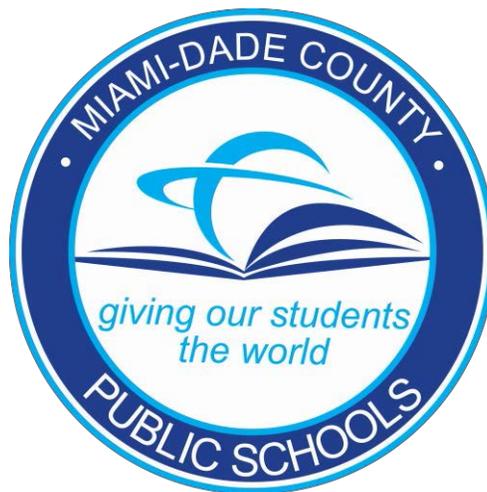


MIAMI-DADE COUNTY PUBLIC SCHOOLS

Division of Athletics, Activities and Accreditation

Interscholastic Athletics Guidelines



August 2020

MIAMI-DADE COUNTY PUBLIC SCHOOLS

The School Board of Miami-Dade County, Florida

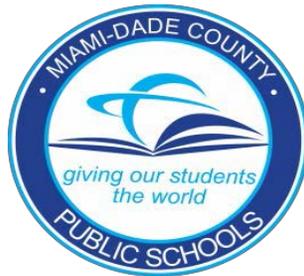
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PREFACE

The policies and procedures in this manual are in compliance with School Board Policies, State Board of Education Rules, Florida Statutes, and the Manual of Internal Accounting for Secondary Schools.

This manual supersedes all prior publications governing high school athletics and is to be used by principals, school athletic directors, athletic business managers, athletic trainers, and coaches in establishing, administering, and supervising the senior high school interscholastic athletic program.

The Interscholastic Athletics Guidelines is incorporated by reference into School Board Policy 2431 - Interscholastic Athletics. The Interscholastic Athletics Guidelines is on file in the Office of Board Recording Secretary, the Citizen Information Center, and Office of the School Board Clerk.

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I. DISTRICT WIDE ATHLETIC PROGRAM

The Division of Athletics, Activities and Accreditation has the responsibility of providing schools with consistent, unified leadership which will enable schools to develop athletic programs to the fullest extent and provide the District's students with maximum benefits from balanced, well-managed, and well-operated athletic programs.

The senior high school athletic program is an integral part of the total school experience for students and offers a variety of sports and activities to those who have the potential, skill, and desire to participate.

The following district-level positions have been assigned to carry out the functions of this program.

A. Personnel

1. Administrative Director, Division of Athletics, School Operations

The Administrative Director, School Operations, Activities and Accreditation provides District coordination of tasks related to the operation and conduct of the interscholastic athletics and activities programs. The Administrative Director provides leadership on a district wide basis which will enable schools to develop athletic programs to the fullest extent by developing and recommending policies for Board consideration that will continue the development of athletics within the overall educational program. The Administrative Director to the extent necessary, provides guidance for schools in all areas not specifically covered by Board policy, and provides equitable athletic opportunities for all senior high schools. (See Appendix A, School Board Policy 2431 -Interscholastic Athletics, Section III.)

2. Executive Secretary - Greater Miami Athletic Conference (GMAC)

The position of Executive Secretary, GMAC, shall be evaluated annually by the Administrative Director, School Operations

The Executive Secretary will meet with the GMAC Executive Committee four times a year. The Executive Secretary, GMAC, shall be evaluated annually by the Administrative Director, School Operations

The Executive Secretary, GMAC, shall have decision-making responsibilities relative to the supervision of the senior high school athletic program as prescribed in the bylaws and policies of the GMAC.

The Executive Secretary, GMAC, shall manage and direct the affairs of the Conference and perform such duties as may be assigned by the Administrative Director, School Operations, consider recommendations of the GMAC Executive Committee, and the Board of Directors of the Greater Miami Athletic Conference Officials Association (GMACOA).

B. Associations

1. Florida High School Athletics Association (FHSAA)

Senior high school interscholastic competition is governed by the FHSAA. All Miami-Dade County public high schools that participate in interscholastic athletics will maintain membership in this organization and must comply with the rules and regulations that have been established.

Membership dues for this organization are paid from the internal funds of the respective schools.

A calendar of state activities and individual sports manuals are prepared each year, which set forth the rules governing each sport.

2. Greater Miami Athletic Conference (GMAC)

All Miami-Dade County public senior high schools that offer an interscholastic athletic program will be affiliated with the Greater Miami Athletic Conference (GMAC) and must comply with the rules and policies of this organization.

All activities among schools of this Conference shall be governed by the regulations as set forth by the School Board of Miami-Dade County, Florida, the GMAC and the FHSAA.

The GMAC, in collaboration with the Division of Athletics, Activities and Accreditation, will establish, maintain and enforce such regulations as may be necessary to protect the interests of the schools and students that comprise this Conference.

a. The Executive Committee of the Greater Miami Athletic Conference (GMAC)

The twelve member committee is the steering body of the GMAC. It is comprised of elected GMAC principals and athletic directors. The Administrative Director, School Operations, and the Executive Secretary, GMAC, serve as non-voting, ex-officio members. The main function of the Committee is to exercise authority and perform such duties as implied and stated in the GMAC bylaws and policies.

Operating within the framework of the bylaws, rules, and policies of the GMAC, additional functions of the Executive Committee include rule-making, acting as a forum for appeals, and the enforcement of disciplinary actions for the benefit of the schools and student-athletes subject to the authority of the GMAC.

b. The Greater Miami Athletic Conference Officials Association (GMACOA)

The GMACOA is a subsidiary association of the GMAC and is governed by its Board of Directors and the Commissioner of Officials. Operating in cooperation with the FHSAA, the GMACOA recruits, trains, registers, supervises, and assigns game officials for all contests played by GMAC schools.

C. Athletic Advisory Committee

In carrying out the intent of the School Board's resolution, the District Athletic Advisory Committee (DAAC) was formed. The Board, staff and administration will discuss items concerning the overall athletic program with this committee. Individual schools may refer questions to the Administrative Director, School Operations.

D. Sports Medicine Program

The Board-approved Sports Medicine Program, as established, provides standardized physical screening examinations, care, and rehabilitation for all student-athletes in the Miami-Dade County Public Schools' interscholastic athletic programs. The program provides medical coverage for designated athletic events throughout the county; area clinics for evaluation, treatment, and rehabilitation of injured student-athletes; and the planning of workshops/seminars for athletic trainers. The basic components of the program include the area sports medicine clinics and participating sports medicine physicians.

E. Violations

It is the responsibility of the principal, athletic director, and all athletic personnel to familiarize themselves with School Board policies and the policies and bylaws of the GMAC and FHSAA. Violation(s) should be referred to the principal of the school at which the violation is alleged. Every attempt will be made at this level to resolve the issue. The resolution of the issue will be submitted to the Administrative Director, School Operations, in writing, signed by both principals within ten working days from the original alleged violation referral. The Administrative Director, School Operations, or Executive Secretary (GMAC) may, as the situation warrants, initiate inquiries of possible violations of GMAC bylaws and FHSAA policies.

If the issue is not resolved, the Administrative Director, School Operations, or Executive Secretary, GMAC, shall conduct a meeting, within ten working days, with the principals and athletic directors of the schools in question, in an effort to resolve the issue.

If the Administrative Director, School Operations, or the Executive Secretary, GMAC, is unable to resolve the issue, the principal reporting the allegation(s) shall file a formal complaint with the Florida High School Athletics Association and the Greater Miami Athletic Conference.

1. Recruitment of Athletes

At no time should coaches, members of the teaching profession, or anyone affiliated with a school, engage in, either directly or indirectly, in the recruitment of student-athletes to attend a particular senior high school. When any non-school student or parent contacts a coach about attending that school, the coach must immediately refer the student and/or parent to the principal.

To implement this rule and eliminate possible misunderstanding, the following should be observed:

- a. When there is a reported incident of alleged recruitment of student-athletes, the person in receipt of the allegation shall report this information to his/her athletic director immediately. The athletic director, in turn, will gather available data and present same to the principal.
- b. The principal receiving the recruiting allegations will follow the procedures listed below:
 - 1) Inform the Administrative Director, School Operations, and the Executive Secretary, GMAC, of the allegations.
 - 2) Schedule a meeting with the principal and athletic director of the school against whom the allegation has been filed. At this meeting, every attempt should be made to resolve the issue.
 - 3) Inform the Administrative Director, School Operations, and the Executive Secretary, GMAC, of the outcome of the meeting between the principals and athletic directors, in writing, signed by both principals, within ten working days.

- c. If the issue is not resolved, the Administrative Director, School Operations, or Executive Secretary, GMAC, will conduct a meeting with the principals and athletic directors included in the allegation, in an effort to resolve the issue.
- d. If the Administrative Director, School Operations, or Executive Secretary, GMAC, are unable to resolve the issue, the principal reporting the allegation(s) shall file a formal complaint with the Florida High School Activities Association and the Greater Miami Athletic Conference.

F. Equalization Fund

The Administrative Director, School Operations, will administer a special trust fund to be used to assist schools in financial distress. This fund was created by assessing each GMAC member school, on a one-time basis, an amount not to exceed \$1000.

The Division of Athletics, Activities and Accreditation has developed procedures for the distribution of this money and repayment of loans.

II. SCHOOL ATHLETIC PROGRAM

Schools should develop, annually, a basic philosophy and a set of objectives designed to foster a balanced program of athletics. The principal of the school will ensure compliance with policies of The School Board of Miami-Dade County, Title IX guidelines, and the policies, rules, and regulations set by the Florida High School Activities Association (FHSAA), the Greater Miami Athletic Conference (GMAC).

Each school shall offer as many sports as possible. It is understood that the enrollment of the school, the number of available qualified coaches, availability of extra-curricular salary supplements and other variables considered by the principal, may determine the athletic offerings of the total program. In all cases, the safety of student-athletes in the delivery of the sport and quality should be primary objectives of the program.

The athletic staff shall consist of the assistant principal assigned to athletics, athletic director, assistant athletic director, athletic business manager, head athletic trainer, assistant athletic trainer, head coaches, and assistant coaches.

A. Personnel

1. Principal

The principal of the school is responsible for the operation of the school, including any and all matters relating to the athletic program. The appointments of athletic director, assistant athletic director, athletic business manager, head athletic trainer, assistant athletic trainer, head coaches, and assistant coaches are made annually at the discretion of the principal.

2. Athletic Director

Under the direct supervision of the principal, the athletic director is responsible for administering the interscholastic athletic program, in accord with School Board policies, the school's philosophy of athletics and within State Statutes and GMAC rules and policies. The athletic director, under the guidance of the principal, develops policies that will support the philosophy and achieve the objectives for the entire athletic program. The athletic director is responsible for making recommendations to the principal concerning the hiring and dismissal of all athletic personnel.

The primary responsibility of this position is to coordinate the athletic program with the instructional program of the school to ensure that it is properly articulated with other departments so that it enhances the opportunity for students to participate in interscholastic athletics. The athletic director should encourage a balanced program of athletics for all students and should exemplify the highest standards of sportsmanship and integrity.

3. Assistant Athletic Director

Under the direct supervision of the athletic director, the assistant athletic director assists in the coordination of the school's athletic program. The assistant athletic director should be supportive of the athletic program and the philosophy of the school.

4. Athletic Business Manager

Under the direction of the principal and the athletic director, the athletic business manager has the responsibility to manage all business transactions associated with the athletic program and any other duties assigned by the principal. The athletic business manager shall be issued and be familiar with the Manual of Internal Accounting for Secondary Schools.

5. Athletic Trainers

Athletic trainers shall work with all athletic teams. The athletic trainer shall be accountable to the principal and the athletic director. All athletic trainers must be appropriately certified.

6. Assistant Athletic Trainer

The assistant athletic trainer shall work in cooperation with the athletic trainer and athletic teams. The assistant trainer shall be accountable to the principal, athletic director, and the athletic trainer.

7. Head Coach

Under the supervision of the principal, athletic director, or his/her designee, the head coach has the responsibility to provide fair and equal opportunity for all candidates to participate in the athletic program. The head coach shall teach the necessary skills to compete, while at the same time, instill the positive values of cooperation, self-control, and high standards of behavior and sportsmanship to student-athletes.

a. Head Coach - All Sports - Except Football

- 1) Must hold a current Florida Educators Instructional Certificate **and** must be a full-time or part-time employee of M-DCPS.
- 2) If no applicant or qualified person has applied for the head coaching position, the following procedure must be adhered to:
 - Head coaching position must be advertised via the M-DCPS Bulletin Board to all instructional and non-instructional M-DCPS employees.
 - Interviews must be conducted for the position.
 - If no instructional personnel apply, the principal must request, in writing, for approval from the Division of Athletics, Activities and Accreditation to hire a non-instructional head coach who meets the following requirements:

- must be a full-time or part-time M-DCPS employee;
- must hold a current three or five year Florida Part-Time Athletic Coaching Certificate; **and**
- must receive written permission, annually, from the Division of Athletics, Activities and Accreditation before the individual can begin coaching.

b. Head Coach - Football

The head football coach must hold a current Florida Educators Instructional Certificate **and** must be a full-time employee of M-DCPS.

8. Assistant Coach

The assistant coach should be considered an extension of the head coach. He/she should be guided by the same philosophy as that of the head coach and should work to implement those fundamentals and techniques which the head coach establishes as essential. The assistant coach should be supportive of the athletic program and the philosophy of the school.

The assistant coach:

- a. must be a full-time or part-time employee of M-DCPS and hold a current Florida Educators Instructional Certificate; **or**
- b. must be a full-time or part-time M-DCPS employee and hold a current three or five year Florida Part-Time Athletic Coaching Certificate; **or**
- c. must be under written contract with M-DCPS to serve as an assistant coach and hold a current three or five year Florida Part-Time Athletic Coaching Certificate.

B. Student Athletes

1. Insurance Requirements and Parental Permission

Prior to the first athletic practice session, the head coach of each sport will schedule a meeting with the parents of prospective participants to review the requirements for athletic participation, Board-approved insurance program, physical examination, consent for participation and eligibility requirements.

It must be understood that the school, the athletic department, and/or the School Board assume no direct or implied responsibility for expenses resulting from any type of athletic injury. All students taking part in the interscholastic athletic program must participate in the Board-approved insurance program for

that sport. Purchase of School Board-approved insurance is required prior to participation in the fall football program, spring football program, and all other interscholastic sports programs. All School Board-approved insurance is non-refundable.

Each year, there must be on file, prior to participation in a practice session or contest, the following:

- a. A notarized statement of parental consent.
- b. An annual physician's certificate (to the effect that the student is physically fit for interscholastic athletic competition) dated after July 1st. of the current school year. All records of physical examinations must be recorded on the official Miami- Dade County Public Schools, Form FM-3439 Rev.(05/2019), which may not be substituted or appended.

Spring football practice requires the purchase of additional Board-approved insurance and will be conducted according to the FHSAA bylaws and policies.

2. Athletic Eligibility

Each school operates its program of varsity athletics in accordance with the rules and regulations set forth by the FHSAA and the GMAC. In addition to these rules and regulations, Miami-Dade County Public Schools' administrative rules, policies, and regulations are to be followed. Compliance with these eligibility requirements must be adhered to at all times and under all conditions.

Under the direction of the principal, the athletic department shall certify that its authorized representative has examined and recorded the date of birth from the birth certificate issued by an authorized agency or substitute information as specified in the FHSAA Bylaws. All school personnel are urged to handle the information shown on these birth certificates with extreme attentiveness and confidentiality. All information necessary for athletic eligibility will be forwarded to the FHSAA.

C. Athletic Events

1. Crowd Control

School patrons and students must be educated on the philosophy of desired crowd management, objectives, policies, and standards of the school's interscholastic athletic program. Effective crowd control can best be achieved by involving as many individuals as practical. In addition to the principal, athletic director, and coaches, it is recommended that representatives from the Miami-Dade School Police, local law enforcement agencies, selected faculty

members, school security, booster clubs, and student body officers be included in both planning and supervision. Responsibilities should be well-defined and channels of communication must be established. Each school principal must file a crowd management plan for all athletic events on an annual basis with the Division of Athletics, Activities and Accreditation. The principals and athletic directors of competing schools should work together to provide adequate crowd control when the event warrants. School faculty members attending games are requested to assist with crowd control.

2. Rental of Facilities

When it becomes necessary to secure non-school facilities for athletic events, the determining factors in the choice shall be location, capacity, fees, safety conditions, and the individual needs/concerns of the school.

It is the responsibility of the school hosting the event to execute the necessary documents agreed upon by the lessee and the lessor which shall include a rental fee and payment schedule.

3. Athletic Schedules

The Executive Secretary, GMAC, shall call scheduling meetings when necessary; keep a master schedule by sport and by school; and coordinate schedules within the county. The coaches of varsity sports prepare tentative schedules and forward this information to the athletic director for approval. The athletic director finalizes and prepares the schedule on forms and sends a copy to the coach of that sport, the principal, athletic business manager, athletic trainer, and the GMAC office. When conflicts arise which cannot be resolved by the individual school, the Executive Secretary, GMAC, shall resolve those conflicts.

4. Contracts for Athletic Events

Guidelines of the FHSAA concerning contracts shall be followed by all competing schools. GMAC master sports schedules are to be considered binding contracts between GMAC member schools.

The approval of the principal is required before any member of the athletic staff commits himself/herself, or the school, to a contract.

6. Game Officials Fees

The fee schedule for regular season games, including GMAC tournaments, is negotiated by the Executive Secretary, GMAC, and presented to the GMAC Executive Committee and the GMAC general membership for approval according to FHSAA guidelines. The fees for district, regional, and state tournaments are determined by the FHSAA.

III. BUDGETARY - FINANCIAL PROCEDURES

A. Budget

The athletic business manager, in conjunction with the various coaches, should prepare a sports budget based on estimates and previous records. This budget should be flexible but also provide a close estimation of income and expenses. The budget should be prepared in triplicate and reviewed by the athletic director before it is submitted to the principal for his/her approval and signature.

B. Annual Summary Recap Report

The athletic business manager shall prepare a summary report for each sport by the end of each school year. This report shall show the yearly receipts and disbursements for that sport.

C. End of Year Reports

The athletic director and athletic business manager will prepare the requested End of Year Athletic Reports. One copy will be sent to the Division of Athletics, Activities and Accreditation; one copy will be filed in the principal's office; and one copy will be filed in the athletic office.

D. Ticket Sales Procedures

The following procedures will provide proper accountability for athletic admission tickets: (See Appendix B for detailed game operations, regulations, and procedures.)

1. The athletic business manager will be held accountable for the total sales value of all athletic admission tickets. This includes tickets received from the printer plus reissued tickets from prior school years.
2. At the end of the school year, after the completion of ticket sales, the athletic business manager will take an inventory of all unused athletic admission tickets. Upon completion of the inventory, the Office of Management and Compliance Audits shall be notified and a date set for the auditor to verify the inventory. When the auditor arrives at the school, the business manager should have the game reports available and the unused tickets set up by sport or type of ticket, game number, color, type of admission, unit selling price and code. The number of tickets to be removed by the auditor should be kept to a minimum.
3. Following the annual ticket audit, the athletic business manager will submit a ticket order form indicating the number of tickets needed for all sports for the coming year. The tickets will be delivered with an invoice from the vendor to the athletic business manager of each school.
4. All tickets used for athletic events are to be pre-numbered and an inventory is to be maintained for each series. All invoices representing purchases of tickets are to show the inclusive serial numbers and are to be posted to the inventory record.
5. The athletic business manager is to record the issuance of all tickets to a ticket seller and to himself/herself. This form will also serve as a personal audit and establish the responsibility for both tickets and money.
6. At the completion of all contests for which admission has been charged, a detailed master ticket sales report is to be completed within

ten days and will become a part of the final game report. One copy of the final game report is to be filed in the business manager's office, and the remaining copies should be forwarded to interested persons such as the coach, the principal, and the treasurer. In the event of shared gate receipts or losses, a copy of the game report must be sent to the participating schools. The game report should be carefully reviewed for errors before distribution.

7. All athletic admission tickets must be purchased through the Division of Athletics, Activities and Accreditation.
8. Ticket prices shall be established by School Operations.
9. In the event of theft or loss of tickets or ticket sales collections, the following must be adhered to:
 - a. File a Plant Security Report.
 - b. A memorandum, along with a copy of the Plant Security Report, detailing the incident will be sent to the Administrative Director, School Operations, with a copy to the Office of Management and Compliance Audits, reporting the loss of tickets or ticket sales collection.
 - c. Reports must be submitted immediately after the discovery of the theft or loss.
10. In order to achieve the proper accountability, it is important that athletic admission tickets are used only as specified:
 - a. Only tickets ordered through the Division of Athletics, Activities and Accreditation that are pre-numbered, with ticket price shown, may be used.
 - b. Athletic admission tickets must be used for all athletic contests for which admission is charged. All tickets must be torn in half as they are presented for admission at the game, with one-half returned to the patron and the other half disposed of properly. Under no circumstances may a previously sold ticket be resold.
 - c. Regular athletic admission tickets, with the selling prices printed thereon, are **not** to be sold at any other price.

- d. Regular athletic admission tickets, with the selling prices printed thereon, are **not** to be used as complimentary tickets.
- e. Athletic admission tickets which do not have the selling prices printed thereon (with the exception of "Complimentary" tickets) or which are not pre-numbered, are **not** to be used.
- f. Athletic admission tickets are not to be used for any other event or activity except athletic contests for which the entire proceeds are to be deposited into the Athletic Fund in the school's Internal Accounts.
- g. Procedures for ticket sales for FHSAA and GMAC events are:
 - 1) The athletic business manager of the home or host school will be responsible for securing athletic admission tickets from the appropriate organization (when applicable).
 - 2) The athletic business manager must immediately forward a list of the tickets received to the Division of Athletics, Activities and Accreditation, and the auditing department.
 - 3) All other applicable procedures indicated herein are to be followed for all FHSAA and GMAC events.

11. In addition, the following procedures are to be observed:

- a. Ticket Sales:
 - 1) The home school will provide the visiting school pre-game sale tickets, if requested, along with a pre-game sales ticket report, which will contain an inventory of tickets issued.
 - 2) The visiting school will deposit all monies received from pre-game ticket sales into its athletic fund. All unsold tickets are to be returned to the home school prior to the beginning of the contest along with a final copy of the pre-game sales ticket report.
- b. Complimentary Tickets:
 - 1) The use of complimentary tickets is strongly discouraged.
 - 2) Only the host school's complimentary tickets will be honored at the event. Visiting schools must contact the host school to make necessary arrangements for their guests.
 - 3) If a coach requests his/her players to attend an opponent's game,

he/she must arrange to purchase tickets.

E. Reports

The athletic business manager will be required to furnish complete details regarding proceeds from admissions and all expenses connected with each game. The following report forms will be used

- Game Income/Ticket Sales Report
- Payroll Report – By Cash
- FM-6697 – Compensation For Athletic Game Officials Form

F. Deposit of Monies

1. On Campus - Athletic Events

All monies collected at athletic events held on campus are to be deposited in the following manner:

- a. \$1,000 or less: Monies may be deposited directly to the bank or must be kept in a safe secure place within the school, to be deposited with the school treasurer the next school day. (See Manual of Internal Accounting.)
- b. Over \$1,000: Monies must be deposited directly to the bank (Manual of Internal Accounting) or picked up by armored car services. See school treasurer for proper depository procedures.

2. Off Campus - Athletic Events

All monies collected at athletic events held off campus are to be deposited in the following manner:

- a. Deposited directly to the bank. (See Manual of Internal Accounting). See school treasurer for proper depository procedures; or
- b. Picked up by armored car services. See school treasurer for proper depository procedures.

G. Purchase of Equipment

1. The Office of Procurement Management Services has established procedures for the purchase of athletic equipment.

2. Internal purchase orders are required for all athletic purchases at an amount to be specified by the principal or by the Manual of Internal Accounting. The purchase order must originate with the athletic director, business manager, or assistant athletic director and it shall conform to Board policies.
3. The athletic director shall approve all purchase orders for athletics. Any obligations incurred without proper authorization shall be the responsibility of the individual initiating the purchase.
4. The athletic director will verify the receipt of merchandise by signing the invoice from the vendor. The athletic business manager shall initiate payment through the school treasurer after the conditions stated above have been fulfilled. One copy of the purchase order is to be retained by the school treasurer and another is to be filed in the athletic business manager's office.

H. Inventory of Equipment

1. The head coach shall be responsible for keeping an accurate inventory of equipment used in his/her sport. Items listed to be discarded are to be assembled and stored until arrangements have been made with the athletic director for verification and final disposal.
2. An annual inventory of football helmets must be completed with a copy forwarded to the Division of Athletics, Activities and Accreditation. (See Section III, C, End of Year Reports).

APPENDICES

APPENDIX A

The School Board of Miami-Dade County Bylaws & Policies

Unless a specific policy has been amended and the date the policy was revised is noted at the bottom of that policy, the Bylaws and Policies of the Miami-Dade County Public Schools were adopted on May 11, 2011 and were in effect beginning July 1, 2011.

2431 - INTERSCHOLASTIC ATHLETICS

The District's program of interscholastic athletics shall include all activities relating to competitive sport contests, games, or events involving individual students or teams of students from high schools in this District with those from a high school in another district. Middle school/K-8 center athletic teams may not play out-of-county or against out-of-county teams within the county. All students shall be permitted to select their own school team sports activities without duress or interference by any employee.

All high schools shall be members of and governed by the Florida High School Athletic Association (FHSAA) rules and regulations.

All high school students shall comply with the eligibility requirements established by the FHSAA. The School Board may adopt more stringent rules of eligibility to be met by all students participating in the interscholastic program, including but not limited to requirements that each student be in good physical condition, be free of injury, and have fully recovered from illness before participating in any interscholastic athletic event. Individual verification will be done at the school site.

There shall be no organized program of interschool competition of a varsity pattern for elementary school children in any activity. Boxing, tackle football, and other body contact sports shall not be included in any program for children in the elementary schools.

No student shall be excused from a class or supervised study for an extended period of consecutive days to participate in interscholastic athletics.

The Superintendent shall develop appropriate administrative procedures for the operation of the athletic program which provide:

- A. the District shall assume no liability for any student with a health condition who has been authorized to play by the parents and their physician;
- B. any student who incurs an injury requiring a physician's care is to have the written approval of a physician prior to the student's return to participation;
- C. in order to minimize health and safety risks to student-athletes and maintain ethical standards, school personnel, coaches, and athletic trainers should never dispense, supply, recommend, or permit the use of any drug, medication, or food supplement solely for performance-enhancing purposes;
- D. the Superintendent is to ensure that sportsmanship, ethics, and integrity characterize the manner in which the athletic program is conducted and the actions of students who participate.

In order to support the FHSAA's program to strengthen sportsmanship, ethics, and integrity, the Board shall:

- A. adopt policies (upon recommendation of the administration) which reflect the District's educational objectives and promote the ideals of good sportsmanship, ethics, and integrity;
- B. reinforce the concept that participation in athletic activities are a privilege, not a right;
- C. attend and enjoy school athletic activities, serving as a positive role model and expecting the same from parents, fans, participants, coaches, and other school personnel;
- D. support and recognize participants, coaches, school administrators, and fans who display good sportsmanship;
- E. recognize the value of school athletic activities as a vital part of education.

Regulations to be observed by school personnel are found in the Interscholastic Athletic Manual and in the Middle Schools and K-8 Centers Program Administrative Athletic Procedures Manual, and are on file in the Office of Board Recording Secretary, the Citizen Information Center, and the Office of the Board Clerk.

The Division of Athletics, Activities and Accreditation shall:

- A. provide the schools with consistent, unified leadership in their athletic programs.
- B. provide athletic opportunities to all high school and middle school students.
- C. develop and recommend policies for Board consideration which will continue the development of athletics within the overall educational program.
- D. carry out and administer the Board's policies through the Office of the Superintendent.
- E. interpret Board policy to the extent necessary to provide guidance for schools in areas not specifically covered by policy.
- F. provide the management leadership on a countywide basis to enable all students to develop their individual athletic capabilities and receive maximum benefit from balanced, well-managed, and well-operated athletic programs.

Greater Miami Athletic Conference (GMAC)

Other than Christopher Columbus High School, non-public schools shall not be permitted to become members of the GMAC.

The Executive Committee of the GMAC shall consist of: president, first vice president, second vice president, immediate past president, two (2) delegated principals (north and south), two (2) delegated athletic directors (north and south), an FHSAA board representative, a representative of the secondary principals group, and four (4) members-at-large. The Administrative Director of the Division of Athletics/Activities and Accreditation and the GMAC Executive Secretary serve as non-voting, ex-officio members. Two (2) members from the same school may not serve on the executive committee at the same time.

The executive secretary shall be responsible for supervision of the high school athletic program as prescribed in the bylaws, standing rules, and policies of the GMAC, and shall be the executive officer of this conference.

The Administrative Director of the Division of Athletics/Activities and Accreditation shall:

- A. administer a special trust fund shall to aid schools in financial distress by assessment of each GMAC member school, on a one-time basis, an amount not to exceed \$1,000. The exact amount of assessment will be determined by the Administrative Director of the Division of Athletics/Activities and Accreditation based on the number of sports offered at an individual school.
- B. develop procedures for distribution and repayment. Should the fund fall below a reasonable level, each school will be notified of the additional assessment and will issue a check made payable to the Greater Miami Athletic Conference where the special trust fund is maintained.
- C. develop and enforce special directives as shall be necessary to provide uniform policy within the District and to ensure an effective athletic program in the various senior high schools.
- D. standardize the operations of the athletic departments in all high schools.
- E. manage all athletic events in the District, within the policies of the GMAC, FHSAA, and Board policies.
- F. help all schools to develop their athletic capabilities.
- G. help develop realistic athletic budgets.

Interscholastic Athletic Eligibility

The following conditions apply to athletic eligibility for all senior high school students commencing with the successful completion of the eighth grade as defined by Policy 5410, Student Progression Plan. These requirements are in addition to all academic and conduct eligibility requirements contained in Board Policy 5845, Student Activities, Board Policy 5500, Student Conduct and Discipline, and those of the FHSAA and the GMAC Bylaws.

In accordance with State law, "eligibility to participate" includes, but is not limited to, participating in tryouts, off-season conditioning, summer workouts, preseason conditioning, in-season practice, or contest.

In accordance with State law, students granted transfers in accordance with applicable eligibility and transfer policies shall be immediately eligible to participate in high school athletic programs at the new school. However, a student may not participate in a sport if the student participated in that same sport at another school during that school year (mid-season transfer), unless the student meets one (1) of the following criteria:

- A. dependent children of active military duty personnel whose move resulted from military orders;
- B. children who have been relocated due to a foster care placement in a different school zone;
- C. children who move due to a court ordered change in custody due to separation or divorce, or serious illness or death of a custodial parent; or
- D. is otherwise authorized only under the following good cause circumstances:
 - 1. Students who have fully and completely moved to a new residence in Miami-Dade County from another Florida county or another state;

2. Students who are involuntary reassigned by the Board during the school year to a different school for reasons other than athletic or disciplinary;
3. Students who transfer within the first twenty (20) days of the school year to magnet schools or programs that are subject to specific admissions requirements and/or random lotteries that are governed by Policy [2370](#), Magnet Programs/Schools;
4. All good cause mid-season transfer eligibility requests must be reviewed and approved by the Superintendent's Athletic Eligibility Transfer Review Committee (AETRC) prior to engaging in athletic participation
Any student or parent who is found to have falsified enrollment, transfer, or eligibility information shall be declared athletically ineligible to participate for at least one (1) full calendar year from the date of discovery of the violation or as otherwise determined by the AETRC.

The AETRC consists of one (1) District-level administrator, three (3) senior high school principals, three (3) senior high school athletic directors, one (1) representative from the District Athletic Advisory Committee, and an administrator from the Division of Athletics/Activities and Accreditation, who serves as an ex officio member. The AETRC shall review all requests for mid-season transfers based on good cause as defined in this policy. The Committee will meet at least once a month. All AETRC decisions regarding athletic eligibility that are reviewed by the AETRC will be forwarded to the Region Superintendent and principal of the affected schools for information purposes. AETRC decisions are final.

A student receiving any type of transfer into a senior high school must abide by all State laws, the FHSAA and GMAC Bylaws, and applicable Board policies pertaining to athletic eligibility.

Violations of the transfer policy with regard to athletic eligibility may result in forfeiture of athletic contest(s), fines, and/or probation. Penalties to be assessed will be determined by the Director of the Division of Athletics/Activities and Accreditation and Executive Secretary, GMAC.

The principal shall be responsible for control of the athletic programs, coaches, booster groups, and student athletes.

A student's eligibility to participate in any interscholastic athletics and/or extra-curricular activity may not be affected by any alleged recruiting violation until final disposition of the allegation pursuant to F.S. 1006.20.

In accordance with State law, students who are permitted to participate in interscholastic and/or extracurricular activities at a public school in which they are not enrolled are subject to the Board's *Code of Student Conduct* for the limited purpose of establishing and maintaining the student's eligibility to participate in the school-related function. These students must comply with the specific requirements contained in F.S. 1006.15 that govern their particular circumstances.

- F.S. 1002.20
- F.S. 1006.07
- F.S. 1006.08
- F.S. 1006.09
- F.S. 1006.15
- F.S. 1006.18
- F.S. 1006.195
- F.S. 1006.20

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APPENDIX B

TICKET SALES PROCEDURES

1. Set up a money box for each ticket seller.
2. Place cash advance and tickets in money box (es) with inventory form.
3. Issue tickets/money box to the ticket seller. Record ticket numbers and amount of cash advance on the inventory form.
4. Each ticket seller must verify cash advance and tickets in his or her box and sign inventory.
5. Proceeds from ticket sales monies must be picked up on a periodic basis from each money box, taken to the money room, and reconciled.
6. Money from ticket sales and the ticket inventory should be reconciled for each ticket box individually. Totals should be entered on the inventory sheet for each ticket box individually. Each ticket seller must sign the inventory form as verification of its accuracy. The inventory form will become part of the master game report for audit purposes.
7. Money from all ticket sales should be totaled and reconciled with the ticket inventory.
8. Gate receipts may be deposited directly to the bank or placed in a secure location in the school. It is strongly advised that large sums of money be deposited directly to the bank or be picked up by a designated armored car service.
9. It is mandated that ticket prices be clearly displayed at the game site and that only tickets of the designated denomination will be sold.
10. The ticket taker must rip each ticket in half; one half is to be given to the patron, and the other half is to be properly discarded.
11. Unless absolutely necessary, re-entry is discouraged. A ticket stub cannot be used for re- entry. A special re-entry stamp or pass is to be established by each individual school.
12. Whenever possible, the pass gate entrance must be a separate gate, apart from the main gate. Pass gate entrants must sign the pass gate log. Pass gate logs must be filed with the home team's official game report.

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Anti-Discrimination Policy

The School Board of Miami-Dade County, Florida adheres to a policy of nondiscrimination in employment and educational programs/activities and strives affirmatively to provide equal opportunity for all as required by:

Title VI of the Civil Rights Act of 1964 - prohibits discrimination on the basis of race, color, religion, or national origin.

Title VII of the Civil Rights Act of 1964 as amended - prohibits discrimination in employment on the basis of race, color, religion, gender, or national origin.

Title IX of the Education Amendments of 1972 - prohibits discrimination on the basis of gender. M-DCPS does not discriminate on the basis of sex in any education program or activity that it operates as required by Title IX. M-DCPS also does not discriminate on the basis of sex in admissions or employment.

Age Discrimination Act of 1975 - prohibits discrimination based on age in programs or activities.

Age Discrimination in Employment Act of 1967 (ADEA) as amended - prohibits discrimination on the basis of age with respect to individuals who are at least 40 years old.

The Equal Pay Act of 1963 as amended - prohibits gender discrimination in payment of wages to women and men performing substantially equal work in the same establishment.

Section 504 of the Rehabilitation Act of 1973 - prohibits discrimination against the disabled.

Americans with Disabilities Act of 1990 (ADA) - prohibits discrimination against individuals with disabilities in employment, public service, public accommodations and telecommunications.

The Family and Medical Leave Act of 1993 (FMLA) - requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for certain family and medical reasons.

The Pregnancy Discrimination Act of 1978 - prohibits discrimination in employment on the basis of pregnancy, childbirth, or related medical conditions.

Florida Educational Equity Act (FEEA) - prohibits discrimination on the basis of race, gender, national origin, marital status, or handicap against a student or employee.

Florida Civil Rights Act of 1992 - secures for all individuals within the state freedom from discrimination because of race, color, religion, sex, national origin, age, handicap, or marital status.

Title II of the Genetic Information Nondiscrimination Act of 2008 (GINA) - prohibits discrimination against employees or applicants because of genetic information.

Boy Scouts of America Equal Access Act of 2002 – No public school shall deny equal access to, or a fair opportunity for groups to meet on school premises or in school facilities before or after school hours, or discriminate against any group officially affiliated with Boy Scouts of America or any other youth or community group listed in Title 36 (as a patriotic society).

Veterans are provided re-employment rights in accordance with P.L. 93-508 (Federal Law) and Section 295.07 (Florida Statutes), which stipulate categorical preferences for employment.

In Addition:

School Board Policies 1362, 3362, 4362, and 5517 - Prohibit harassment and/or discrimination against students, employees, or applicants on the basis of race, color, ethnic or national origin, religion, marital status, disability, genetic information, age, political beliefs, sexual orientation, sex/gender, gender identification, social and family background, linguistic preference, pregnancy, citizenship status, and any other legally prohibited basis. Retaliation for engaging in a protected activity is also prohibited.

For additional information about Title IX or any other discrimination/harassment concerns, contact the U.S. Department of Education Asst. Secretary for Civil Rights or:

**Office of Civil Rights Compliance (CRC)
Executive Director/Title IX Coordinator
155 N.E. 15th Street, Suite P104E
Miami, Florida 33132
Phone: (305) 995-1580 TDD: (305) 995-2400
Email: crcc@dadeschools.net Website: <https://hrdadeschools.net/civilrights>**

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