information provided to Purchasing by the end of the month.
 - December/January/February – Purchasing completes bid process.
 - February – Uniform writing
 - March/April – Supply orders
- 12.1.1 Budget Changes – The Director of Athletics may change any budget during the school year if the financial situation warrants.
- 12.1.2 Budget Transfers - No budget transfers will be allowed unless requested in writing with extenuating circumstances to the Director of Athletics. The Director of Athletics must approve this budget transfer in writing.
- 12.1.3 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 your total over the amount budgeted for that item must be approved by the Director of Athletics.
- 12.2 County Athletic Bid - The Director of Athletics will conduct a countywide bid show each year. A committee appointed by the Director of Athletics will attend the bid show and list athletic items to be bid. A list containing these items to be bid is sent to each school APA requesting amounts to be purchased. The bid items, along with the amount needed, are sent to the vendors for their bid prices.
- 12.2.1 Purchasing Procedures
- The APA, with the approval of the Principal, will submit all requisitions for equipment and supplies.
 - Items not on the county bid may be purchased as long as they do not exceed \$50,000. The school's APA is authorized to solicit a minimum of three telephone quotes for any purchases between \$5,000 and \$9,999.99. A written quote will be needed for any purchases of \$10,000 and \$49,999.99. These quotes and the recommendation of the APA will be sent to the Director of Athletics for approval. For any item under \$3,000, the APA will use good business practices and request permission to purchase the item through the Director of Athletics.
- 12.3 Equipment and Supplies Furnished for Each Sport
- Football - mouthpiece, helmet, shoulder pads, hip pads, thigh pads, kneepads, practice scrimmage vests, practice pants, practice jersey, two pairs of game pants, white game jersey, and colored game jersey.
 - Basketball - two pairs of game shorts, reversible practice jersey, white game jersey, colored game jersey, shooter jersey and mouthpiece.
 - Wrestling - kneepads, mouthpiece, game singlet, headgear, and warmup top and bottom.
 - Cross Country - game jersey and game shorts.
 - Baseball - mouthpiece, two pairs of game pants, two game shirts. (One set provided at start-up.)
 - Golf - game shirt and golf balls.
 - Swimming - warmup top and warmup bottom.
 - Tennis - game shirt (maximum of 9) and tennis balls.
 - Track - game jersey, game pants, warmup top and bottom (color, sweat suit style).
 - Volleyball - game jersey, noncompression game shorts, and kneepads.
 - Softball - mouth piece, two game shirts, and two pairs of game pants. (One set provided at start-up.)

- l. Cheerleaders - one skirt (girls), one pair of pants with inseam not less than 8" (boys), one shell top (girls), one shirt (boys)
- m. Soccer - white game jersey, colored game jersey, two pairs of game shorts, white game socks, colored game socks, practice scrimmage vest, mouthpiece, warmup top and bottom. Goalkeeper - goalkeeper style-jersey.
- n. Girls Flag Football - white game jersey, colored game jersey, one pair of game shorts, one mouthpiece.
- o. Lacrosse – mouthpiece, helmet & shoulder pads (boys), scrimmage vests, white jersey, colored jersey, game pants, sticks.
- p. Socks - game socks to be provided in the sports of soccer:
 - 1. Soccer--maximum of 2 dozen game socks

Notes: For failure to wear a protective mouthpiece in the sports of football, basketball, soccer, baseball, softball, lacrosse and girls flag football, the student-athlete will be required to leave the contest until the rules permits. In the sport of wrestling, the athlete will be subject to the same application used when the headgear is not worn properly.

One mouthpiece will be provided in football, basketball, soccer, baseball, softball, wrestling, lacrosse and flag football. Replacement of this mouthpiece will be the responsibility of the student-athlete if it is lost or unserviceable. This item is not returnable.

Any item lost or stolen is the responsibility of the student. Payment for lost items will be the bid replacement price. The money received will be sent to the Athletics Department to be deposited or credited to the Athletic General Fund.

12.3.1 Selling or Giving Away Athletic Equipment and Supplies - No athletic equipment or supplies may be sold to anyone without approval of HCPS. No athletic equipment may be given away under any circumstances. No athletic equipment will be loaned without the approval of the Director of Athletics.

12.3.2 Number of Players Allowed to be Dressed Out for Game Situations Per Sport

Varsity Football	60	The use of a commercial bus may limit the travel to 48.
Junior Varsity Football	60	
Swimming (boys and girls)	25	
Varsity Cross Country (boys and girls)	22	
Volleyball	15	
Junior Varsity Volleyball	15	
Golf (boys and girls)	6	
Varsity Cheerleaders	20	
Junior Varsity Cheerleaders	12	
Varsity Wrestling	14	
Junior Varsity Wrestling	14	
Varsity Basketball (boys and girls)	15	
Junior Varsity Basketball (boys and girls)	15	
Varsity Soccer (boys and girls)	25	
Varsity Baseball	20	
Varsity Softball	20	
Tennis (boys and girls)	9	
Track (boys and girls)	45	
Varsity Girls Flag Football	25	
Junior Varsity Girls Flag Football	25	
Lacrosse (boys and girls)	25	

12.4 Handling and Receipting all Money Collected

- a. Only coaches, school administrators, business managers, or bookkeepers will handle or receipt all Athletics Department money.
- b. All revenue, fees, and/or guarantees received as a result of athletic programs will be credited to the HCPS general fund. Any exceptions to this will be approved by HCPS.

12.4.1 No coach or team shall have bank accounts separate from Internal Accounts or an approved Booster Club account.

12.5 Change and Personnel Funds - The Business Manager will request the money necessary for change and personnel expenses for each sport not less than three weeks before the first game scheduled for the sport. This request must list the breakdown of expenses. This amount is to be deposited in a trust account of the school's internal accounts for the sport requested and requisitioned as needed. The change fund and any overages will be returned in a check to the Director of Athletics office. This money will be credited to the athletic accounts at the end of each sport season. Any deviations for additional expenses made after the initial request must be approved by the Director of Athletics.

12.6 Athletic Tickets

12.6.1 Ordering Tickets

- a. The Athletics Department will buy all tickets.
- b. The Athletics Department will issue tickets to each high school as needed. A Tickets Issued and Sold form will be issued for all tickets issued by the Athletics Department.
- c. The HCPS Auditing Department will receive a copy of each Tickets Issued and Sold form.

12.6.2 Presale of Tickets to Schools

- a. Two weeks before your contest, both school's Business Managers will meet with their APA and determine if there will be any advance ticket sales. If it is decided there will be a presale of tickets, send tickets to the visitors one week before the game. Make a ticket report in duplicate showing the number and value of each ticket.
- b. Visiting Business Managers must return, report of tickets sold, and money collected to the home Business Manager the night of the game.
- c. All tickets will be sold the week of the game. Business Manager will take these tickets to the pregame ticket sellers, make out a ticket report in duplicate (keeping one copy), and give the others to the pregame ticket sellers.
- d. Unsold tickets will be returned by the pregame sellers before 10:00 a.m. on the day of the game. These tickets can then be sold at the gate.

12.6.3 Ticket Report

- a. Make an inventory sheet of tickets on each game.
 1. Show number, color, and kind of each ticket printed
 2. Number of tickets returned or not sold
 3. All tickets must be accounted for
 4. Tickets must be torn and stubs kept
- b. Make a report of tickets on each game report covering the following:
 1. Number sold at each price
 2. Number left on hand of each kind

12.6.4 Pass List

See Article 13, Athletic Pass List Agreement (Attach copy of pass gate report to final game financial report.)

12.7 Game Personnel – (to be determined based on event)

12.7.1 Officials

- a. The selection of officials will be based on the contract determined in Article 18.
- b. The rate of pay will be governed by the FHSAA and/or a signed contract recognized by the School Board.
- c. The Business Manager will have an official sign a petty cash voucher for a sum of money that will total the amount to be paid each official. A copy of this petty cash voucher will then be attached to the game report. Officials who are employed by HCPS will be paid using a NJR (Non-job Related) method through the Payroll Department. Do not pay these officials at the site.

12.7.2 Clock Operator - Clock operator will be the responsibility of the home team and will be assigned by the officials association for varsity and junior varsity football. The clock operator will arrive not less than 30 minutes before the scheduled start of the contest in order that the operator might understand the operation of the clock to be used.

12.7.3 Ticket Sellers

- a. It will be the responsibility of the Business Manager to select responsible people for this job.
- b. The sellers for a football game will be expected to arrive for work 1 hour and 45 minutes before the scheduled time of the contest; all other sports will arrive 45 minutes before game time. The sellers will receive their assignments and sign up for their change and tickets.
- c. It is recommended that the sellers check the amount of change thoroughly and the number of tickets received before signing for them. The seller will be held responsible for the tickets and money until cleared by the Business Manager after completing the job.

12.7.4 Ticket Takers

- a. It will be the responsibility of the Business Manager to select responsible people for this job.
- b. The takers will be expected to arrive for work (football – 1 hour and 45 minutes, all other sports - 45 minutes) before the scheduled time for contest.
- c. The takers will receive their assignments and will be at their posts 90 minutes before the contest for football and 45 minutes for all other sports.
- d. The takers must have a stub box and must be sure to tear each ticket in half, placing one-half in the stub box and giving one-half to the holder of the ticket.
- e. After the completion of the job, the takers must place all stubs in the paper bag that is to have the contest title, date, and name of the taker responsible written on the bag.
- f. The bag will be sealed and turned into the Business Manager for the purpose of auditing at a later date.
- g. Takers will remain on duty until the completion of the contest.

12.7.5 Announcer

- a. It will be the responsibility of the school to select a person to announce the contest.
- b. The announcer is required to report 45 minutes before the scheduled time of a football contest and 30 minutes for all other sports.
- c. The announcer is responsible for announcing the contest and ensuring that the scheduled program is carried out in the proper sequence.

12.7.6 Scoreboard Operator

- a. It will be the responsibility of the school to select a responsible person for this job.
- b. The operator will be required to report 30 minutes before the scheduled time of the contest.
- c. The operator will be responsible for operation of the scoreboard with the exception of the clock.

12.7.7 Law Enforcement Officers

- a. The hiring of law enforcement officers will be the duty of the Athletic Director.
- b. The rate of pay will be determined by the scale set forth by those agencies handling the assignments of these personnel.
- c. It is the responsibility of the Business Manager to work with the APA in assuring that each law enforcement officer is given specific instructions in writing relating to their responsibilities.
- d. Request for additional security beyond the maximum allowed must be submitted in writing to the Director of Athletics for approval.

12.7.8 Custodian

- a. It will be the responsibility of the APA to select a responsible person for this job. Pre-approved from the Director of Athletics will be required to hire custodial personnel.
- b. The custodian will be responsible for maintenance, unlocking and locking all restrooms, clearing garbage cans, assisting with transport of visiting team's equipment, clearing field of equipment after game, press box, and dressing room facilities before, during and after the contest.

12.7.9 Clerk of the Course

- a. To be paid for meets involving five or more teams.
- b. Place contestants and relay teams in lanes for all races.
- c. Record all results at finish line.

12.7.10 Event Manager

- a. Only for FHSAA sanctioned events.
- b. Is not the Business Manager
- c. Will coordinate the tournament or event to include setting game times, pairings, facility set up, assisting Business Manager in securing game personnel.

12.8 Fee Schedules

12.8.1 High School Varsity Football

Officials - Negotiate with Officials Association	
Clock Operator - Negotiate with Officials Association	
Scoreboard Operator	\$ 7.00
Ticket Sellers	\$ 17.00
Ticket Takers	\$ 17.00
Electronic Technician	\$ 6.00
Announcer	\$ 9.00
Police/Sheriff - Department scheduled rate (Maximum number allowed is eight unless given written permission from Director of Athletics)	
Custodian – Scheduled rate of school board employee (otherwise \$12.00 per hour)	

12.8.2 High School Junior Varsity Football

Clock Operator	\$ 7.00
Announcer	\$ 7.00
Ticket Seller	\$ 12.00
Ticket Taker	\$ 12.00
Field set-up and breakdown	\$ 14.00
Police/Sheriff - Department scheduled rate (Maximum number allowed is two unless given written permission from Director of Athletics)	

12.8.3 High School Varsity Basketball – (Session = 2 games)

Varsity Officials - Negotiate with Officials Association
 Clock Operator - Negotiate with Officials Association

Scorer (per game) (varsity only)		\$ 9.00
Ticket Seller		\$ 15.00
Ticket Taker		\$ 15.00
Police/Sheriff - Department scheduled rate (Maximum number allowed is two unless given written permission from Director of Athletics)		

12.8.4 High School Junior Varsity Basketball

Announcer		\$ 12.00
Clock Operator - Negotiate with Officials Association		\$ TBD
Scorer – If not a registered official		\$ 15.00
Ticket Seller(s)	per event	\$ 25.00
Ticket Taker(s)	per event	\$ 25.00
Police/Sheriff - Department scheduled rate (Maximum number allowed is two unless given written permission from Director of Athletics)		

12.8.5 High School Baseball

Plate Umpire - Negotiated with Officials Association		
Base Umpire - Negotiated with Officials Association		
Ball Chaser - maximum of two		\$ 2.00
Ticket Seller		\$ 11.00
Ticket Taker		\$ 11.00
Police/Sheriff - Department scheduled rate (Maximum number allowed is one unless given written permission from Director of Athletics)		
Lining and preparation of playing field (when using playing fields belonging to outside organizations or governmental agencies).		Fee to be negotiated

12.8.6 High School Track

Starter (4 teams or less)		\$ 30.00
Starter (5 to 13 teams)		\$ 50.00
Starter(s) (invitationals/county championships)	per event	\$ 75.00
Assistant Starter(s) (invitationals/county championships)	per event	\$ 50.00
Ticket Seller (regular meets)		\$ 8.00
Ticket Taker (regular meets)		\$ 8.00
Ticket Seller(s) (invitationals/county championship)	per event	\$ 25.00
Ticket Taker(s) (invitationals/county championship)	per event	\$ 25.00
Scorer (regular meets)		\$ 7.00
Scorer(s) (invitationals/county championship)		\$ 75.00
Clerk of the Course (regular meets with five or more teams)		\$ 6.00
Clerk of the Course (invitationals/county championship)		\$ 50.00
Announcer (regular meets)		\$ 7.00
Announcer(s) (invitationals/county championships)		\$ 60.00
Electronic Technician (regular meets & champ/invitationals)		\$ 6.00
Electronic Technician (invitationals/county championship)		\$ 35.00
Police/Sheriff - Department scheduled rate (Maximum number allowed is one unless given written permission from Director of Athletics)		
Field Event Official (county championship)		\$ 75.00
Stager (county championship)		\$ 50.00

12.8.7 High School Swimming

Referee (Western Conference and FHSAA district meet only)		\$ 15.00
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Starter (championship & invitational meets with preliminary and finals)		\$ 12.00
Starter (regular meets)		\$ 6.00
Ticket Seller (championship & invitational meets with preliminary and finals)		\$ 7.00
Ticket Seller (regular meets)		\$ 6.00
Ticket Taker (championship & invitational meets with preliminary and finals)		\$ 7.00
Ticket Taker (regular meets)		\$ 6.00
Clerk of the Course (championship & invitational meets with preliminary and finals)		\$ 8.00
Clerk of the Course (regular meets with five or more teams)		\$ 6.00
Police/Sheriff - Department scheduled rate (maximum number allowed is one unless given written permission from Director of Athletics.)		

12.8.8 High School Wrestling

Officials - Negotiate with Officials Association		
Timer (varsity) Dual		\$ 6.00
Timer(s) - 4 way	per event	\$ 18.00
Timer(s) - 6 way	per event	\$ 30.00
Timer(s) - 9 way	per event	\$ 42.00
Timer(s) (county championship)	per event	\$ 126.00
Ticket Seller (dual)		\$ 12.00
Ticket Taker (dual)		\$ 12.00
Ticket Seller(s) (4 way)	per event	\$ 18.00
Ticket Taker(s) (4 way)	per event	\$ 18.00
Ticket Seller(s) (6 way)	per event	\$ 30.00
Ticket Taker(s) (6 way)	per event	\$ 30.00
Ticket Seller(s) (9 way)	per event	\$ 42.00
Ticket Taker(s) (9 way)	per event	\$ 42.00
Ticket Seller(s) (county championship)	per event	\$ 100.00
Ticket Taker(s) (county championship)	per event	\$ 100.00
Scorer varsity (fee paid to nonregistered official)		\$ 7.00
Scorer(s) varsity (4 way)	per event	\$ 21.00
Scorer(s) varsity (6 way)	per event	\$ 35.00
Scorer(s) varsity (9 way)	per event	\$ 49.00
Scorer(s) varsity (county championship)	per event	\$ 147.00
Scorer JV (per match)		\$ 5.00
Scorer (s)JV (4 way)	per event	\$ 15.00
Scorer(s) JV (6 way)	per event	\$ 25.00
Scorer(s) JV (9 way)	per event	\$ 35.00
Scorer (s) JV (championship)		\$ 35.00
Timer JV (per match)		\$ 5.00
Timer(s) JV (4 way)	per event	\$ 15.00
Timer(s) JV (6 way)		\$ 25.00
Timer(s) JV (9 way)		\$ 35.00
Bout Manager(s)-(county championship)	per event	\$ 200.00
Announcer(s) (county championship)	per event	\$ 126.00
Table Workers (county championship)	per event	\$ 200.00
Police/Sheriff - Department scheduled rate (Maximum number allowed is two unless given written permission from Director of Athletics.)		

12.8.9 Volleyball Senior High

Officials - Negotiate with Officials Association		
Varsity Ticket Seller		\$ 9.00

Varsity Ticket Taker	\$	9.00
Varsity/Junior Varsity Ticket Seller	\$	11.00
Varsity/Junior Varsity Ticket Taker	\$	11.00
Varsity Scorer	\$	6.00
Junior Varsity Scorer	\$	5.00
Libero Tracker	\$	6.00
Line Judges (2)	\$	6.00
Police/Sheriff - Department scheduled rate (Maximum number allowed is one unless given written permission from Director of Athletics.)		

12.8.10 Flag Football Senior High

Officials - Negotiate with Officials Association		
Varsity Ticket Seller	\$	9.00
Varsity Ticket Taker	\$	9.00
Varsity/Junior Varsity Ticket Seller	\$	11.00
Varsity/Junior Varsity Ticket Taker	\$	11.00
Varsity Scorer	\$	6.00
Junior Varsity Scorer	\$	5.00
Police/Sheriff - Department scheduled rate (Maximum number allowed is one unless given written permission from Director of Athletics.)		

12.8.11 Cheerleading Competition

Officials	\$	75.00
Ticket Sellers	\$	15.00
Tickets Takers	\$	15.00
Announcer	\$	25.00

12.8.12 Cheerleading Championships

Judges (fee plus travel)	per judge	\$	125.00
Medical Tech	per hour	\$	20.00
Ticket Sellers/Takers	each	\$	\$15.00
Security	per event	\$	300.00
Tabulators	per event	\$	260.00
Video Crew	per event	\$	100.00
Timers	per event	\$	80.00
Sound Tech	per event	\$	250.00
Spotters	per event	\$	210.00
Announcer	per event	\$	60.00
Mat Mover	per event	\$	100.00
Custodian (*negotiated)		\$	TBD

12.8.13 High School Softball

Umpires (2) - Negotiate with Officials Association		
Ball Chaser	\$	2.00
Ticket Seller	\$	11.00
Ticket Taker	\$	11.00
Police/Sheriff - Department scheduled rate (Maximum number allowed is one unless given written permission from Director of Athletics.)		

The fee for lining and preparing playing fields is to be negotiated. (These fees are paid only when using playing fields that belong to outside organizations or governmental agencies.)

12.8.14 Soccer Senior High

Officials - Negotiate with Officials Association		No Fee
Clock Operator - Time to be kept by officials on the field		
Ticket Seller	\$	16.00
Ticket Taker	\$	16.00
Scorer (per game)	\$	5.00
Ball Chaser (2 each per game)	\$	3.00
Electronic Technician	\$	6.00
Announcer	\$	7.00
Field Set-up and Breakdown	\$	14.00
Police/Sheriff - Department scheduled rate (Maximum number allowed is two unless given written permission from Director of Athletics.)		

12.8.15 Girls Flag Football

Officials - Negotiate with Officials Association		
Clock Operator - Negotiate with Officials Association		
Scorer	\$	5.00
Ticket Sellers	\$	16.00
Ticket Takers	\$	16.00
Announcer	\$	7.00
Field Set-up and Breakdown	\$	14.00

12.8.16 Boys and Girls Lacrosse

Officials – Negotiate with Officials Association		
Clock Operator – Negotiate with Officials Association		
Scorer	\$	5.00
Ticket Sellers	\$	16.00
Ticket Takers	\$	16.00
Announcer	\$	7.00
Field Set-up and Breakdown	\$	14.00

12.8.16 Business Manager Fees for FHSAA Play-offs - These fees are to be used where FHSAA does not require a specific fee or does not permit a fee to be paid. These fees are to be paid only when admission is charged. Business Manager fees/rates for tournaments will be determined at the district planning meeting.

Football - District/Regional/Sectional/State Play-off		\$	50.00
Volleyball, Basketball, Baseball, Softball, Flag Football, or Soccer Tournament	per day	\$	50.00
Track or Swimming - District/Regional		\$	75.00
Wrestling - District/Regional	per day	\$	50.00

12.8.17 Business Manager Fees for Special Events (where admission is charged)

Football Jamborees and FHSAA Preseason Classics		\$	75.00
Basketball Tournament	per day	\$	55.00
Volleyball or Flag Football Classic/Tournament	per day	\$	55.00
Wrestling Tournament	per day	\$	75.00

Baseball or Softball Tournament	per day	\$	55.00
Western Conference Track Meet		\$	100.00
Western Conference Swim Meet		\$	100.00
Soccer Tournament	per day	\$	55.00
Cheerleader Championships		\$	100.00

12.8.18 Additional Regulations Governing All Fee Schedules

- All fees paid must be the amounts specified on this schedule.
- Any fees not listed will be cleared through the Director of Athletics.
- No person can be paid for two positions during the same contest. Exceptions may be allowed in special situations with permission from the Director of Athletics.
- Any person receiving a fee for working an athletic contest will be on duty and will stay at the site for the entire contest.

12.8.19 Maximum Fees for Cleaning Stadium

Varsity Football Game - maximum fee	per game	\$	100.00
Junior Varsity Football Game - maximum fee	per game	\$	50.00
Girls Flag Football	per game	\$	35.00
Soccer Game - maximum fee	per game	\$	35.00
Special Cleaning Fee for Major Events Only (by approval of County Director of Athletics) – Negotiated by Athletics Office		\$	TBD
Saturday Event Gymnasium Cleaning Fee (number of hours to be determined by the Director of Athletics)	per hour	\$	17.00
Middle School Cluster Meet	per event	\$	100.00
Middle School Soccer Set-up	per event	\$	15.00
Middle School Stadium Cleaning (soccer & track)	per event	\$	50.00

An established time for cleaning up of facilities will be written into the agreement.

12.9 Admission Prices

12.9.1 Varsity Football

General Admission	\$	5.00
FHSAA Preseason Classics	\$	5.00
Jamborees	\$	5.00

- Children six years old and younger will be admitted free if accompanied by their parents.
- High schools will designate two days a week (with a prescribed time of sale) as advance sale days when tickets and student activity cards will be sold.
- A fee of \$18.00 for a three-hour period will be established as a game expense for advance sale purposes.
- All tickets will be ordered through the Director of Athletics for distribution to schools.
- All admission tickets will be one color throughout the county for the entire regular season.

12.9.2 Varsity Basketball, Volleyball, Wrestling, Soccer, Cheerleader, Baseball, Softball, Girls' Flag Football, Track, and Lacrosse

General Admission	\$ 4.00
Invitational or Championship Tournament	\$ 4.00
Cheerleader Championship	\$ 4.00
Cheerleader Invitational Meets	\$ 4.00

12.9.3 Swimming, Cross Country, Tennis, and Golf

General Admission	\$ 4.00
Invitational or Championship Tournaments	\$ 4.00

12.9.4 Junior Varsity Sports

General Admission	\$ 4.00
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12.9.5 Student Athletic Cards

The Student Athletic Punch Card is being offered as a financial saving for students who are interested in attending a large number of athletic contests sponsored by HCPS. The Student Athletic Card will be available to elementary, middle, and senior high school students.

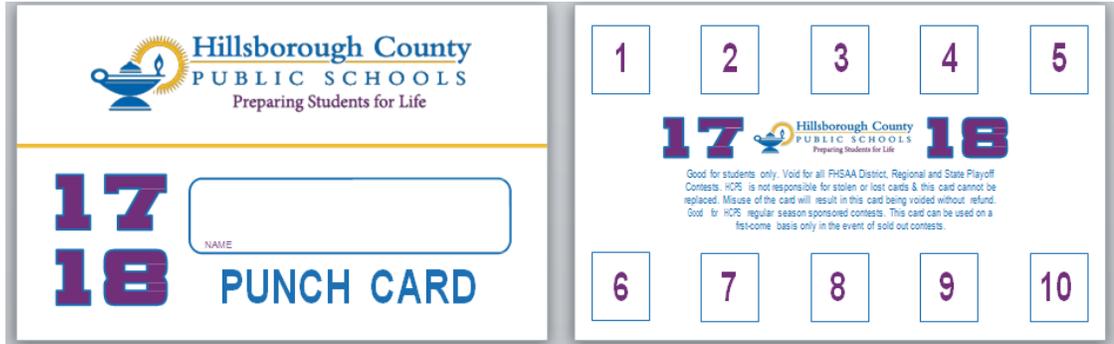
12.9.5.a Student Athletic Punch Card Sale Procedure – The Director of Athletics will arrange for Student Athletic Punch Cards to be sold to senior high school students. The Student Athletic Punch Card will be numbered.

1. Money from the sale of Senior High Student Athletic Punch Cards will be deposited by HCPS Cash Management Department and marked "Student Athletic Cards."
2. All funds will be added to the school's gate receipts.

NOTE: Recommendations to inform students about the Student Athletic Punch Card.

- a. Information letter to students and parents.
 - b. Have an assembly during first week of school and discuss the money saving feature of the Student Athletic Punch Card.
 - c. Post informative signs describing the sale of Student Athletic Punch Cards and the financial benefit to purchasing.
 - d. Homeroom teachers can announce the sale information each morning.
 - e. Use any means each school feels will help sell the Student Athletic Card.
4. Information Regarding Student Athletic Card
 1. This card is valid for student admission only.
 2. Price \$25.00 per card.
 3. This card is valid for any ten regular season athletic contests sponsored by the HCPS.
 4. This card is to be punched with each admission.
 5. This card can be used by student for admission of other students (senior high and below) and up to the number of punches left on the card.
 6. Each senior high school has approximately 70 to 80 home contests during volleyball, football, basketball, soccer and wrestling seasons; 120 plus contests counting home and away contests.
 7. The card buyer will purchase the card online and agree to the conditions under which the card was bought.
 8. HCPS will not be responsible for replacing lost or stolen cards.
 9. The card is not valid for FHSAA Pre-season, Invitationals, District, Regional, Sectional or State Play-offs.

10. Misuse of the card will result in the card being voided without refund.



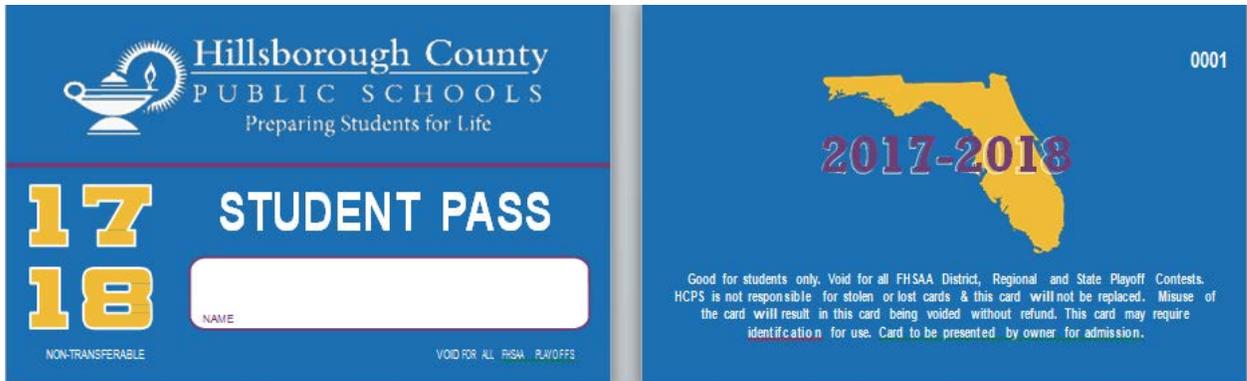
Special Instructions: [on back of Student Athletic Card]

- a. Good for student only.
- b. Void for all FHSAA Pre-season, Invitationals, District, Regional, and State Play-off Contests.
- c. HCPS is not responsible for stolen or lost card, and this card will not be replaced.
- d. Misuse of the card will result in this card being voided without refund.
- e. Good for HCPS regular season sponsored contests.
- f. This card can be used on a first-come basis only in the event of sold out contests.

12.9.6 Student Activity Cards

Information on Student Activity Card

- 1. Student admission only.
- 2. The price is \$55 per activity card. (Note: Service fees apply)
- 3. This card is valid for all regular season athletic contests sponsored by HCPS.
- 4. This card is to be presented by its owner for admission.
- 5. Each senior high school has approximately 70 to 80 home contests during volleyball, football, basketball, soccer, and wrestling season; more than 120 contests when counting home and away games.
- 6. The card buyer will purchase the card online and agree to the conditions under which the card was bought.
- 7. HCPS is not responsible for replacing lost or stolen cards.
- 8. This card is not valid for FHSAA District, Regional, Sectional or State Play-offs.
- 9. Misuse of this card will result in the card being voided without refund.



Front

Back

12.9.7 Booster Club Athletic Card

The Booster Club Athletic Card is offered as a method of recognizing those individuals in the school community who join booster clubs. The Booster Club Athletic Card will be available for sale under the following conditions.

- a. Booster Century Club Members (\$100+ membership fee) belonging to a school incorporated booster club which is state of Florida sanctioned, will be entitled to purchase up to two Booster Club Athletic Cards at \$55 each. (Note: Service fees apply)
- b. Booster members paying a regular membership fee to a school incorporated booster club which is state of Florida sanctioned, will be entitled to purchase one Booster Club Athletic Card at \$55 (one card per membership). (Note: Service fees apply)

These Booster Club Athletic Cards will be purchased online using a third party vendor. Each athletic card will be numbered for accountability and auditing purposes. All funds collected for the sale of Booster Club Athletic Cards will be deposited in the athletic revenue account at each school and become part of the general revenue of HCPS.

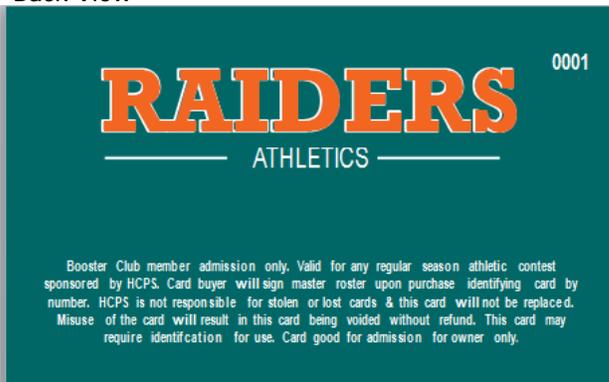
All Booster Club Athletic Cards will be sold by the third party vendor and issued directly to the purchaser. All Booster Club Athletic Cards will be valid for admission to any regularly scheduled athletic event at any HCPS site. Booster Club Athletic Cards will not be honored for admission to any Florida High School Activities Association tournaments, special events, or out-of-county athletic events.

Booster Club Athletic Cards will be valid for one school year. Booster Club Athletic cards will be numbered sequentially.

Front View



Back View



12.10 Preparing for Contest

- 12.10.1 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 you.
- 12.10.2 Game Expense Preparation - Before contest time, prepare check requisition to cover all game expenses. Cash check in order to have money in proper amounts to pay game personnel. Prepare individual envelopes with money and duplicate petty cash vouchers for each game personnel.
- 12.10.3 Ticket Preparation - All tickets not sold will be collected and accounted for and placed in bag along with change for each ticket seller. Ticket seller's report will be prepared in triplicate. One will be kept in the business office for record and the other two placed in the ticket bag.

- 12.11 Contest Operation
- 12.11.1 Briefing - Meet with all game personnel and review their assignments. Pay the game personnel before the contest. Each person receiving money will sign the petty cash voucher. Have game personnel write name and Lawson number, if applicable on receipt form as they receive payment for the event; write legibly. Ticket sellers will count their change, check their tickets and sign ticket seller's report.
- 12.11.2 During the Contest - Business Manager will ensure all game personnel are at their posts and functioning properly.
- 12.11.3 After the Contest – Pick up ticket stubs from head ticket taker. With the head ticket seller, check out each ticket seller and have each ticket seller sign the duplicate copy of the ticket seller's report (that will include the number of tickets sold and all money on hand). The ticket seller and the business manager retain one copy each. With the exception of the change fund, deposit all contest money in the Hillsborough County Public Schools Athletic Fund account at your assigned bank.
- 12.12 Game Report and Ticket Report - Shortly after an event, the game report should be completed. The game report has separate columns for expenses reimbursed from the Payroll Department or the Accounts Payable Department. Use the payroll column for payments to any HCPS employees, even employees from a site different than your site. All other expenses should be reimbursed on the accounts payable column. Send a copy of all tickets issued and sold reports to Internal Auditing, including jamboree, tournament, and student activity card sales. For events where tickets are not sold, such as cross-country and swimming, send Internal Auditing the game reports instead. Make sure the home site is listed first on the game report. Also, remember that the tickets issued and sold reports will be the basis for auditing your ticket inventory.
- 12.12.1 Receipts
- a. Petty Cash Vouchers and Receipt Form - Attach the original set to the original game report. Duplicate sent to bookkeeper that validates game expense check.
 - b. Return unused game money to bookkeeper.
 - c. Bank Deposit Slip - Attached to original game report.
 - d. Ticket Seller's Reports - Attached to original game report.
 - e. Ticket Stubs - Identified by contest, kept separate, and stored in business office.
 - f. Pass Report - Attached to original game report.
 - g. 1099 Reports on game officials and deputies.
- 12.12.2 Miscellaneous
- a. No expenses can be paid from gate receipts.
 - b. Tickets must be torn at gate with one-half given to purchaser if requested.
 - c. Keep ticket inventory current.
- 12.13 Special Contracts or Bids
- 12.13.1 Stadium or Gym Clean Up Fee - Prepare a contractual agreement with the person, persons, or organization to clean the stadium or gym. This contract must state the general duties of the group with an approximate total cost for the season. If you so desire, you can use the Agreement for School Related Functions form. Send the proposed contract to the Director of Athletics for approval.
- 12.13.2 Football Equipment Reconditioning Bid - The Athletics Department, through the Purchasing Department, will bid reconditioning of equipment each year. Once the bid has been awarded, the Director of Athletics will make arrangements for football helmets and shoulder pads to be evaluated. All football helmets and shoulder pads deemed in need of reconditioning by this evaluation will be shipped to the company receiving the bid. Each school will receive an estimate for the cost of reconditioning football helmets and

shoulder pads and will initiate a requisition for this purpose. Football helmets and shoulder pads will be picked up by the company and returned to the school upon completion of reconditioning.

- 12.13.3 Team Physician's Contract - Negotiate contract with team physician listing what services he/she agrees to perform and what he/she is to be compensated. The contract should distinguish fall and spring football practice and payment for services. The contract must include attendance to games. In the event the contracted physician cannot be present; the contract should stipulate that the physician would provide a qualified replacement. Send the agreement for school related functions to the Director of Athletics for approval at the beginning of the school year. Send a copy of the online requisition with a copy of approved contract to the Director of Athletics for approval. Request your team physician to provide you with an invoice at the completion of services for payment.

12.14 Concessions, Programs and Parking

- a. The operation of athletic concessions, programs, and parking will be conducted in accordance with sound business procedures and present the total school program in a favorable manner. The home team is responsible for preparing, printing, and selling all programs at its home game. The price of the program will not exceed \$2.00 without approval of the Director of Athletics. The sale of programs may not be tied into parking or admission price.
- b. The Principal is the authority that will determine disposition of these activities.
- c. When such are the responsibilities of school organizations, a current inventory and correct record will be maintained. The money received from the sale of programs will be deposited and accounted for in the school internal account.
- d. The Principal may lease to outside organizations any or all of these programs upon approval of the facilities forms, provided approval is secured from HCPS. Application for a lease will be made on the form as provided by the HCPS Business Office. Money under such arrangement will not be deposited in the school internal account. Leasing organization to provide liability insurance in the amounts set by the HCPS.
- e. Parking - The Principal may lease to booster clubs or any other organization directly associated with the school the right to operate parking concessions for the fall football jamboree and FHSAA Preseason classic and all varsity football games. The lease will include the price to be charged for all parking and will read as follows:

A fee of \$2.00 per car may be charged for the fall football jamboree and/or FHSAA preseason classic and all varsity football games. A fee of \$2.00 may be charged for special events approved by the Director of Athletics.

A fee of \$2.00 per car may be charged for any hosted FHSAA play-off contest.

- 12.15 Financing of Regularly Scheduled Athletic Events- All regularly scheduled athletic events as set forth in Article 21 of the "Athletic Guidebook of Procedures" will be approved by the Director of Athletics with approval of the administrative staff based on funds available. [Note 1: The intent of this policy is to prevent athletic teams from conducting fund raising projects or from soliciting funds from outside organizations or individuals for the express purpose of scheduling regular or special trips for athletic teams. This does not include pre and postgame meals providing they are paid for by booster clubs, community organizations, and individuals. Note 2: This policy will include all state (FHSAA) scheduled championship or play-offs leading to the championship and will be subject to the same interpretation rendered under Note 1 of this policy.

- 12.16 Uniform Use - Any uniform items or equipment and supplies which have been purchased by HCPS, or have been purchased by other sources and become the property of HCPS, will not be used by the students or

coaches for activities other than those sanctioned and approved as a school-sponsored activity. In cases where uniforms are worn on game day or for purposes other than actual contests, no provisions will be made to replace uniforms other than the regularly scheduled rotation.

- 12.17 Purchase of Equipment and Supplies by Individual or Organization Other than HCPS – It will be permissible for any individual or organization to purchase or donate any item of equipment or supplies that is provided by HCPS as long as it complies with district bid specifications. Such items whether purchased or donated to an individual or the program will become property of HCPS. There shall be no special uniform or equipment fundraising projects for purchase of uniforms or equipment that is provided by the school district. The school district will not provide budget for fill-in items for uniforms purchased by individuals, organizations, or donations. The Director of Athletics must approve all donations or purchases of uniforms.
- 12.18 Advertising Signs for Stadiums, Fields, and Gymnasiums - It is permissible for senior high schools to sell advertising signs for placement along the outfield fences and other locations within the confines of stadiums, fields and gymnasiums. The following procedures and guidelines will govern this practice:
1. Signs will be no larger than 4' x 6'.
 2. Signs secured to the outfield fence must not create a safety hazard.
 3. The principal of each school may determine advertising fees per sign.
 4. All signs are renewable annually.
 5. The Area Superintendent must approve construction, design, messages on the signs, and professional quality of the signs before installation.

Funds generated from the sale of advertising signs will only be used in the following prioritized manner:

1. To repair, replace, and maintain the signs in their location. This is to ensure the safety of athletes and spectators using the facility.
2. Maintenance and upkeep of all athletic complexes, including maintenance contracts for mowing of grass, fertilization, insecticide application for all fields, sod replacement, installation or repair of irrigation systems, and purchase of maintenance equipment such as tractors, mowers, and other maintenance needs.

All funds generated by the sale of advertising signs will be placed in a special account in the school's internal accounts. The Area Superintendent must approve expenditures of funds beyond the above listed projects.

- 12.19 Collection of Fines – It will be the responsibility of the student and/or parent to pay any fines incurred on their behalf.
- 12.20 Intersquad games may be used as a fundraiser as long as said event is operated by the school's athletic booster club.
- 12.21 Alumni games are not permitted.

**ARTICLE XIII
ATHLETIC PASS LIST AGREEMENT**

- 13.1 Complimentary Tickets- These will not be issued.
- 13.2 Complimentary Passes - Will be issued as follows (only those passes listed below will be accepted for Hillsborough County athletic contests):
- 13.2.1 Board of Public Instruction Pass – This is issued by the Superintendent of Schools.
- 13.2.2 Administrative Staff Pass - This pass is to be issued to those personnel directly responsible for athletic programs in secondary schools. Eligible personnel are senior high school principals, APs, principal's secretary, APA secretary, bookkeeper, head custodian, coaches, majorette-dancerette sponsor, team doctor (limit 3 per school), business manager, assistant business manager, band director, and booster club president.
- This pass will be issued from the Director of Athletics office upon written request by name for those individuals identified by the principal of those schools eligible. It entitles the bearer to admission to any athletic contest sponsored by HCPS. This pass is good for one school year only. The Director of Athletics and the individual whose name appears on the pass must sign this pass. This pass will require the bearer to sign in at the pass gate and to show proper identification if requested. (Each eligible individual is also entitled to one additional pass that will bear his/her name with the word "guest" following it.)
- 13.2.3 Chaperones - are admitted with the team or band only and must be identified by the head coach or band director. A ratio of 15-1 being used to determine number of chaperones admitted.
- 13.3 Passes Not Required - The following groups will be admitted without having a pass or ticket:
- a. Participating teams and coaches (to be identified by home team)
 - b. Participating bands in uniform with band director
 - c. Participating dancerettes and majorettes in uniform with sponsor
 - d. Participating cheerleaders in uniform with coach
 - e. Participating ROTC Drill Team in uniform with sponsor if they are part of the pregame or half-time show (to be identified by the APA).
 - f. APA or his/her designee must identify workers at gate.
 - g. Principal's Student Admission Incentive Plan - (this is for home contests only)
When an incentive plan is established at a school site by the Principal, the school may allow students to enter athletic events for their achievements under the incentive plan. The school will establish a procedure to account for the number of students entering each event. An admission charge of \$.25 per student per event will be tendered to the School Business Manager in a timely fashion. This program is for home contests only. The incentive plan must be submitted to the Director of Athletics for review.
The school will submit a copy of the incentive plan form to the Business Manager with the names of each student recorded and a check totaling \$.25 for each student listed. These students must enter the pass gate where a copy of the form will be used to admit them.
- 13.4 Admission of Varsity or Junior Varsity Players - All varsity or junior varsity players of the same sport competing in a contest 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.
- 13.5 VIP Pass Area - Because all passes are general admission, each school may establish a special VIP area in the reserved seat section. This section may seat any person or persons who enter the game via a pass and deemed VIP's by the school administrators.

- 13.6 Violations of Pass Policies - Any holder of pass who deliberately misuses the privileges entitled to him/her by the pass will result in the pass being confiscated.
- 13.7 Faculty Admission – Any faculty member of participating schools in a contest shall be admitted at no cost by presenting their faculty I.D.

**ARTICLE XIV
RADIO AND TV AGREEMENTS**

- 14.1 Broadcast of Football Games - With the permission of the home team principal, live broadcast of football games that originate in Hillsborough County may be made by any radio station only on the payment of \$50 per game to the Director of Athletics office (make check payable to "School Board of Hillsborough County, Florida"). 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 policy as they are handled through the FHSAA office. (All fees received from broadcast of athletic contests will be forwarded to the Director of Athletics to be credited as revenue to athletics.)
- 14.2 Broadcast of Basketball Games - With the permission of the home team principal, live broadcast of basketball games that originate in Hillsborough County may be made by any radio station only on the payment of \$25 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 policy as they are handled through the FHSAA office. (All fees received from broadcast of athletic contests will be forwarded to the Director of Athletics to be credited as revenue to athletics.)
- 14.3 Televising of Athletic Contests - Any request for televising of athletic contests sponsored and controlled by HCPS will be subject to an agreement of terms approved by the Director of Athletics. A fee will be charged for live broadcasts.

**ARTICLE XV
BAND AGREEMENTS**

15.1 Regulations Regarding Bands

- a. Both Hillsborough County bands (host and visiting) will have the opportunity to perform during the half-time period at all football games. Out-of-county bands can be invited using FSMA criteria. There will be a 17 minute half-time period that will not begin until the playing field is clear of all non-band personnel. Each band will be allowed a maximum length of 8½ minutes during half time.

NOTE: The host (home team) Band Director will be responsible of ensuring that the time of the half-time performance will not exceed 17 minutes. It will be the responsibility of the host band to cut its performance time if the visiting band exceeds its allotted time. Violation of the time schedule will be reported to the Director of Athletics and the Supervisor of Secondary Music by the administration of the host school. Copies of the letter indicating the infraction will be furnished to the visiting principal and to both band directors.

NOTE: Fines will be assessed due to bands not complying with time restrictions if flag thrown:

1st – Warning plus \$50.00

2nd - \$250.00

3rd - \$500.00 and miss next away game

Special Note: The football teams will not enter the playing field or sidelines of the playing field until both bands have completed their performance. Warmup by the football team will be conducted beyond the end line of the end zone. An additional 3 minutes will be immediately started for the teams to warm up. All band performances and personnel shall clear the field and sidelines during this time.

- b. Only bands, majorettes, dancettes, color guards, and drill teams will perform at half-time.
- c. Pregame ceremonies will begin ten minutes before the scheduled start of a contest and are limited to five minutes in duration. Pregame ceremonies will include the National Anthem.
- d. Band members in uniform are to be admitted to athletic contest. See Article 13-4.
- e. No football stadium lights will be turned out for pregame or half-time performance.
- f. No animals will be allowed at contest site.
- g. Any other activities not planned as a part of the pregame and half-time shows, and not under the direct supervision of the Band Director is prohibited.
- h. The National Anthem will be played only as a part of the pregame ceremony by one band. The Alma Maters will be played only during the pregame ceremony, the half-time show, or postgame. NOTE: Before the Pledge of Allegiance and the performance of the National Anthem and Alma Maters, a proper announcement should be made over the public address system asking the audience to stand.
- i. Postgame shows are permitted when agreed upon by both principals. Security should be of prime consideration when a postgame show is considered (Exiting of all bands will be accomplished without any activities other than an orderly march with cadence from drum.)
- j. Chaperones are admitted with the team or band only and must be identified by the head coach or band director. A ratio of 15:1 being used to determine number of chaperones admitted.

**ARTICLE XVI
ATHLETIC BANQUETS**

- 16.1 Outside Sponsored - Outside organizations may sponsor a banquet for any school team providing they assume the total cost of the banquet and that the entire affair is coordinated through the school's APA.

**ARTICLE XVII
AWARDS AGREEMENT**

17.1 General Regulations

- a. Each athlete will receive a letter, an insignia of the sport for the first letter earned. Thereafter, each school year, each athlete will receive a bar of the sport when he/she meets the letter requirements.
- b. Each member of a team that wins the conference, district, regional, or sectional may accept a patch emblem from financial sources other than centralized athletics. Patch emblems for team state championship will be purchased from centralized funds with the following limitation from Article 12.3.2 applying for the number to be purchased.
- c. Junior varsity awards will be reviewed by the Director of Athletics or athletic staff by sport for approval for presentation provided they are funded by outside sources.
- d. A senior who has been a member of the squad for two years and does not meet letter requirements will receive a letter, an insignia of the sport, and a bar for his/her senior year.
- e. An athlete must be a member of the squad and in good standing with the team and school at the completion of the sport season to be eligible for a letter award or any other athletic award.
- f. Athletic jackets will not be awarded in any sport by the Athletics Department. Outside organizations may award jackets if they so desire, but may not award more than one jacket to each athlete during his/her tenure at the school.
- g. In case of illness or injury, the athlete must have been in good standing at the time of injury in order to receive a letter.
- h. Any athlete who 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 play.
- i. A school record shall be recognized in any event that a certified official is working and has verified the time, measurement or accomplishment.

17.2.1 All Sports Requirements

- a. Athletic letters will be awarded to athletes that dressed in at least 50% of varsity level contests and completed the season in good standing. Student athletes will adhere to the HCPS Code of Conduct, maintain a high level of self-discipline and control, and will display commonly accepted social behavior at all times.
- b. Any individual specialist in football who does not meet the percentage requirement but was first team may be considered for a letter.
- c. Any athlete who is a playing member of a team that wins the conference or FHSAA district, regional, sectional or state championship may be considered for a letter.

17.3 Manager, Statisticians, and Trainer - A student will receive a letter with an insignia of the sport, and a bar for the first letter earned each year. Thereafter during the same school year, each student will receive an insignia of the sport and a bar for each sport he or she participated in.

17.4 Special Olympics – Will receive a letter award based on attendance at all activities assigned unless excused by the coach or administrator in charge of Special Olympics. Athletes will adhere to the Special Olympics Florida Athlete Code of Conduct, maintain a high level of self-discipline and control, and will display commonly accepted social behavior at all times. In their travels for Special Olympics competitions, athletes are expected to provide an outstanding example of personal conduct that reflects credit upon themselves, their families, and their school as determined by the coach and administrator in charge throughout the season.

17.5 Academic Athletic Team of the Year in Each Sport

In a continued effort to encourage our students to improve their academic standings, competition has been established between our senior high schools to motivate all team members to achieve their very best academic standing. The competition winner is determined by averaging each team member's grade point average (GPA) to determine the team average. The team in each sport with the highest GPA is identified as the Academic Athletic Team of the Year. The winning team receives a rotating trophy with the school name engraved on the trophy. The trophy remains at the school for one year.

The following rules will govern the award:

1. The award is given to each team (boys and girls) in each sport computing the highest team GPA.
2. The award is based on the GPA computed at the end of the grading period for varsity members only as listed below:

End of First Grading Period

Cross Country (boys and girls)
Football
Swimming (boys and girls)
Volleyball
Golf (boys and girls)

End of Second Grading Period

Basketball (boys and girls)
Cheerleaders
Soccer (boys and girls)
Wrestling

End of Third Grading Period

Baseball
Softball
Tennis (boys and girls)
Track (boys and girls)
Girls Flag Football
Lacrosse (boys and girls)

3. The team GPA is determined by using the district entry list. The district entry list must include the number of student-athletes necessary to compete for the team title as identified below. (The GPA of each student for the identified nine weeks will appear beside his/her name.) Football and cheerleaders will require that a roster be submitted on the last day of the grading period for which they are in academic award competition.

Minimum Number of Participants to Constitute a Team:

Football	11	Baseball	9
Basketball	5	Softball	9
Cross Country	5	Track	12
Volleyball	6	Golf	5
Swimming	4	Tennis	4
Soccer	11	Cheerleaders	8
Wrestling	8	Girls Flag Football	10
Boys Lacrosse	10	Girls Lacrosse	12

4. The GPA document will be the official document used to determine the team GPA. All names listed on the official roster must appear on the GPA document. The GPA will be signed as verified by the principal of the school or his/her designee.
5. Computation of the GPA will be averaged out to three places (thousandths) using an unweighted 4.0 scale.
6. The deadline for submitting the GPA documents will be established by the Director of Athletics each school year.

As a continuation of the Academic Athletic Award, the GPA of each team will be totaled and averaged to establish the overall GPA of all teams and a rotating trophy awarded to the school with the highest GPA.

The engraving on the trophy will read:

The School Board Athletic Academic Award

This award is given in recognition for the school whose athletic teams achieved the highest GPA in HCPS. (Year, school, and GPA will be listed.)

**ARTICLE XVIII
OFFICIALS AGREEMENT**

18.1 Western Conference

18.1.1 The Director of Athletics and Assistant Director of Athletics, with input from the Senior High Principals, APAs, and coaches, shall meet with the leadership of each respective sports official's associations to negotiate for official's agreements for each year. The final approval of the agreement will be granted by the School Board.

18.1.2 Cross Country, Swimming, Tennis, Track and Golf - The coaches of the home team will select officials for games or meets in these sports.

18.1.3 Schools may be used for meetings of approved officials organizations at no cost.

ARTICLE XIX REPORTS

- 19.1 Budget - An annual budget will be submitted to the office of Director of Athletics before the deadline established by that department. This budget will be submitted on the budget form available in the Director of Athletics' office.
- 19.2 Inventory - An annual inventory will be submitted to the office of the APA at each site by the coach's evaluation date. The Director of Athletics may request a copy of the inventory for any sport/site.
- 19.3 Financial Game Reports - All financial game reports will be submitted to the office of Supervisor of Auditing by the end of the fifth full working day following the day of the of the contest.
- 19.4 Staff Personnel - A list of athletic personnel will be submitted monthly to the office of the Director of Athletics

Included on the list will be the Principal, Assistant Principals, all Coaches (paid and volunteer), Majorette sponsors, and Band Directors. The following information may be requested for each individual: name, home address, home phone, school phone, (principal's list private number if available), position on staff, years of experience, Lawson number, position code, other as needed.
- 19.5 Game Contracts with Guarantees - All negotiations of game contracts involving guarantees are not final until they have been approved by the Director of Athletics.
- 19.6 Student Accident Report - All athletic injuries requiring medical attention will require that a student accident report be completed and forwarded to the office of the General Manager of Risk Management upon request.

**ARTICLE XX
POLICIES AND REGULATIONS FOR OPERATION OF ATHLETICS
IN HILLSBOROUGH COUNTY PUBLIC SCHOOLS**

20.1.1 Football

- a. Practice - Will begin on the date established by the FHSAA bylaws and will end with the last regularly scheduled game unless the team qualifies for the FHSAA play-offs. In this case, practice will end the day the team is eliminated from the play-offs. It will be permissible to open the facilities with all fees waived for the express purpose of conducting skill development activities as long as it is being operated through an approved program and meets all guidelines as set forth by the FHSAA. The facility will only be open to a school's coaches and athletes enrolled at that school. In-season sports shall be given priority for use of facilities.
- b. Maximum Number of Games - ten varsity; six junior varsity.
- c. First Game - No game will be played before the week containing the date established by the FHSAA.
- d. Last Game - Each school will complete its regularly scheduled football games not later than the date established by the FHSAA.
- e. Varsity games will be scheduled on Fridays only. Exceptions may be made if approved by the Director of Athletics.
- f.
 - 1) Football Jamboree - Shall be permissible subject to the approval of the Director of Athletics and shall be scheduled in the spring.
 - 2) FHSAA Preseason Football Classics - Shall be permissible subject to the approval of the Director of Athletics and by vote of the Western Conference and shall be scheduled in the fall on the Friday of the week preceding its first regularly scheduled football game for any one of the county high schools. Hillsborough County schools may participate in classics with teams outside of Hillsborough County provided no overnight stay is required. A contract approved by the Director of Athletics will be executed by May 31 of each year.
- g. Starting Time - All regular varsity games will begin at 7:30 p.m. unless on a day that proceeds another school day. In that case, game time will be announced. All regular junior varsity games will begin at 7:00 p.m.
- h. For regular season contests, home team football coaches must upload/trade video for opposing team by 9:00 a.m. the following day.
- i. Postseason Bowl Games
 1. A team must have won a minimum of 50% of all games played.
 2. The county will incur no financial obligation of any nature.
 3. Article 12.17 of the "Athletic Guidebook of Procedures" will apply to postseason games.
 4. All requests and contractual agreements will be submitted to the Director of Athletics for approval.
 5. The Director of Athletics must approve all requests for postseason games from outside organizations if it involves use of HCPS facilities.
 6. Dressout limitations for postseason games will be a maximum of 60 players.
- j. Spring Football Practice - Will be conducted according to FHSAA guidelines. It will be 20 days. There shall be an unlimited dress list for spring jamborees, however, the transportation allotment will not be increased to accommodate the additional number of participants.

- k. Contest Dressout Limitation - The maximum number of players permitted to dressout for a scheduled varsity or junior varsity football game is 60. All players must be dressed in matching game uniforms.
- l. The use of tobacco products by players and coaches during practice or playing time is prohibited (Article 22.17).
- m. Exam Week Restrictions
 - 1. No contest will be scheduled by HCPS during mid-term or final exam week until the entire exam schedule has been completed. The exception to this provision will be FHSAA scheduled games (i.e. playoff contests).
 - 2. Practice for all sports will be limited to two hours per day during mid-term and final exams.
- n. It will be mandatory for all athletes to wear protective mouthpieces for the sports of football, basketball, soccer, wrestling, flag football, lacrosse, softball, and baseball.

20.1.2 Basketball - Boys and Girls

- a. Practice - Will begin on the date established by the FHSAA bylaws and will end with the last regularly scheduled game unless the team qualifies for the FHSAA play-offs. In this case, practice will end the day the team is eliminated from the play-offs. It will be permissible to open the facilities with all fees waived for the express purpose of conducting skill development activities as long as it is being operated through an approved program and meets all guidelines as set forth by the FHSAA. The facility will only be open to the school's coaches and athletes enrolled at that school. In-season sports shall be given priority for use of facilities.
- b. Maximum Number of Games
 - 1. A school may schedule a maximum of 19 regular season games and participate in tournament games not to exceed the allowable games determined by the FHSAA. The Director of Athletics must approve all tournament games. FHSAA play-off tournaments are not counted toward the six tournament games.
 - 2. Shall be permissible subject to the approval of the Director of Athletics and shall be scheduled prior to the season.
- c. First Game Girls or Boys - No game will be played before the established date set by the FHSAA bylaws.
- d. Last Game - Each school will complete its regularly scheduled games not later than the Saturday of the week preceding the beginning of their FHSAA classification play-offs.
- e. Starting Times – Scheduling of games will include considerations for Gender Equity purposes.
 - 1. Double Header (varsity boys and varsity girls)
 - a. First game 6:30 p.m.
 - b. Second game 8:00 p.m.
 - 2. Single game - 7:00 p.m.
 - 3. Saturday game double-header (Varsity)
 - a. First game 1:00 p.m.
 - b. Second game 2:30 p.m.
 - c. Night game by approval only from Director of Athletics

4. Saturday single game--1:00 p.m.
 5. Saturday JV Triple Header
 - a. First game 9:00 a.m.
 - b. Second game 10:30 a.m.
 - c. Third game 12:00 p.m.
 6. Saturday JV Double Header
 - a. First game 9:00 a.m.
 - b. Second game 10:30 a.m.
- f. The junior varsity basketball team will be limited to a maximum of 12* regular season games.
- g. Schedule approval - The Director of Athletics will approve all games scheduled outside of the county.
- h. Contest Dressout Limitation - The maximum number of players permitted to dressout for a scheduled varsity or junior varsity basketball game will be 15.
- i. It will be permissible for the home team to use pep bands in their home gym. The band will be seated on the home side at the end of the bleachers not less than five rows up in the bleachers. The principal must approve use of the pep band. (Pep bands may play only during time-outs, violation will result in loss of privilege.)
- j. The home team may use the first five minutes of half-time of varsity game only for purposes or providing entertainment for the spectators. This may be done by approval of the Principal. (Visiting teams should be notified of the planned use of the first five minutes.)
- k. Requirements for approval to participate in tournaments without funding by HCPS:
1. No team will participate in a tournament (other than FHSAA championship tournaments) that requires the student-athlete to lose more than one-half day of school time.
 2. Approval will be granted within the standard policies for transportation, meals, and an acceptable entrance fee.
 3. No team will be approved for participation in a tournament that requires more than staying over three nights to reach and play in the championship game.
 4. All requests for tournaments will be submitted to the Director of Athletics office for approval.
 5. HCPS policies and FHSAA bylaws and regulations will be enforced.
 6. Transportation costs will not be covered by Athletics Department budget.
- l. The use of tobacco products by players and coaches during practice or playing time will be prohibited (Article 22-17).
- m. Exam Week Restrictions:
1. No contest will be scheduled by HCPS during mid-term or final exam week until the entire exam schedule has been completed. The exception to this provision will be FHSAA scheduled games (i.e. playoff contests).
 2. Practice for all sports will be limited to two hours per day during mid-term and final exams.
- n. It will be mandatory for all athletes to wear protective mouthpieces for the sports of football, basketball, soccer, wrestling, flag football, lacrosse, softball, baseball, and girls flag football.

20.1.3 Baseball

- a. Practice - Will begin on the date established by the FHSAA bylaws and will end with the last regularly scheduled game unless the team qualifies for the FHSAA play-offs. In this case, practice will end the day the team is eliminated from the play-offs. It will be permissible to open the facilities with all fees waived for the express purpose of conducting skill development activities as long as it is being operated through an approved program and meets all guidelines as set forth by the FHSAA. The facility will only be open to the school's coaches and athletes enrolled at that school. In-season sports shall be given priority for use of facilities.
- b. Maximum Number of Games
 - 1. A school may schedule a maximum of 19 regular season games and participate in a maximum of 6 tournament games. The Director of Athletics must approve all tournament games.
- c. First Game - No game will be played before the established date set by the FHSAA bylaws. An exception may be made by approval from the Director of Athletics.
- d. Last Game - Each school will complete its regularly scheduled games not later than the Saturday of the week preceding the beginning of their FHSAA classification play-offs.
- e. Starting Time - All regular varsity games will be scheduled for 7:00 p.m. All Saturday games will be scheduled for 10:00 a.m. unless the Director of Athletics grants permission for a different time. Tournament games and starting times are to be approved by the Director of Athletics.
- f. Junior Varsity Baseball - Will be prohibited.
- g. Contest Dressout Limitation - The maximum number of players permitted to dressout for a scheduled varsity baseball game will be 20.
- h. Dugout - It will be permissible to mark an area outside and adjacent to baseball dugouts in such a manner as to allow the dugout to be enlarged. No dugout extension will exceed a distance of 10 feet. All extensions must be approved by the Director of Athletics.
- i. Requirements for approval to participate in tournaments without funding by HCPS:
 - 1. No team will participate in a tournament (other than FHSAA championship tournaments) that requires the student-athlete to lose more than one half day of school time.
 - 2. Approval will be granted within the standard policies for transportation, meals, and an acceptable entrance fee.
 - 3. No team will be approved for participation in a tournament that requires more than staying over three nights to reach and play in the championship game.
 - 4. All requests for tournaments will be submitted to the Director of Athletics office for approval.
 - 5. HCPS policies and FHSAA bylaws and regulations will be enforced.
 - 6. Transportation costs will not be covered by Athletics Department budget.
- j. The use of any tobacco products by players and coaches during practice or playing time will be prohibited (Article 22.17).
- k. Exam Week Restrictions
 - 1. No contest will be scheduled by HCPS during mid-term or final exam week until the entire exam schedule has been completed. The exception to this provision will be FHSAA scheduled games (i.e. playoff contests).

2. Practice for all sports will be limited to two hours per day during mid-term and final exams.
- l. It will be mandatory for all athletes to wear protective mouthpieces for the sports of football, basketball, soccer, wrestling, flag football, lacrosse, softball, and baseball.

20.1.4 Track - Boys and Girls

- a. Practice - Will begin on the date established by the FHSAA bylaws and will end with the last regularly scheduled game unless the team qualifies for the FHSAA play-offs. In this case, practice will end the day the team is eliminated from the play-offs. It will be permissible to open the facilities with all fees waived for the express purpose of conducting skill development activities as long as it is being operated through an approved program and meets all guidelines as set forth by the FHSAA. The facility will only be open to the school's coaches and athletes enrolled at that school. In-season sports shall be given priority for use of facilities.
- b. The maximum number of meets are 13.
- c. First Meet - First meet will be scheduled in accordance with the FHSAA policies.
- d. Last Meet - Each school will complete its regularly scheduled meet in accordance with the FHSAA policies.
- e. Starting Time - All track meets involving five teams or less will schedule a starting time of 6:00 p.m. for field events and 7:00 p.m. for running events.
- f. Contest Dressout Limitation - The maximum number of players permitted to dressout for a scheduled varsity or sophomore meet will be 45.
- g. Requirements for approval to participate in tournaments without funding by HCPS.
 1. No team will participate in a tournament (other than FHSAA championship tournaments) that requires the student-athlete to lose more than one half day of school time.
 2. Approval will be granted within the standard policies for transportation, meals, and an acceptable entrance fee.
 3. No team will be approved for participation in a tournament that requires more than staying over three nights to reach and play in the championship game.
 4. All requests for tournaments will be submitted to the Director of Athletics office for approval.
 5. HCPS policies and FHSAA bylaws and regulations will be enforced.
 6. Transportation costs will not be covered by Athletics Department budget.
- h. The use of any tobacco products by players and coaches during practice or playing time will be prohibited (Article 22.17).
- i. Exam Week Restrictions
 1. No contest will be scheduled by HCPS during mid-term or final exam week until the entire exam schedule has been completed. The exception to this provision will be FHSAA scheduled games (i.e. playoff contests).
 2. Practice for all sports will be limited to two hours per day during mid-term and final exams.

20.1.5 Cross Country - Boys and Girls

- a. Practice - Will begin on the date established by the FHSAA bylaws and will end with the last regularly scheduled game unless the team qualifies for the FHSAA play-offs. In this case, practice will end the day the team is eliminated from the play-offs. It will be permissible to open the facilities with all fees waived for the express purpose of conducting skill development activities as long as it is being operated through an approved program and meets all guidelines as set forth by the FHSAA. The facility will only be open to a school's coaches and athletes enrolled at that school. In-season sports shall be given priority for use of facilities
- b. Maximum Number of Meets - 10 (includes all meets and relays except FHSAA championship meets) One freshman/sophomore meet may be scheduled in addition to the ten regular meets. Only freshman/sophomore athletes in the first or second year of high school will participate in this meet.
- c. First Meet - No school may participate in a cross country meet before the established date set by FHSAA bylaws.
- d. Last Meet - Each school will complete its regularly scheduled meets in compliance with FHSAA bylaws.
- e. Starting time - Saturday meets will be scheduled for a 9:00 a.m. start unless permission is granted by the Director of Athletics for a different time.
- f. Contest Dressout Limitations - The maximum number of runners permitted to dressout for a scheduled cross country meet will be 22 runners.
- g. The host school will provide a "kiddie pool" or other suitable means to reduce core temperature of runners.
- h. Requirements for approval to participate in tournaments without funding by HCPS.
 1. No team will participate in a tournament (other than FHSAA championship tournaments) that requires the student-athlete to lose more than one half day of school time.
 2. Approval will be granted within the standard policies for transportation, meals, and an acceptable entrance fee.
 3. No team will be approved for participation in a tournament that requires more than staying over three nights to reach and play in the championship game.
 4. All requests for tournaments will be submitted to the Director of Athletics office for approval.
 5. HCPS policies and FHSAA bylaws and regulations will be enforced.
 6. Transportation costs will not be covered by Athletics Department budget.
- i. The use of any tobacco products by players and coaches during practice or playing time will be prohibited (Article 22-17).
- j. Exam Week Restrictions
 1. No contest will be scheduled by HCPS during mid-term or final exam week until the entire exam schedule has been completed. The exception to this provision will be FHSAA scheduled games (i.e. playoff contests).
 2. Practice for all sports will be limited to two hours per day during mid-term and final exams.

20.1.6 Wrestling

- a. Practice - Will begin on the date established by the FHSAA bylaws and will end with the last regularly scheduled game unless the team qualifies for the FHSAA play-offs. In this case, practice will end the day the team is eliminated from the play-offs. It will be permissible to open the facilities with all fees waived for the express purpose of conducting skill development activities as long as it is being operated through an approved program and meets all guidelines as set forth by the FHSAA. The facility will only be open to a school's coaches and athletes enrolled at that school. In-season sports shall be given priority for use of facilities
- b. Maximum Number of Matches - Teams may participate in 13 regular season matches and four tournaments (each tournament under FHSAA counts as two matches). All tournaments will be approved under the tournament regulations in the "Athletic Guidebook of Procedures" by the Director of Athletics.
- c. First Match - Will not be scheduled before the established date set by the FHSAA bylaws.
- d. Last Match - Each school will complete its regularly scheduled matches in accordance with the FHSAA policies.
- e. Starting Time - Regular varsity and junior varsity matches will start at 7:00 p.m. Single matches (varsity only) will begin at 7:00 p.m. Saturday varsity and junior varsity matches will start at 1:00 p.m. Saturday single matches (varsity only) will begin at 1:00 p.m. Permission for other starting times must be approved by the Director of Athletics.
- f. The junior varsity wrestling team will be limited to a maximum of ten weigh-ins wrestled.
- g. Contest Dressout Limitation - The maximum number of players permitted to dressout for a scheduled match will be 14 for varsity and 14 for junior varsity matches.
- h. Declaration Date for Junior Varsity Wrestling Squad - Five school days before the first scheduled wrestling match by a Hillsborough County public school, there must be ten wrestlers participating in the junior varsity wrestling program and must be able to wrestle in not less than eight weight classifications. Should the junior varsity squad fall below eight weight classifications without special circumstances existing (as reviewed by the Director of Athletics), the program will be discontinued.
- i. Weight Assessment – HCPS wrestling programs will follow FHSAA weight assessment protocol.
- j. Requirements for approval to participate in tournaments without funding by HCPS:
 1. No team will participate in a tournament (other than FHSAA championship tournaments) that requires the student-athlete to lose more than one half day of school time.
 2. Approval will be granted within the standard policies for transportation, meals, and an acceptable entrance fee.
 3. No team will be approved for participation in a tournament that requires more than staying over three nights to reach and play in the championship game.
 4. All requests for tournaments will be submitted to the Director of Athletics office for approval.
 5. HCPS policies and FHSAA bylaws and regulations will be enforced.
 6. Transportation costs will not be covered by Athletics Department budget.
- j. The use of any tobacco products by players and coaches during practice or playing time will be prohibited (Article 22.17).
- k. Exam Week Restrictions:

1. No contest will be scheduled by HCPS during mid-term or final exam week until the entire exam schedule has been completed. The exception to the provision will be FHSAA scheduled games (i.e. playoff contests).
 2. Practice for all sports will be limited to two hours per day during mid-term and final exams.
- i. It will be mandatory for all athletes to wear protective mouthpieces for the sports of football, basketball, soccer, wrestling, flag football, lacrosse, softball, baseball, and girls' flag football.

20.1.7 Tennis Boys & Girls

- a. Practice - Will begin on the date established by the FHSAA bylaws and will end with the last regularly scheduled game unless the team qualifies for the FHSAA play-offs. In this case, practice will end the day the team is eliminated from the play-offs. It will be permissible to open the facilities with all fees waived for the express purpose of conducting skill development activities as long as it is being operated through an approved program and meets all guidelines as set forth by the FHSAA. The facility will only be open to a school's coaches and athletes enrolled at that school. In-season sports shall be given priority for use of facilities
- b. Maximum Number of Matches - 13 (tournaments will be counted as two matches; FHSAA championship tournaments will not be counted in the 13 total)
- c. First Match - No match will be conducted before the established date set by FHSAA bylaws.
- d. Last Match - Each school will complete its regularly scheduled match not later than the Saturday of the week preceding the district tennis match.
- e. Matches will be scheduled on – Will be scheduled based on the availability of the site.
- f. Contest Dressout Limitation - The maximum number of players permitted to dressout for a scheduled tennis match will be nine.
- g. Requirements for approval to participate in tournaments without funding by HCPS:
 1. No team will participate in a tournament (other than FHSAA championship tournaments) that requires the student-athlete to lose more than one half day of school time.
 2. Approval will be granted within the standard policies for transportation, meals, and an acceptable entrance fee.
 3. No team will be approved for participation in a tournament that requires more than staying over three nights to reach and play in the championship game.
 4. All requests for tournaments will be submitted to the Director of Athletics office for approval.
 5. HCPS policies and FHSAA bylaws and regulations will be enforced.
 6. Transportation costs will not be covered by Athletics Department budget.
- h. The use of any tobacco products by players and coaches during practice or playing time will be prohibited (Article 22-17).
- i. Exam Week Restrictions:
 1. No contest will be scheduled by HCPS during mid-term or final exam week until the entire exam schedule has been completed. The exception to this provision will be FHSAA scheduled games (i.e. playoff contests).
 2. Practice for all sports will be limited to two hours per day during mid-term and final exams.

20.1.8 Golf - Boys and Girls

- a. Practice - Will begin on the date established by the FHSAA bylaws and will end with the last regularly scheduled game unless the team qualifies for the FHSAA play-offs. In this case, practice will end the day the team is eliminated from the play-offs. It will be permissible to open the facilities with all fees waived for the express purpose of conducting skill development activities as long as it is being operated through an approved program and meets all guidelines as set forth by the FHSAA. The facility will only be open to a school's coaches and athletes enrolled at that school. In-season sports shall be given priority for use of facilities
- b. Maximum Number of Matches – 13 Tournaments will be counted as one match; FHSAA championship tournaments will not be counted in the 13 total.
- c. First Match - No match will be conducted before the established date set by FHSAA bylaws.
- d. Last Match - Each school will complete its regularly scheduled match not later than the Saturday of the week preceding the district golf match.
- e. Matches will be scheduled based on course availability.
- f. Starting Time - All golf matches will not be scheduled for an earlier starting time than 2:00 p.m. not including tournaments. Earlier start times must be approved by the Athletics Department.
- g. Dressout Limitation - The maximum number of players permitted to dressout for a scheduled golf match will be six.
- h. Requirements for approval to participate in tournaments without funding by HCPS.
 1. No team will participate in a tournament (other than FHSAA championship tournaments) that requires the student-athlete to lose more than one half day of school time.
 2. Approval will be granted within the standard policies for transportation, meals, and an acceptable entrance fee.
 3. No team will be approved for participation in a tournament that requires more than staying over three nights to reach and play in the championship game.
 4. All requests for tournaments will be submitted to the Director of Athletics office for approval.
 5. HCPS policies and FHSAA bylaws and regulations will be enforced.
 6. Transportation costs will not be covered by Athletics Department budget.
- i. The use of tobacco products by players and coaches during practice or playing time will be prohibited (Article 22.17).
- j. Exam Week Restrictions:
 1. No contest will be scheduled by HCPS during mid-term or final exam week until the entire exam schedule has been completed. The exception to this provision will be FHSAA scheduled games (i.e. playoff contests).
 2. Practice for all sports will be limited to one hour per day during mid-term and final exams.

20.1.9 Swimming

- a. Practice - Will begin on the date established by the FHSAA bylaws and will end with the last regularly scheduled game unless the team qualifies for the FHSAA play-offs. In this case, practice will end the day the team is eliminated from the play-offs. It will be permissible to open the facilities with all fees waived for the express purpose of conducting skill development activities as long as it is being

operated through an approved program and meets all guidelines as set forth by the FHSAA. The facility will only be open to a school's coaches and athletes enrolled at that school. In-season sports shall be given priority for use of facilities

- b. Maximum Number of Meets – 13 (including all tournaments except the FHSAA championship tournament).
- c. First Meet - No meet will be conducted before the established date set by FHSAA bylaws.
- d. Last Meet – Each school will complete its regularly scheduled meets not later than the Saturday of the week preceding the district swimming meet.
- e. Starting time - Saturday meets will be scheduled for a 1:00 p.m. start except invitational meets may start with preliminaries at 9:00 a.m. unless permission is granted by the Director of Athletics for a different time. Weekday meets will be scheduled based on pool availability but shall not be prior to 6 p.m. without prior approval from the Director of Athletics.
- f. Contest Dressout Limitation - The maximum number of players permitted to dressout for a scheduled swimming meet will be 25.
- g. Requirements for approval to participate in tournaments without funding by HCPS:
 - 1. No team will participate in a tournament (other than FHSAA championship tournaments) that requires the student-athlete to lose more than one half day of school time.
 - 2. Approval will be granted within the standard policies for transportation, meals, and an acceptable entrance fee.
 - 3. No team will be approved for participation in a tournament that requires more than staying over three nights to reach and play in the championship game.
 - 4. All requests for tournaments will be submitted to the Director of Athletics office for approval.
 - 5. HCPS policies and FHSAA bylaws and regulations will be enforced.
 - 6. Transportation costs will not be covered by Athletics Department budget.
- h. The use of tobacco products by players and coaches during practice or playing time will be prohibited (Article 22.17).
- i. Exam Week Restrictions:
 - 1. No contest will be scheduled by HCPS during mid-term or final exam week until the entire exam schedule has been completed. The exception to this provision will be FHSAA scheduled games (i.e. playoff contests).
 - 2. Practice for all sports will be limited to two hours per day during mid-term and final exams.

20.1.10 Volleyball - Girls

- a. Practice - Will begin on the date established by the FHSAA bylaws and will end with the last regularly scheduled game unless the team qualifies for the FHSAA play-offs. In this case, practice will end the day the team is eliminated from the play-offs. It will be permissible to open the facilities with all fees waived for the express purpose of conducting skill development activities as long as it is being operated through an approved program and meets all guidelines as set forth by the FHSAA. The facility will only be open to a school's coaches and athletes enrolled at that school. In-season sports shall be given priority for use of facilities

- b. Maximum Number of Games:
 - 1. A school may schedule a maximum of 13 regular season matches and participate in 12 tournament matches. All tournament matches must be approved by the Director of Athletics (FHSAA play-off tournaments are not counted toward the 13 tournament matches.)
 - 2. Volleyball preseason tournaments require approval by the Director of Athletics.
- c. First Match - No match will be conducted before the established date set by FHSAA bylaws.
- d. Last Match - Each school will have completed its regular matches by Friday of the week preceding the FHSAA district play-off.
- f. Starting Time: Regular matches start at 7:00 p.m. (single game). Double headers start at 6:15 p.m. with second game to follow. Saturday matches start at 1:00 p.m. for single games and double headers. Permission for other starting times must be approved by the Director of Athletics.
- g. Contest Dressout Limitation - The maximum number of players permitted to dressout for a scheduled volleyball match will be 15 female members.
- h. The use of tobacco products by players and coaches during practice or playing time will be prohibited (Article 22.17).
- i. Junior Varsity
 - 1. Maximum number of games - A school may schedule a maximum of 10 regular season matches.
 - 2. Games will be scheduled before the varsity matches on the same dates as the varsity matches.
 - 3. Starting time for junior varsity games will be 6:15 p.m.
 - 4. Contest Dressout Limitation - The maximum number of players permitted to dressout for a scheduled junior varsity volleyball match will be 15.
- j. Requirements for approval to participate in tournaments without funding by HCPS:
 - 1. No team will participate in a tournament (other than FHSAA championship tournaments) that requires the student-athlete to lose more than one half day of school time.
 - 2. Approval will be granted within the standard policies for transportation, meals, and an acceptable entrance fee.
 - 3. No team will be approved for participation in a tournament that requires more than staying over three nights to reach and play in the championship game.
 - 4. All requests for tournaments will be submitted to the Director of Athletics office for approval
 - 5. HCPS policies and FHSAA bylaws and regulations will be enforced
 - 6. Transportation costs will not be covered by Athletics Department budget.
- k. Exam Week Restrictions:
 - 1. No contest will be scheduled by HCPS during mid-term or final exam week until the entire exam schedule has been completed. The exception to this provision will be FHSAA scheduled games (i.e. playoff contests).
 - 2. Practice for all sports will be limited to two hours per day during mid-term and final exams.

20-1-11 Softball - Girls

- a. Practice - Will begin on the date established by the FHSAA bylaws and will end with the last regularly scheduled game unless the team qualifies for the FHSAA play-offs. In this case, practice will end the day the team is eliminated from the play-offs. It will be permissible to open the facilities with all fees waived for the express purpose of conducting skill development activities as long as it is being operated through an approved program and meets all guidelines as set forth by the FHSAA. The facility will only be open to a school's coaches and athletes enrolled at that school. In-season sports shall be given priority for use of facilities
- b. Maximum Number of Games:
 1. A school may schedule a maximum of 19 regular season games a maximum of 6 tournament games. All tournament games must be approved by the Director of Athletics FHSAA play-off tournaments are not counted toward the 6 tournament games.
- c. First Game – Will be in compliance of FHSAA dates.
- d. Last game – Will be completed in accordance with the FHSAA policies.
- e. Starting Time – All regular varsity games will be scheduled for 7:00 p.m. where lights are available. All other regular games will be scheduled for 3:00 p.m. before the change to daylight savings time. Once daylight savings time is in effect, all regular games will be scheduled for 4:00 p.m. All Saturday games will be scheduled for 1:00 p.m. unless permission is granted by the Director of Athletics for a different time. Tournament games and starting times are to be approved by the Director of Athletics. At this time, all HCPS high schools have lights.
- f. Contest Dressout Limitation – The maximum number of players permitted to dressout for a scheduled softball match will be 20.
- g. Requirements for approval to participate in tournaments without funding by HCPS:
 1. No team will participate in a tournament (other than FHSAA championship tournaments) that requires the student-athlete to lose more than one half day of school time.
 2. Approval will be granted within the standard policies for transportation, meals, and an acceptable entrance fee.
 3. No team will be approved for participation in a tournament that requires more than staying over three nights to reach and play in the championship game.
 4. All requests for tournaments will be submitted to the Director of Athletics office for approval.
 5. HCPS policies and FHSAA bylaws and regulations will be enforced.
 6. Transportation costs will not be covered by Athletics Department budget.
- h. The use of tobacco products by players and coaches during practice or playing time will be prohibited (Article 22.17).
- i. Exam Week Restrictions
 1. No contest will be scheduled by HCPS during mid-term or final exam week until the entire exam schedule has been completed. The exception to this provision will be FHSAA scheduled games (i.e. playoff contests).
 2. Practice for all sports will be limited to two hours per day during mid-term and final exams.

- j. It will be mandatory for all athletes to wear protective mouthpieces for the sports of football, basketball, soccer, wrestling, flag football, lacrosse, softball, baseball, and girls' flag football.

20.1.12 Cheerleaders

- a. Practice – Tryouts will begin on the date established by Hillsborough County Public Schools. The season will conclude with the FHSAA State Series. In this case, practice will end the day the team is eliminated from the FHSAA State Series. It will be permissible to open the facilities with all fees waived for the express purpose of conducting skill development activities as long as it is being operated through an approved program and meets all guidelines as set forth by the FHSAA. The facility will only be open to a school's coaches and athletes enrolled at that school. In-season sports shall be given priority for use of facilities
- b. There will be a minimum of 4 contests for Competitive Cheer in addition to Western Conference Championships and participation in the FHSAA State Series. Participation in up to 3 additional invitationals may be added with approval of the Athletics Department.
- c. Non-competitive cheer events include:
 - Varsity Squad --Football
 - Fall Jamboree
 - Varsity Games
 - Bowl Games
 - FHSAA Play-offs in which school's football team is participating
 - Junior Varsity Squad - Football
 - Fall Jamboree
 - Junior Varsity Games
 - Optional Activities - Principal and coach will agree on additional contest coverage during cheerleader season.
- c. First game - A varsity and junior varsity squad will not participate in any cheering assignment before the fall football classic.
- d. Last game – Competition squads will adhere to approved FHSAA calendar dates. JV squad concludes the end of the JV football season. All other activities will be approved by the Principal.
- e. Contest assignments will include all varsity football scheduled contests. All other extracurricular cheerleader assignments beyond the regular season will be requested in writing to the Director of Athletics for approval.
- f. Starting times - Varsity football and junior varsity football will have starting times as approved on the master schedule of these sports. All other time requests must be approved by the Director of Athletics.
- g. Contest dressout limitations - The maximum number of cheerleaders permitted to dressout for a scheduled varsity football will be 20. The maximum number of cheerleaders permitted to dressout for a scheduled junior varsity football will be 12. All cheerleader assignments will comply with the varsity and junior varsity dressout limitations or as applied for and approved by the Director of Athletics office.
- h. Requirements for approval to participate in tournaments without funding by HCPS:
 - 1. No team will participate in a tournament (other than FHSAA championship tournaments) that requires the student-athlete to lose more than one half day of school time.

2. Approval will be granted within the standard policies for transportation, meals, and an acceptable entry fee.
 3. No team will be approved for participation in a tournament that requires more than staying over three nights to reach and play in the championship game.
 4. All requests for tournaments will be submitted to the Director of Athletics office for approval.
 5. HCPS policies and FHSAA bylaws and regulations will be enforced.
 6. Transportation costs will not be covered by Athletics Department budget.
- i. General information pertaining to participating on the cheerleader squad
1. The varsity cheerleader dressout squad will consist of 20 members. The junior varsity cheerleader dressout squad will consist of 16 members.
 2. HCPS will not sanction or approve the attendance of cheerleaders to cheerleader summer camp. This prohibits the use of any HCPS equipment or uniforms.
 3. Mascot – Will be a student dressed in school mascot uniform, no other mascot of any type will be permissible. Must have complete set of paperwork on file including a physical.
- j. The use of tobacco products by players and coaches during practice or playing time will be prohibited (Article 22.17).
- k. Exam Week Restrictions:
1. No contest will be scheduled by HCPS during mid-term or final exam week until the entire exam schedule has been completed. The exception to this provision will be FHSAA scheduled games (i.e. playoff contests).
 2. Practice for all sports will be limited to two hours per day during mid-term and final exams.

20.1.13 Soccer Boys and Girls

- a. Practice - Will begin on the date established by the FHSAA bylaws and will end with the last regularly scheduled game unless the team qualifies for the FHSAA play-offs. In this case, practice will end the day the team is eliminated from the play-offs. It will be permissible to open the facilities with all fees waived for the express purpose of conducting skill development activities as long as it is being operated through an approved program and meets all guidelines as set forth by the FHSAA. The facility will only be open to a school's coaches and athletes enrolled at that school. In-season sports shall be given priority for use of facilities
- b. Maximum Number of Games - A school may schedule a maximum of 13 regular season games and participate in 12 tournament games. All tournament games must be approved by the Director of Athletics. (FHSAA play-off tournaments are not counted toward the 12 tournament matches.)
- c. First Match - No match will be conducted before the established date set by FHSAA bylaws.
- d. Last Game - Each school will complete its regularly scheduled soccer matches not later than the Saturday before the week of the FHSAA district tournament.
- e. Starting Time – Regular matches start at 7:00 p.m. (single game). Double headers start at 6:00 p.m. (girls) and 8:00 p.m. (boys). Saturday matches start at 1:00 p.m. (single game). Saturday double headers will begin at 1:00 p.m. (girls) and 3:00 p.m. (boys). Permission for other starting times must be approved by the Director of Athletics.

- f. Contest Dressout Limitation - The maximum number of players permitted to dressout for a scheduled soccer match will be 25.
- g. Requirements for approval to participate in tournaments without funding by HCPS:
 - 1. No team will participate in a tournament (other than FHSAA championship tournaments) that requires the student-athlete to lose more than one half day of school time.
 - 2. Approval will be granted within the standard policies for transportation, meals, and an acceptable entrance fee.
 - 3. No team will be approved for participation in a tournament that requires more than staying over three nights to reach and play in the championship game.
 - 4. All requests for tournaments will be submitted to the Director of Athletics office for approval.
 - 5. HCPS policies and FHSAA bylaws and regulations will be enforced.
- h. The use of tobacco products by players and coaches during practice or playing time will be prohibited (Article 22.17).
- i. Exam Week Restrictions
 - 1. No contest will be scheduled by HCPS during mid-term or final exam week until the entire exam schedule has been completed. The exception to this provision will be FHSAA scheduled games (i.e. playoff contests).
 - 2. Practice for all sports will be limited to two hours per day during mid-term and final exams.
- j. It will be mandatory for all athletes to wear protective mouthpieces for the sports of football, basketball, soccer, wrestling, flag football, lacrosse, softball, baseball, and girls flag football.

20.1.14 Girls' Flag Football

- a. Practice - Will begin on the date established by the FHSAA bylaws and will end with the last regularly scheduled game unless the team qualifies for the FHSAA play-offs. In this case, practice will end the day the team is eliminated from the play-offs. It will be permissible to open the facilities with all fees waived for the express purpose of conducting skill development activities as long as it is being operated through an approved program and meets all guidelines as set forth by the FHSAA. The facility will only be open to a school's coaches and athletes enrolled at that school. In season sports shall be given priority for use of facilities
- b. Maximum Number of Games:
 - 1. A school may schedule a maximum of 10 regular season games. All tournament matches must be approved by the Director of Athletics (FHSAA play-off tournaments are not counted toward the 10 regular season games.)
 - 2. There will be no flag football *classics* without approval by the Director of Athletics.
- c. First Match - No match will be conducted before the established date set by FHSAA bylaws.
- d. Last Match - Each school will have completed its regular matches by Thursday of the week preceding the FHSAA district play-off.
- e. Games will be scheduled as best determined by the Director of Athletics.
- f. Starting Time - Regular matches start at 7:00 p.m. (single game). Double headers start at 6:15 p.m. with second game to follow. Saturday matches start at 1:00 p.m. for single games and double headers. Permission for other starting times must be approved by the Director of Athletics.

- g. Contest Dress out Limitation - The maximum number of players permitted to dress out for a scheduled varsity flag football match will be 25. The maximum number of players permitted to dressout for a scheduled junior varsity flag football match will be 25.
- h. Requirements for approval to participate in tournaments without funding by HCPS.
 - 1. No team will participate in a tournament (other than FHSAA championship tournaments) that requires the student-athlete to lose more than one half day of school time.
 - 2. Approval will be granted within the standard policies for transportation, meals, and an acceptable entrance fee.
 - 3. No team will be approved for participation in a tournament that requires more than staying over three nights to reach and play in the championship game.
 - 4. All requests for tournaments will be submitted to the Director of Athletics office for approval.
 - 5. HCPS policies and FHSAA bylaws and regulations will be enforced.
 - 6. Transportation costs will not be covered by Athletics Department budget.
- i. The use of tobacco products by players and coaches during practice or playing time will be prohibited (Article 22.17).
- j. Junior Varsity
 - 1. Maximum number of games - A school may schedule a maximum of 6 regular season matches
 - 2. Games will be scheduled before the varsity matches on the same dates as the varsity matches.
 - 3. Starting time for junior varsity games will be 6:15 p.m.
 - 4. Contest Dressout Limitation - The maximum number of players permitted to dressout for a scheduled junior varsity flag football match will be 25.
- k. Exam Week Restrictions
 - 1. No contest will be scheduled by HCPS during mid-term or final exam week until the entire exam schedule has been completed. The exception to this provision will be FHSAA scheduled games (i.e. playoff contests).
 - 2. Practice for all sports will be limited to two hours per day during mid-term and final exams.
- l. It will be mandatory for all athletes to wear protective mouthpieces for the sports of football, basketball, soccer, wrestling, flag football, lacrosse, softball, baseball, and girls flag football.

20.1.15 Lacrosse Boys and Girls

- a. Practice - Will begin on the date established by the FHSAA bylaws and will end with the last regularly scheduled game unless the team qualifies for the FHSAA play-offs. In this case, practice will end the day the team is eliminated from the play-offs. It will be permissible to open the facilities with all fees waived for the express purpose of conducting skill development activities as long as it is being operated through an approved program and meets all guidelines as set forth by the FHSAA. The facility will only be open to a school's coaches and athletes enrolled at that school. In season sports shall be given priority for use of facilities
- b. Maximum Number of Games:
 - 1. A school may schedule a maximum of 13 regular season games. All tournament matches must be approved by the Director of Athletics (FHSAA play-off tournaments are not counted toward the 13 regular season games.)
 - 2. There will be no lacrosse classics without approval by the Director of Athletics.

- c. First Match - No match will be conducted before the established date set by FHSAA bylaws.
- d. Last Match - Each school will have completed its regular matches by Saturday of the week preceding the FHSAA district play-off.
- e. Games will be scheduled as best determined by the Director of Athletics. Schools may request changes per district procedures.
- f. Starting Time - Regular matches start at 7:00 p.m. (single game). Double headers start at 5:00 p.m. with second game to follow. Saturday matches start at 1:00 p.m. for single games and double headers. Permission for other starting times must be approved by the Director of Athletics.
- g. Contest Dress out Limitation - The maximum number of players permitted to dress out for a scheduled lacrosse match will be 25.
- h. Requirements for approval to participate in tournaments without funding by HCPS.
 - 1. No team will participate in a tournament (other than FHSAA championship tournaments) that requires the student-athlete to lose more than one half day of school time.
 - 2. Approval will be granted within the standard policies for transportation, meals, and an acceptable entrance fee.
 - 3. No team will be approved for participation in a tournament that requires more than staying over three nights to reach and play in the championship game.
 - 4. All requests for tournaments will be submitted to the Director of Athletics office for approval.
 - 5. HCPS policies and FHSAA bylaws and regulations will be enforced.
 - 6. Transportation costs will not be covered by Athletics Department budget.
- i. The use of tobacco products by players and coaches during practice or playing time will be prohibited (Article 22.17).
- j. Exam Week Restrictions
 - 1. No contest will be scheduled by HCPS during mid-term or final exam week until the entire exam schedule has been completed. The exception to this provision will be FHSAA scheduled games (i.e. playoff contests).
 - 2. Practice for all sports will be limited to two hours per day during mid-term and final exams.
- k. It will be mandatory for all athletes to wear protective mouthpieces for the sports of football, basketball, soccer, wrestling, softball, baseball, girls flag football, and lacrosse.
- l. HCPS will operate lacrosse as a pay-for-play program.

ARTICLE XXI
STATE AND CONFERENCE MEMBERSHIP DUES

- 21.1 FHSAA Dues - The Athletics Department will pay each school's FHSAA dues. The Athletics Department will then invoice each school for one-third of the amount paid.
- 21.2 Western Conference Dues – Each school shall be responsible for annual payment of Western Conference dues as set forth by Western Conference bylaws

ARTICLE XXII
SPECIAL POLICIES, REGULATIONS AND INTERPRETATIONS

1. There will be no circumventing of any regulations in this procedure guide.
2. The participants in any athletic sponsored activities will be limited to those students who are enrolled in the school sponsoring the event.
3. All practices will be prohibited between the hours of 9:00 p.m. through midnight and midnight through 6:00 a.m.
4. There shall be no school sponsored activities for students on Sundays.
5. HCPS will enforce a 10 minute post game meeting/conference period for visiting teams prior to their departure from site of contest.
6. FHSAA Policy

HCPS will strictly adhere to all FHSAA policies. FHSAA policies concerning student safety will include but not be limited to Concussion, Heat Acclimatization, sudden Cardiac Arrest, Heat and Rest, Contact Rules, etc.
7. Contact rules developed by the FHSAA must be followed.
8. No other sports will be added to the athletic program without approval of the HCPS School Board.
9. That all agreements and contracts relative to athletic activities shall not be legal and binding until they are approved by the Director of Athletics. (This does not include FHSAA game contracts for regularly scheduled activities within the county. Approval by the Principals Council of a master schedule shall constitute a legal and binding contract of all regular season contests.)
10. None of the schedule limitations include scheduled FHSAA play-offs.
11. Varsity athletes will not be shown game films during classes in 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.)
12. The use of any tobacco products by players and coaches during practice time or contests will be prohibited. Violation of this policy by a student-athlete will result in a penalty of immediate removal from the contest or practice and suspension from the next scheduled contests for which the violator is scheduled to participate. Violation of this policy by the coach will result in an appropriate review and/or to include an administrative hearing. (Reference: Student Code of Conduct and School Board Policy.)
13. All contests that are postponed or suspended for inclement weather or other factors affecting the playing of the contest shall be scheduled on the next available playing date as determined by the assistant principals for administration of both schools. (Exceptions to be approved by the Director of Athletics)
14. No athletic contest will be canceled except by approval of the principals of the schools participating and the Director of Athletics.
15. The Director of Athletics must approve any scheduled contest that may require overnight lodging.
16. There shall be no overnight trips by any athletes or athletic teams during the regular scheduled season. (Exceptions: Invitational tournaments may be reviewed by the Director of Athletics and consideration given

for approval if no more than 1/2 day of class time is missed by student-athletes and coaches and if the tournament or the school provides the expenses for housing of the entire traveling party.)

17. Hazing of students including shaving of heads and other types of activities are prohibited.
18. Construction of Athletic Facilities - The Area Superintendent shall approve construction of athletic facilities on school grounds.

Any facility that is modified without District approval shall be returned to District standards with all costs being the responsibility of the school.
19. The use of bonfires at pep rallies will not be permissible. It is against county policy.
20. Ten working days before the first date allowed to schedule a regular season contest will be the deadline for schedule changes. Exceptions will be allowed for rescheduling contests where the team scheduled is unable to meet the commitment agreed on before the deadline. The Director of Athletics will review special cases on an individual basis.
21. Smoking inside athletic facilities at all athletic activities will be prohibited. NOTE: Inside athletic facilities will refer to all spectator seating areas and all areas inside the secured area used by spectators and team participants.
22. Signs and artificial noisemakers will not be permitted in the gymnasium during contests.
23. Service Animals on Campuses of Public Schools in Hillsborough County – Only animals with proper identification recognizing them as service animals will be permitted on the campuses of HCPS. Animals without proper identification and/or personal pets will not be permitted on campus.

**ARTICLE XXIII
TRANSFER POLICY**

23.1 Participation Policy for Student-Athletes who Transfer

- i. Students previously enrolled in a different high school prior to their current District who wish to participate in athletics will be defined as student-athlete transfers by the District. Student-athletes changing schools during the summer are also deemed to be student-athlete transfers.
 - a. Student-athletes who transfer are allowed to immediately participate in interscholastic athletics for their new school. Student-athletes that participated in a sport at their previous school during the same school year may not participate in the same sport unless they meet one of the following criteria:
 - i. Dependent children of active duty military personnel whose move resulted from military orders.
 - ii. Children who have been relocated due to a foster care placement in a different school zone.
 - iii. Children who move due to a court-ordered change in custody due to separation or divorce, or the serious illness or death of a custodial parent.
 - iv. Authorized good cause established below this policy.
- ii. Policy 2432.01 may be viewed in full on the District website.

**ARTICLE XXIV
CONCUSSION PROCEDURES**

24.1 Concussion Procedures

1. Any athlete who exhibits signs, symptoms, and/or behaviors consistent with a concussion shall be immediately removed from the contest and shall not return to play until cleared by a licensed physician (MD) or licensed osteopathic physician (DO).

2. The McNamee Protocol shall be followed by all student athletes, coaches, administration, support personnel, and parents.

**ARTICLE XXV
POLICIES AND GUIDELINES FOR ATHLETIC TOURNAMENTS**

1. All tournaments must be proposed and submitted to the Director of Athletics office for approval.
2. All sanctions will be requested by the host school in accordance with the FHSAA requirements before the scheduled beginning date of the tournament.
3. Before a tournament is approved, all expenses must be guaranteed.
4. All operations of the tournament will be reviewed and approved through the Director of Athletics.
5. All tournaments held in HCPS facilities will guarantee that 50% of the total teams entered in the tournament are HCPS teams unless they decline to accept the invitation before outside schools are invited.
6. The Director of Athletics will approve all personnel needs and fee schedules.
7. All admission prices will be approved by the Director of Athletics.
8. All advertisements must be approved by the Director of Athletics before being released or used.
9. All schools that participate in tournaments will provide adequate administrative supervision.
10. All approved tournaments will comply with policies in the "Athletic Guidebook of Procedures" as approved by the HCPS.
11. All tournament expenses will be deposited in the internal accounts of the host school 30 days before the first scheduled contest of the tournament.
12. Checklist of required information from sponsoring organization:
 - a. Type of tournament (single, double, etc.)
 - b. List of teams to be invited to tournament
 - c. Requested site of tournament
 - d. Recommended dates of tournament
 - e. Sponsoring organization of tournament
 - f. Proposed financial support of tournament
 - g. Proposed tournament expenses:
 1. Mandatory expenses
 - a. Guarantee per team
 - money
 - transportation
 - share of profit
 - b. Security
 - c. Contest Personnel
 - d. Awards

2. Optional Expenses
 - a. Meals
 - b. Housing
 - c. Special Awards
 - d. Hospitality Room
 - e. Recommended admission prices (must be approved by the School Board)
 - f. Passes
 - g. Programs
 - h. Game Balls
 - i. List of sponsoring organization and host school personnel responsible for the operation of tournament; i.e., Director of Tournament
 - j. How bracketing of teams will be determined

ARTICLE XXVI SPORTSMANSHIP

1. Fundamentals of Sportsmanship

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

2. Responsibilities for Good Sportsmanship

- a. The coach bears the greatest burden of responsibility for sportsmanship. His influence upon the attitudes and behavior of players, the student body, and the community are unequaled. In order for good sportsmanship to become a reality, it is essential that the coaches subscribe to the values of sportsmanship and teach its principles through word and deed. The coach should:
 1. Sign and return the Sportsmanship Agreement to APA prior to each season.
 2. Set a good example.
 3. Discipline students who display unsportsmanlike behavior.
 4. Respect the officials' judgment and interpretation of the rules.
 5. Supervise his/her team at the completion of their contest.
- b. The responsibility of the players for sportsmanship is second in importance only to the coach. Because players are admired and respected, they exert a great deal of influence over the actions and behavior of the spectators. Desirable behavior for players would be to:
 1. Shake hands with opponents before the contest.
 2. Exercise self-control at all times; accepting decisions and abiding by them.
 3. Respect the officials judgment and interpretation of the rules. Never argue or make gestures indicating a dislike for a decision.
 4. Accepting both victory and defeat with pride and compassion; never being boastful or bitter.
 5. Congratulate the opponents following either victory or defeat.

- c. Students/spectators habits and reactions determine the quality of sportsmanship that reflects upon the reputation of their school and community. Students/spectators should:
1. Respect, cooperate and respond enthusiastically to cheerleaders.
 2. Censure fellow spectators whose behavior is unbecoming.
 3. Respect the property of the school and the authority of the school officials.
 4. Avoid profane language and obnoxious behavior.
 5. Do not heckle, jeer, or distract members of the opposing team.
 6. Know and demonstrate the fundamentals of sportsmanship.

ANNOUNCEMENT: The Athletics Department supports the school administration in the making of announcements before and during athletic contests that encourage proper behavior and good sportsmanship. Students, visitors, and even parents must be fully aware of what will and will not be tolerated at athletic events.

3. Unsportsmanlike Conduct

- a. General unsportsmanlike conduct includes, but may not be limited to, the use of profanity, fighting, flagrant foul, or other unsportsmanlike acts.
- b. Gross unsportsmanlike conduct is an act of malicious and hateful nature toward a contest official or opponent. Such acts include, but are not limited to:
- cursing, striking, or threatening a contest official during a contest or at any other time because of resentment over occurrences or decisions during a contest
 - physical contact with an opponent that is beyond the normal scope of competition and appears to be with the intent of inflicting bodily harm on the opponent
 - spitting on a contest official or opponent
 - directing gender, racial, or ethnic comments or slurs toward a contest official or opponent
 - other such acts that may be deemed unacceptable conduct by the principal of the school

4. Penalties for Unsportsmanlike Conduct

a. Coach

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

b. Athlete

1. The payment of all fines assessed against the school by the FHSAA will be the responsibility of the athlete or athletes involved in the unsportsmanlike act beginning with the first incident.
2. An athlete who is ejected or disqualified for unsportsmanlike conduct will 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 or the actual fine whichever is greater.
4. An athlete who is ejected or disqualified for unsportsmanlike conduct will not participate in or represent his or her school in any further athletic contests until all fines assessed have been paid to the school.
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 Student Code of Conduct handbook.

5. Collection of Fines

- a. It will be the responsibility of the school site principal, or his or her designee, to collect fines from coaches, players, and parents who have been assessed fines for their actions.
- b. The funds collected from fines will be placed in a trust account at each school. The fines will be paid from this trust account to the FHSAA.

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