

MIAMI-DADE COUNTY PUBLIC SCHOOLS
Division of Athletics, Activities and Accreditation

**MIDDLE SCHOOLS
AND K-8 CENTERS
ATHLETIC PROGRAM
ADMINISTRATIVE
PROCEDURES MANUAL**



2016 - 2017

MIAMI-DADE COUNTY PUBLIC SCHOOLS

School Operations Division of Athletics, Activities, and Accreditation

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UNSPORTSMANLIKE ACT BY A STUDENT-ATHLETE

Student-athletes who commit unsportsmanlike acts before, during, or after a contest will be subject to the following suspension levels.

Level 1 Suspension: A student-athlete who commits an unsportsmanlike act or a flagrant foul for which he/she is ejected from the contest will be ineligible to compete for the remainder of that contest and for the next contest, at the same level of participation in the sport of the suspension and in any interscholastic athletic contest in any sports, at any level, during the period of suspension, in all sports. If the unsportsmanlike act or flagrant foul occurs in the last contest of a season, the student will be ineligible for the same period of time as stated above in the next sport in which the student participates.

Level 2 Suspension: A student-athlete who receives a second Level 1 Suspension or commits an unsportsmanlike act, will be ineligible to compete in any interscholastic athletic contest in any sport, at any level, for a period of up to six (6) weeks.

All incidents must be reported to the Division of Athletics & Activities Middle Schools and K-8 Centers Athletic Program Office within two days via fax or email. The School Athletic/Activities Coordinator is to send the report to Mr. Ira E. Fluitt at 305-275-3720 or irafluitt@dadeschools.net.

UNSPORTSMANLIKE ACT BY A COACH

Level 1 Suspension: A coach who commits an unsportsmanlike act for which he/she is ejected from the contest will be ineligible to coach for the remainder of that contest and for the next contest, at the same level of participation in the sport of the suspension and in any interscholastic athletic contest in any sports, at any level, during the period of suspension. A teacher or athletic coordinator can coach the remainder of the game and for the game the coach is suspended. **If no one is there to coach after the coach is ejected, the game is over and is a forfeit.**

Level 2 Suspension: A coach who receives a second Level 1 Suspension or commits an unsportsmanlike act, will be ineligible to coach in any interscholastic athletic contest in any sport, at any level, for a period of up to six (6) weeks.

When a coach is disqualified (ejected) from a contest, the coach shall immediately leave the premises or facility (i.e. gymnasium in basketball, volleyball, and wrestling; stadium/field in soccer and softball, etc.) to a place where the coach is not visible to either student-athletes, officials, spectators, or other coaches, and to where the contest itself is not visible to the coach. A disqualified (ejected) coach shall not have further contact with or give instruction to athletes or other members of the coaching staff for the remainder of the contest, including halftime, intermission, breaks between quarters, periods, or innings, and post-contest activities.

A coach who is suspended from the next contest after having been disqualified (ejected) from a previous contest shall not attend the contest from which he/she has been suspended in any capacity and shall not be present at the site of such contest. A suspended coach also shall be prohibited from accompanying his/her team to the site of the contest.

All incidents must be reported to the Division of Athletics, Activities and Accreditation Middle Schools Athletic and K-8 Centers Program Office within two days via fax or email. The School Athletic/Activities Coordinator is to send the report to Mr. Ira E. Fluit at 305-275-3720 or irafluit@dadeschools.net.

ADMINISTRATION AND ORGANIZATION

The Division of Athletics, Activities and Accreditation Middle Schools and K-8 Centers Athletic Program. Office and the Sports Chairpersons Committee designate the beginning and ending date for each sports' season. The Division of Athletics, Activities and Accreditation Middle Schools and K-8 Centers Athletic Program Office and Athletic/Activities Coordinators are responsible for the administration of the Middle Schools and K-8 Centers Athletic Programs. The Middle Schools and K-8 Centers Athletic Program Office ensures that the Division of Athletics, Activities and Accreditation Middle Schools and K-8 Centers Athletic Program is administered in accordance with the overall goals and objectives of the physical education program and that there is an interrelated continuity and balance between the programs.

Participating schools are updated on rules and regulations for effective participation in the athletic program. Current information is disseminated as follows:

1. **Middle Schools and K-8 Centers Athletic Program Administrative Procedures Manual** – All middle schools are to utilize the Middle Schools and K-8 Centers Athletic Program Administrative Procedure Handbook to govern procedures for athletic participation. The National Federation of State High School Associations' rulebooks are to be used except where rule changes are outlined in the Middle Schools and K-8 Centers Athletic Program Administrative Procedure Handbook. This document is a basic source of athletic program information and is to be in the possession of every middle school Principal, Athletic/Activity Coordinator and physical education department; it can be viewed at <http://msap.dadeschools.net>.
2. **Athletic/Activity Coordinator Meetings** – All middle schools Athletics/Activities Coordinators are required to attend **mandatory** District meetings.
3. **Sports Memorandum** – A memorandum is sent via email to each facilitator prior to the coaches' meeting. It provides facts regarding dates, location, time, and information relative to each sport.
4. **Middle Schools and K-8 Centers Athletic coaches' Meeting** – A district meeting is held prior to each sport at which coaches discuss pertinent rules and regulations, tournament organization, and general guidance. Coaches are required to attend these meeting as per District guidelines. **If the coach is unable to attend either the Athletic/Activities Coordinator or Assistant Principal must attend for him/her.**
5. **Sports Calendar** – Dates are provided for all coaches meetings, the beginning of the interscholastic programs, layoff dates, and the formats for competition in the interscholastic program.
6. **Sports Rule Books** – Nationally distributed rulebooks written for interscholastic athletic competition are made available. The National Federation of State High School Associations, 11724 Plaza Circle, P.O. Box 20626, Kansas City, Missouri 64195 – telephone number (800)776-3462, publishes them. Order online at

www.nfhs.com. Additional, rulebooks may be obtained from the FHSAA, telephone number (904) 373-9551.

The following terms refer to the levels at which competition may occur during participation in the Middle Schools and K-8 Centers Athletic Program:

Sports Zones – An organizational and geographic assignment of all Middle Schools and K-8 Centers Athletic Program member schools based upon the number of schools participating in a specific sport.

Tournament/Sports Day – One day is set aside for interschool competition. A Sports Day is necessary due to time restraints and the logistics involved with certain sports. Coaches are required to follow all School Board policies involving field trips and transportation of students.

After School Competition – Interschool competition that provides the participants of one school with the opportunity to travel to another school to play. Schools compete in round robin tournaments to provide a Sports Zone winner for Division Playoffs. This competition takes place after school unless the principals of both competing schools agree upon a different time.

Divisional Playoff – The North Sports Zones compete in the North Divisions; the South Sports Zones compete in the South Division. The Divisional Playoffs precede the County Finals.

County Finals – This is the most advanced level of competition, involving championship teams from the North Division in competition with teams from the South Division. The winner is recognized as the **M-DCPS** Middle and K-8 Centers School Champion.

Participation in the Middle Schools and K-8 Centers Athletic Program is optional and a school may participate in any or all of the sports being offered. **NOTE: K-8 Centers will participate in one (1) boys sport and one (1) girls sport from the middle school interscholastic sports offerings.** District mandated procedures must be followed, with respect to athletic eligibility requirements, The Middle Schools and K-8 Centers Athletic Program requires all 7th and 8th graders to have at least a 2.0 in grade point average for the previous grading period in academics and conduct in order to be eligible for participation. At the start of the school year, the final academic grade and the 4th nine weeks conduct grade of the previous year determine eligibility. 6th graders are given the 1st nine weeks as an adjustment period. Starting at the end of the 2nd nine weeks 6th graders will be required to have a 2.0 in academics and in conduct in order to be eligible for participation in interscholastic athletics.

COACHING SUPPLEMENTS

Supplements are to be paid in accordance with the present contractual agreement. A coach shall not receive more than one supplement per sport. All coaches shall complete the M-DCPS Coaching Agreement Form No. 7308 which must be signed by the coach athletic/activities coordinator and the principal. Coaches accepting a supplement to coach a sport are expected to conduct practice and have their teams compete against other approved Middle Schools and K-8 Centers Athletic Program teams during the identified sports season. **Each season will require a minimum of six weeks for every sport, except bowling.**

Sports that may receive two supplements per school (1 boy, 1 girl):

Basketball
 Cross Country
 Soccer
 Softball
 Track and Field
 Volleyball

Sports that may receive one supplement per school:

Bowling*
 Golf
 Flag Football
 Swimming
 Tennis
 Wrestling

* The bowling coach will receive a half supplement since the bowling season will be a minimum of three weeks in length.

AUTHORIZED SUPPLEMENTS PER SCHOOL

| SPORT | BOYS | GIRLS | BOYS/GIRLS | TOTAL |
|------------------|------|-------|------------|-------|
| Basketball | 1 | 1 | 0 | 2 |
| Cross Country | 1 | 1 | 0 | 2 |
| Soccer | 1 | 1 | 0 | 2 |
| Softball | 1 | 1 | 0 | 2 |
| Track & Field | 1 | 1 | 0 | 2 |
| Volleyball | 1 | 1 | 0 | 2 |
| Golf | 0 | 0 | 1 | 1 |
| Flag Football | 0 | 1 | 0 | 1 |
| Swimming | 0 | 0 | 1 | 1 |
| Tennis | 0 | 0 | 1 | 1 |
| Wrestling | 0 | 0 | 1 | 1 |
| Bowling | 0 | 0 | .5 | .5 |
| Total Per School | | | | 17.5 |

Intramural supplements allocated to each middle school and K-8 Center shall be for a six-week period of time. Unassigned coaching supplements may be converted, at the discretion of the principal, to intramural supplements. One coaching supplement will convert to two intramural supplements. A school may not exceed a total of 20 intramural supplements. Intramural supplements may not be paid for a “try-out time” for coaching a sport.

All Middle Schools and K-8 Centers Athletic Program coaching supplements will be paid as a lump sum payment upon conclusion of the sports season.

FUNDING

Determination of the amount of funds to be allocated to each school is based upon the following criteria:

1. The amount of funds presently available in the school’s Middle School/K-8 Center Sports Funds (Internal Accounts, Fund 4).
2. The school’s projected degree of participation in MSAP, with respect to the number of sports and the number of teams in each sport.
3. The anticipated needs for each school with respect to uniforms, transportation, officials, and fees, as interpreted by the Division of Athletics & Activities **MSAP** Office.

Funds are allocated to schools that actually participate in **Middle Schools and K-8 Centers Athletic Program approved** competitions and are restricted to:

4. **Transportation** – These funds can only be expended for athletic teams and coaches traveling to and from authorized Middle Schools and K-8 Centers Athletic Program competitions. Any other type of travel expenditure is not considered official under these regulations. **Funds account number – 5004-0443**

Mileage reimbursement for coaches is authorized in accordance with School Board policy.

5. **Uniforms/Equipment** – Authorized uniforms and equipment purchased through the Fund 4 account will remain the property of the school. Any uniforms/equipment purchased from this account should last a minimum of three years before replacement. Only those items checked or listed on the following chart will be considered as an authorized expense from the fund 4 account. **Cheerleaders’ uniforms are not an allowable expenditure from this account.**
6. **Internal Funds** – Authorized for expenditures for officials and entry fees into MSAP events. **Funds account number – 5004-0498**

REGULATIONS

An essential element of all activities conducted within the Middle Schools and K-8 Centers Athletic Program is the emphasis placed upon professional responsibilities, courtesy, and the adherence to the principles of sportsmanship. This section details items, which should be followed in order to ensure the success of all interscholastic athletic events.

A. Middle School/K-8 Center Coach

1. The designated coach must be a full-time Miami-Dade County Public School employee who is totally responsible for the supervision of the school's team. The coach must remain with a team during the entire competition. All non-instructional coaches must possess a valid coaching certificate from the State of Florida and be employees of Miami-Dade County Public Schools. (School Board Policy 3120.03 – Athletic Coaches)
2. The coach should have a thorough knowledge of the rules of the sport being coached, safety precautions, and all District policies and guidelines.
3. It is **expected** and **required**, that the behavior and conduct of the coach will reflect the highest **professional standards**.

B. School Entries

1. **Participation Requirements** – Schools must enter a varsity team (7th and 8th grade) in each sport in which they are participating. They may enter a junior varsity team if they wish.
2. **7th & 8th Graders Required GPA** – Students in 7th or 8th grade must meet the current grade point average requirements established by the District.
3. **6th Graders Required GPA** – 6th graders are given the 1st nine weeks as an adjustment period. Any sport requiring the 2nd or 3rd nine weeks' grades, 6th graders will be held accountable for having a 2.0 in academics and in conduct in order to be eligible for participation.
4. **Varsity Age Limit** – A student-athlete may participate in interscholastic athletic competition at the middle school level until the day he/she reaches the age of 15 years.
5. **Junior Varsity Age Limit** – A student-athlete born before September 1, 2003 may not compete in this team category.

The following terms refer to the levels at which competition may occur during participation in the Middle Schools and K-8 Centers Athletic Program:

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Tournament/Sports Day – One day is set aside for interschool competition. A Sports Day is necessary due to time restraints and the logistics involved with certain sports. Coaches are required to follow all School Board policies involving field trips and transportation of students.

After School Competition – Interschool competition that provides the participants of one school with the opportunity to travel to another school to play. Schools compete in round robin tournaments to provide a Sports Zone winner for Division Playoffs. This competition takes place after school unless the principals of both competing schools agree upon a different time.

Divisional Playoff – The North Sports Zones will compete in the North Divisions; the South Sports Zones will compete in the South Divisions. The Division Playoffs will precede the County Finals.

County Finals – This is the most advanced level of competition. The championship team from the North Division will play the championship team from the South Division. The winner is recognized as the **M-DCPS** Middle Schools and K-8 Centers Athletic Program Champion.

6. Participation in the Middle Schools and K-8 Centers Athletic Program is optional and a school may participate in any or all of the sports being offered. **NOTE: K-8 Centers will participate in one (1) boys sport and one (1) girls sport from the middle school interscholastic sports offerings.** District mandated athletic eligibility requirements must be followed, with respect to academic requirements. District policy takes precedence over school-based policies. The Middle Schools and K-8 Centers Athletic Program requires all 7th and 8th graders to have at least a 2.0 grade point average for the previous grading period in academics and conduct in order to be eligible for participation. At the start of the school year, the final academic grades and the 4th nine weeks conduct grades of the previous year determine eligibility. 6th graders are given the 1st nine weeks as an adjustment period. Any sport requiring the 2nd or 3rd nine weeks' grades, 6th graders are required to have a 2.0 GPA in academics and in conduct in order to be eligible for participation in interscholastic athletics.

C. Crowd Control

1. **Sports Day** – The host school is required to take the following actions prior to the beginning of the competition to ensure the successful completion of the athletic event.
 - a. **Coaches' Meeting** – Outline the expected behavior of fans, players, and coaches at the coaches' meeting and ensure that the coaches of the participating schools are aware of their role in maintaining order. Appoint participating coaches to be responsible for specific supervisory tasks.
 - b. **Players' Meeting** – Meet with all teams before the Sports Day competition begins to explain the rules for the day and the expected behavior from players and coaches.
 - c. **Officials' Meeting** – Meet with the officials so there is uniformity in the implementation of the rules of behavior established for the day. Review the Middle Schools and K-8 Centers Athletic Program rule changes with officials.
 - d. Assign a designated area for spectators of the event.
 - e. Introduce to the officials and other coaches the principal or the administrator serving as the designee who will provide the necessary support, if called upon, to assist with discipline and/or injury problems.

D. Seasonal Play

The home team is responsible for ensuring that all participants and spectators maintain appropriate behavior. Expected behavior on the part of coaches, players, and fans should be discussed and agreed upon during the coaches' meeting held prior to each sports' season. The home team coach should take the following action to ensure that the competition is conducted in a safe environment:

1. Provide a copy of the master schedule to the Assistant Principal in charge of athletics and activities and the school's Athletic/Activities Coordinator to ensure proper coverage and crowd control arrangements are made for all home contests.
2. Notify the School Resource Officer (SRO) that the school will be conducting interscholastic competition. Give the SRO assigned to the school a copy of the schedule so he/she will know the date, location, and time of the home games.
3. Arrange for the availability of a telephone in the event that police or fire rescue assistance is needed at the game.

4. Arrange a meeting before the game with the opposing coach and the officials. Consensus should be reached on the handling of behavioral problems that might arise during the contest.
5. Discuss with the principal the possibility of potential crowd control problems at a contest so that an administrator can be assigned to supervise.
6. If the host school employs security personnel, the individual should be assigned to assist with crowd control.

E. Limitations on Non-Participants

Because of the need to protect the facilities and the safety of tournament day participants, it is necessary to impose the following regulations on non-participants:

1. Cheerleaders may accompany teams to sporting events if there is approval from the principal and the required M-DCPS field trip procedures are followed.
2. Non-students – In accordance with **M-DCPS** policy, non-students are not allowed on school premises and should be discouraged from attendance at park events. **This limitation does not** apply to parents, student teachers, and other teachers who may be transporting participants, or providing other types of assistance.

PROCUREMENT AND PAYMENT OF OFFICIALS

A. Procurement

The requirements for the procurement of officials are based upon the sport and the level of competition. The specific needs for officials will be discussed at the Middle Schools and K-8 Centers Athletic Program coaches' meeting. The following sports generally do not require the procurement of officials by the individual coaches, as this responsibility is handled by the Middle Schools and K-8 Centers Athletic Program Office for Playoffs and County Final competitions: Bowling, Cross Country, Golf, Swimming, Tennis, and Track and Field.

In order to facilitate the functioning of each interscholastic sport's competition, a high priority must be placed upon the selection of officials. Qualified officials are selected based upon the following order of selections:

1. FHSSA, GMAC card-carrying officials – Coaches may ask to see the card.

B. Payment

Officials are to be paid according to the number of games/matches or meets officiated and the number of officials used. Payments must correspond with the following schedule:

1. **Basketball, Softball, and Volleyball** – For the regular season and play-in games, one official is used and is to receive \$20.00 from each school. For playoffs, two officials are used and each school is to pay one official \$40.00.
2. **Soccer** - For the regular season and play-in games, one official is used and is to receive \$20.00 from each school. For playoffs, two officials are used and each school is to pay one official \$50.00.
3. **Wrestling** – An official is to receive a total sum of \$40.00 for officiating any number of varsity team matches, up to a maximum of 13 matches. For officiating any junior varsity/exhibition matches, which precede the varsity matches, an official is to receive an additional total sum of \$10.00
4. **Flag Football** – For all games two officials are used and each school is to pay one official \$40.00.

FORMS NEEDED:

- a. **Compensation for Athletic Game Officials Form FM-6697** – The official must print the correct ID# legible for the treasurer and sign his/her name.
- b. **Check Requisition Form FM-0992** – Get from the school treasurer

PLAYOFFS

Playoffs are to be conducted according to the following guidelines:

A. Definition of Playoff

1. **Play-in Games** – Top 2 teams from each zone play in zone match-ups to determine who will play in divisional playoffs.
2. **Divisional Playoff** –Winners from play-ins will play.
3. **County Finals** – Competition following the Divisional Playoffs matching the winner from the North against the winner from the South.

B. Type of Tournament

1. **Play-in Games** – Winner moves on, loser is done. If a protest occurs, and is upheld, the loser will advance.
2. **Divisional Sports Day** – Play-in winners play Semifinals and winners play the finals to determine a North champion and a South champion.
3. **County Finals** – Competition following the Divisional Playoffs between the North champion and South champion.

C. Eligibility of Players

An eligible player in a team sport may be added anytime during the regular season as long as he/she meets the age limit and has a minimum of a 2.0 GPA in academics and conduct for the previous nine weeks. Once a player appears on a varsity roster, he/she may not play on junior varsity that season. Players must play in one varsity game prior to playoffs.

D. Playoff Dates

The Middle Schools and K-8 Centers Athletic Program Organization Calendar should be referred to for playoff dates.

E. Arrangements for Divisional Playoff

1. All schools must send the scores to the person in charge of scheduling after each game. Scores will be posted on the schedule and standings for zones will be posted on the scoreboard.

2. If a two team tie results at the end of zone play, the tie is decided by who won the game in head-to-head competition.
3. If a tie results between three or more teams the following tie breakers will be used:
 - a. Head to head
 - b. Total points scored*
 - c. Point differential

* For total points scored to avoid teams running up the score teams will receive no more than the following amounts:

- a. Soccer +3 for any game won by 3 or more goals
 - b. Softball +7 for any game won by 7 or more runs
 - c. Flag football +14 for any game won by 14 or more points
 - d. Basketball +15 for any game won by 15 or more points
 - e. Volleyball will be looked at by the games played to win a match. (i.e. team wins all match in 2 games and the others win 2 – 1 the team winning everything 2 – 0 would be the higher seed)
 - f. **If a team wins by forfeit, the team will receive the maximum total points awarded for a win as stated in a – e.**
4. **Play-in Games** - The two seeds travel to the one seeds from neighboring zones. (l.e. zone 2 #2 @ zone 1 #1, zone 1 #2 @ zone 2 #1, etc.)
 5. At the Divisional Sports Day and County Finals the home team in each game is to be decided by a coin toss. (The team traveling farther calls heads/tails)

PROCEDURES FOR FORMAL PROTEST

Judgment decisions made by the official are final. Rules decisions rendered by the official in accordance with Federation rules are to be accepted, and play is to continue.

A. Protest Involving Rules

1. When a protest occurs at a Divisional Sports Day, the protest must be reported to the rules committee and resolved, to the extent possible, before play continues. After the decision is rendered and a coach desires to file a formal protest, the protesting coach should inform the chairperson and complete an official protest form. The protest should be forwarded to the Division of Athletics, Activities and Accreditation Middle Schools and K-8 Centers Athletic Program Office, **whose decision is final.** It is required that this action be completed by the end of the next working day and sent to Middle School Athletics by fax (305) 275 – 3720.
2. When a protest occurs at an after school competition, the protesting coach should make his/her intent known at the time of the dispute. The coach should notify the Sports Chairperson after the end of the contest, confer with his/her **Principal and Athletic/Activities Coordinator (signatures required)**, and submit the protest form to the **Division of Athletics, Activities and Accreditation Middle Schools and K-8 Centers Athletic Program Office** within 24 hours of the competition being protested. **Middle Schools and K-8 Centers Athletic Program Office will make a ruling, and that ruling will be final.**

B. Protest Involving Conduct and Other Related Incidents

1. Incidents involving misconduct on the part of a school's coach, team, or spectators must be reported the next school day to the Middle Schools and K-8 Centers Athletic Program Office.
2. A school filing a protest must submit it by the end of the next working day, a written account of the incident to the Division of Athletics & Activities Middle Schools and K-8 Centers Athletic Program Office. The matter will be reviewed with the Division of Athletics, Activities and Accreditation Middle Schools and K-8 Centers Athletic Program Office and the school principal.
3. Penalties may involve forfeit of the game, suspension of a coach from further involvement in competition or a reprimand to the school.

4. All communication to the principal of the penalized school must originate from the Division of Athletics, Activities and Accreditation Middle Schools and K-8 Centers Athletic Program.

BASKETBALL

A. ROSTER REQUIREMENTS

1. Each team is not to exceed 14 players plus 1 non-playing manager.
2. Eligibility rosters are required for each team at every level of competition as per District guidelines. In order to enter a junior varsity team, a school must field a varsity team.
3. No player may change from one team to another once a roster is submitted. Exception: a junior varsity player may move up to the varsity team, one time only, and must play in one varsity game prior to the Divisional Playoffs.

B. EQUIPMENT/UNIFORM SPECIFICATIONS

1. As specified in the National Federation of High School Associations Basketball Rule Book, for competition, all girls' teams will use the 28 ½ - 29-inch circumference ball and all boys' teams will use the 29 ½ - 30-inch ball.
2. A leather or synthetic leather ball must be used for all games. If the coaches are not in agreement as to the choice ball, the referee will make the decision.
3. Uniform numbers must comply with National Federation of State High School Association Rules. Players must wear the same uniform number the entire season.
4. Any color compression shorts may be worn, but all team players must have the same color.

C. COMPETITION FORMAT

1. **Sports Zone Play** – Each school will have after school competition which will consist of round robin play. Games should begin at 4:30 pm, unless an alternate time is mutually agreed upon by the competing schools' principals. Participating schools in the after school program have the obligation to communicate with their upcoming competition and coordinate necessary details.
2. **Divisional Playoffs** – A Divisional Playoff Sports Day will be conducted through the implementation of a single elimination tournament. No team may play more than three games in one day. A minimum rest period of 30 minutes between games is required.

3. **County Finals** – A single elimination tournament will be used.

BOWLING

A. ROSTER REQUIREMENTS

1. Rosters are limited to a maximum of 10 participants. Of the 10 participants, five males constitute the boys team and five females constitute the girls team. If there is only a boys' team representing the school, a maximum of two females may bowl on the boy's team. Team managers are not permitted.
2. Eligibility rosters are required at each level of competition as per District guidelines.
3. If there **are four or less bowlers** on a given team, the participants will bowl as "individuals".
4. In order to be eligible, a participant must not exceed the age requirement classification and must meet all GPA requirements.

B. EQUIPMENT/UNIFORMS SPECIFICATIONS

All bowlers must wear proper bowling attire. (No formal team uniform is required)

C. COMPETITION FORMAT

1. **Competition Requirements** – Each school must compete in at least one tournament prior to the County Championship. **If schools want to schedule a dual/triangular match, must first contact the bowling center to reserve the lanes. Results must be emailed/scanned to the Chairperson within 2 days.**
2. **County Finals** – All schools will compete at the same time for County Finals.

D. SPECIAL CONCERNS

1. **Awards** – Refer to Section VIII, the Middle Schools and K-8 Centers Athletic Program Administrative Procedures Handbook.
2. **Entry Fees** – It may be necessary to assess an entry fee for each school to pay for expenses. Such charges will be communicated to participating schools at the District Bowling Meeting.

E. RULES AND REGULATIONS

1. Each bowler will bowl a set consisting of three games. The sum of the five individual set scores will determine the team standings.
2. There is to be **NO COACHING** of the bowlers during the competition.
3. All participants must be under the direct supervision of their school coach.
4. All bowling line-ups **MUST** be submitted via email to Bird Bowl AND to the Chairperson by the published due date. Any school that does not submit the line up on time will **NOT** be permitted to bowl.

FLAG FOOTBALL

A. GENERAL RULES

1. Number of Players

- a. A team must have a minimum of seven players to begin a game.
- b. A team must have no less than six players after the start of the game.

2. Field Size

- a. The field should be 40 yards wide and 80 yards long.
- b. It should be divided into three 20-yard zones.

B. ROSTER REQUIREMENTS

1. Each team roster may not exceed 22 players.
2. Eligibility rosters are required for each team at every level of competition. Must be submitted in accordance with District Guidelines to the person indicated at the coaches meeting.

C. EQUIPMENT/UNIFORM SPECIFICATIONS

1. Each team will be permitted to use their own ball on offense.
2. A player's equipment includes jersey that must be long enough to tuck into her shorts, shorts, flag belts, and shoes (cleats are suggested).
3. All players must wear shoes. Molded cleats may be worn. NO screw-in or metal cleats are permitted. NO jewelry, sunglasses or caps/hats are permitted.
4. Flag belts must be worn correctly. NO rolling of flags under belts. NO shirts covering the belt.

5. For the safety of all players, no hard or plaster casts are allowed to be worn by any player.

D. COMPETITION FORMAT

1. **Sports Zone Play** – Each school will have after school competition which will consist of round robin play. Games should begin at 4:30 pm, unless an alternate time is mutually agreed upon by the competing schools' principals. Participating schools in the after school program have the obligation to communicate with their upcoming competition and coordinate necessary details.
2. **Divisional Playoffs** – Will be held at school sites. Host schools are determined by the following:
 - a. Seed
 - b. Record
 - c. Points scored
 - d. Points given up
 - e. Point differential
3. **County Finals** – A single elimination tournament will be conducted. The North teams will play and South teams will play in semifinal games followed by the championship game between the winners. No team may play more than three games in one day. A minimum rest period of 30 minutes between games is required.

E. SPECIAL CONCERNS

1. Officials – refer to Section VII, in the Middle Schools and K-8 Centers Athletic Program Administrative Procedures Handbook.
2. Awards – refer to Section VIII, in the Middle Schools and K-8 Centers Athletic Program Administrative Procedures Handbook.
3. Host School Responsibilities – refer to Section IX, in the Middle Schools and K-8 Centers Athletic Program Administrative Procedures Handbook.

F. RULES AND REGULATIONS

1. The National Federation of State High School Association Rule Book and the GMAC, are the governing sources for rules interpretations, except where indicated in the Middle Schools Athletic Program Administrative Procedures Handbook.
2. **Game Duration and Time-Outs**
 - a. The game is divided into two 20-minute halves.
 - b. The clock is a running clock and will stop only for the following:

1. A team calls a time-out. Each team will be given three 1-minute time-outs per half. Unused time-outs DO NOT carry over.
2. An official timeout for injury, rule discussion between officials, or anything they deem necessary that could affect the game.
3. A 2-minute warning will be given before halftime and before the end of the game. The clock will be stopped at this time.
4. All dead ball plays will stop the clock during the final 2 minutes.

3. Flag Belts

- a. All belts must have three sewn on flags and the belt must be able to be pulled off.
- b. The flags must hang on both sides of the waist and one down the back.

4. How a Player is down

- a. The belt is pulled off by a defender.
- b. If a belt falls off without a defender pulling it, the defense MUST touch the ball carrier anywhere to be ruled down.

5. Scoring

- a. Touchdown is 6 points
- b. Extra points if successful
 1. 1 point from the 3-yard line
 2. 2 points from the 10-yard line
 3. 3 points from the 20-yard line
- c. Safety is 2 points
- d. NO kick of field goals are allowed.

6. Kansas Tie-Breaker Provisions: (ONLY FOR PLAYOFFS)

- a. A coin toss will determine which team chooses ball or defense first.
- b. Ball will be placed on the 20-yard line and each team will get four downs to score.
- c. If neither team scores the team that played defense first^t will start with the ball in the second overtime. (The teams will continue rotating who starts on offense for the duration of overtimes)
- d. Overtime will continue until one team outscores the other in an overtime.

GOLF

A. ROSTER REQUIREMENTS

1. There is one team per school, consisting of a minimum of four (4) and no more than six (6) players. No additional students or alternates are permitted. A school may enter less than four (4) players; however, they will only be eligible for individual recognition. Team managers are not permitted.
2. Rosters must be submitted to the designated chairperson in accordance with District Guidelines.
3. In order to be eligible, a participant must not exceed the age requirement classification.

B. COMPETITION FORMAT

1. Each school must compete in two matches prior to the Division Playoffs. (Results of matches must be sent to the sports chairperson when you submit your entries.)
2. Division Playoff – Schools are assigned to one of three divisions after all entries are received. Each team can have six contestants but only the four lowest scores on each team will count toward determining the team champion. A nine-hole qualification round will be used for the playoffs. The six lowest team scores will advance to the County Finals. In addition to the six low teams, the lowest ten individual scores will advance to the County Finals. In case of ties, sudden victory playoffs are used. In addition to the two low teams, the lowest three individual scores will advance to the County Finals. In case of rain, the tournament chairperson may decide to shorten the tournament to less than a nine-hole format.
3. County Finals – A round of nine (9) holes is used to determine the individual and team champion. In the event of a tie for the team champion, the four lowest scoring players from each tied team will play sudden victory until a winner is determined. Sudden victory will also be used in the event there is an individual tie for first^t place only. All other ties will be the scene of the last hole until the tie is broken. In the case of rain, the tournament chairperson may decide to shorten the tournament to less than nine holes.

C. SPECIAL CONCERNS

1. Officials – district staff plus chairperson
2. Awards – team trophies, first place and runner up, medals for team members, and medals for top 10 individuals.

RULES AND REGULATIONS

1. USGA Rules will apply at all times except where local or tournament rules apply.
2. Any contestant using profane language shall be charged with a two-stroke penalty; the tournament chairperson shall call this penalty. Any extensive use of profane language or improper behavior will result in disqualification of that contestant.
3. No contestant shall be permitted to go back on the course after completing play. Any violation of this rule will result in disqualification of that contestant. In the event of a tie resulting in a sudden victory playoff, only the contestant involved in the playoff will be permitted on the course. A coach from a neutral school will follow the playoff in the event a rules interpretation is needed.
4. Contestants will be permitted to carry clubs or use pull carts only. No riding carts or caddies will be permitted. Any violation will result in disqualification of that contestant.
5. Each foursome will have an official score card to be marked as such. Each contestant will be responsible for his/her correct score on each hole. Contestants are not responsible for the addition of their scores. Any error may result either in disqualification of a contestant whose score is wrong, or in having to keep the high score.

Example: Player makes a 4 on the 7th hole:

- a. He/she signs the scorecard with a 3 marked on #7 – he/she would be disqualified.
- b. He/she signs the score card with a 5 marked on hole #7 – he or should have to keep the.

The scorecard is very important; therefore, make sure after each hole that the contestant tells the scorer what he/she made on that hole. Do not wait until later. If there are any questions about a contestants score, it should be discussed with the other players.

6. If at any time there is a question on any rule, a provisional ball is to be played from that point on until the hole has been played out. Record both scores on the card. The rules Committee will decide which score is official after the round is over.
7. Contestants and coaches will be given a copy of the special and local tournament rules prior to the start of competition.
8. Student participants and assigned coaches are the only parties allowed on the course during the competition.

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g. When a player has been disqualified – both teams – except for that player.

4. Overtime:

a. Zone Games – At the completion of two regularly played halves, if the competing teams are tied, the coaches need to mutually decide to do one of the following:

1. End in a tie (each team will receive the number of goals scored not to exceed 3)

2. Do penalty kicks (follow the tie breaker provisions) to determine a winner (the winning team will get their goals scored plus one, i.e. 2 – 2 after regulation winning team will get 3 – 2 win)

b. Play-ins and Playoffs – The teams will play two 7 1/2 minute overtime periods (teams change side after each period). There is no sudden victory during these periods. Two minutes should be allowed between periods. If the game is still tied after the overtime periods, the tiebreaker provisions are to be followed.

5. Tie-Breaker Provisions:

Each coach selects any five players excluding those who were disqualified, to take penalty kicks. The referee designates which team will call the coin toss. The team winning the toss has the choice of kicking first or second. The teams alternate taking penalty kicks. Following five kicks for each team, the team scoring the greatest number of these kicks shall be declared the winner. If the score remains tied after each team has had five penalty kicks, a sudden victory format is followed. Each coach now selects five different players. Teams alternate taking penalty kicks. When one-team scores and the other team does not, the game is ended. If the score remains tied after one round of sudden victory kicks, the coach select any five players to take another set of alternating penalty kicks. This procedure is repeated until one team wins.