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PREFACE

This handbook outlines the policies and procedures required to govern the athletic departments of the Orange County Public High Schools. These policies are based upon Orange County School Board policies, Florida state law, and the regulations of the Florida High School Athletic Association (FHSAA). Strict adherence to and good faith in promoting these policies will lessen the confusion in such areas as duties, responsibilities, schedules, and procedures.

It is not possible for everything pertaining to athletics to be included in this handbook.

It shall be the policy of this district to expect the coaches, administrators, and fans to conduct themselves appropriately at all times by setting excellent examples. If there are policies which are not clear, please ask for clarification. It is hoped that this handbook will provide the foundation for the efficient organization and operation of an athletic department.

ATHLETIC DEPARTMENT PHILOSOPHY

The purpose of athletics shall be to promote the well-rounded development of student athletes. Its intention is to promote good sportsmanship, academic achievement, and athletic talent. The Orange County School District believes that a dynamic program of student activities is vital to the educational development of the student.

ATHLETIC DEPARTMENT OBJECTIVES

General Objectives

1. To establish guidelines and policies for the organization, administration, and supervision of interscholastic athletic programs
2. To develop, promote and support interscholastic activities
3. To provide the athletes with a vital educational training course for success through competition

Specific Objectives

1. To help the individual student develop a healthy self-concept as well as a healthy body
2. To teach teamwork through human relationships
3. To teach the importance of practice and preparation in reaching the individual's potential
4. To demonstrate the importance of extra effort and the value of determination
5. To teach the importance of playing by the rules
6. To develop strong character and leadership skills
7. To improve positive citizenship traits

MEMBERSHIPS

The School Board supports the concept of membership for the schools in this district which will enable them to benefit from cooperative development and supervision. The School Board agrees that any administrative or legal action taken by the School Board, in the name of the schools, must conform to the published policies of the Florida High School Athletic Association (FHSAA), and the Metro Conference.

If a conflict between the policies of this school district and those of any association in which this district maintains membership should arise, the School Board reserves the right to decide in the best interest of the school district whether its policies should be placed in harmony with those of the association, or its membership dropped from the association.

The School Board requires the principals of the senior high schools within Orange County to secure and maintain continuous membership in the FHSAA. This requirement shall remain in force from year to year until and unless rescinded by action of the School Board.

FLORIDA HIGH SCHOOL ATHLETIC ASSOCIATION (FHSAA)

Membership in the Florida High School Athletic Association is available to any public or private high school or junior high in the state. Its officers are school officials elected by their colleagues. The primary purpose of the FHSAA is to serve the high school students of Florida through an educationally sound program of interscholastic athletics, sponsored and approved by member schools. These athletic programs are designed to serve both participants and spectators. These programs should be planned with emphasis on educational values.

FHSAA General Policies:

1. Assures that the policies, standards, and regulations are democratically developed by school leaders and are designed to provide maximum benefits consistent with sound educational practice for every student in every member school.
2. All regulations and policies are established by vote of the member schools. By accepting membership in the FHSAA, each member agrees to abide by the regulations which have been enacted.
3. Assist school officials by conducting a sound program of interscholastic athletics.
4. The principal and athletic director of each member school has a copy of the by-laws and will be glad to discuss them with parents or community.
5. Provides consultant and advisory services to member schools upon request.

FHSAA Specific Policies:

1. Organizes and supervises various levels of contests leading to state championships at many levels
2. Attempts to upgrade the caliber of officiating by requiring that all officials attend rules clinics, are furnished with officiating materials, and are registered and tested annually
3. Compiles and publishes an Activities Calendar
4. Maintains membership in the National Federation of State High School Associations, making all of their services available to all members of the FHSAA
5. Creates and maintains a Web page, making instant information available to the school officials

FLORIDA INTERSCHOLASTIC ATHLETIC ADMINISTRATORS ASSOCIATION (FIAAA)

Membership in the FIAAA is open to all persons involved in the administration of interscholastic programs in the schools of Florida. Any school which is a member of FHSAA is awarded one membership to the FIAAA.

Objectives of the FIAAA:

1. To improve the appreciation of athletics and relationships therein, throughout high schools in Florida
2. To foster a closer working relationship with the FHSAA
3. To foster higher standards of professional proficiency and ethics within athletics
4. To develop greater unity, uniformity, and fellowship among all members
5. To improve the image of interscholastic athletics in the total educational program
6. To offer solutions to mutual problems and exchange ideas for the enhancement of athletic programs
7. To have equal voting representation in the National Interscholastic Athletic Administrators Association (NIAAA)
8. To promote athletics as an integral part of the total educational process

STAFF RESPONSIBILITIES

Principal

General Responsibilities

1. Has final responsibility for entire athletic program
2. Appoints athletic director

Specific Responsibilities

1. Appoints coaches with advice and assistance from athletic director
2. Approves athletic policies which have been developed by athletic director
3. Approves budget developed by the athletic director
4. With assistance of the athletic director, ensures that all policies are being followed
5. Ensures that all regulations regarding the handicapped are enforced

Athletic Director

Qualifications

1. Must be a certified teacher who has been appointed to a full-time instructional position by the School Board of Orange County
2. Must work at the school where he/she is athletic director

General Responsibilities

1. Along with the principal, responsible for the entire athletic program and running of the day to day activities of the athletic department
2. Enforce the policies of the school, school board, and the FHSAA
3. Monitor relationships and settle disputes between teams
4. Interpret school's athletic policies
5. Represent school at all district level meetings
6. Seek ways for supporting and financing athletic program

Specific Responsibilities

1. Recommend to principal the expenditure of all funds
2. Approve schedules and write all game contracts
3. Insist that team has proper uniforms and equipment
4. Conduct monthly staff meetings
5. Coordinate use of facilities
6. Publicize all athletic events, especially those at home
7. Assist coaches in making arrangements for home contests
8. Approve travel arrangements
9. Establish an athletic calendar
10. Control of all ticket sales
11. Responsible for all home contests
12. Observe coaches sufficiently in order to recommend his/her return
13. Check facilities for safety and make reports as needed for maintenance
14. Act as tournament director for any state series game
15. Send schedules to appropriate official's association

16. Assist the head coach with radio, TV, and newspaper information, as well as ensure the press box is properly staffed and equipped
17. Maintain proper records for each sport, including scores, records set, etc
18. Maintain a record of suspensions and expulsions for possible need by school or FHSAA
19. Encourage coaches to attend athletic clinics and meetings. All coaches should attend all conference meetings
20. Appoint someone to be responsible for cleaning, repairing, and storing all athletic property
21. Arrange medical personnel for football games (doctor and/or an ambulance)
22. Responsible for arranging a doctor to come to school before a sports season to give physicals
23. Advise athletes who plan to attend college, to meet with guidance counselor by junior year to obtain eligibility requirements and admission criteria at school of choice
24. Advise all coaches on eligibility rules
25. Advise all coaches, students, and parents of the school athletic awards policy
26. Work with the head coaches to gain positive public relations and publicity
27. Perform other duties as directed by the Principal

Athletic Business Manager

Qualifications

1. Must be a certificated teacher who has been appointed by the School Board of Orange County or another staff member who has knowledge of athletics
2. Have a knowledge and understanding of basic accounting principles and practices.

General Responsibilities

1. Assist the athletic director in all phases of the athletic program
2. Supervise home athletic events at the direction of the athletic director

Specific Responsibilities

1. Assist with school physicals
2. Assist with eligibility
3. Recommend athletes for special awards when requested by athletic director
4. Organize and supervise FHSAA clinics when held at your school
5. Monitor repair and upkeep of facilities including records of all fixed assets
6. Update game results and school records
7. Maintain Web site as necessary
8. Assist with ticket sales, management and budget
9. Perform other duties as assigned by the athletic director

Assistant Athletic Director

Qualifications

1. Must be a certificated teacher on the faculty of the ninth grade center who has been appointed by the School Board of Orange County or another staff member who has knowledge of athletics
2. Have a knowledge and understanding of basic accounting principles and practices

General Responsibilities

1. Assist the Athletic Director in all phases of the athletic program
2. Supervise home athletic events at the direction of the Athletic Director

Specific Responsibilities

1. Assist with school physicals
2. Assist with eligibility
3. Perform other duties as assigned by the Athletic Director

Head Coach

Qualifications

1. Must have been appointed to an instructional position by the School Board of Orange County or be an approved non faculty coach
2. The coach should work at the school at which he/she coaches

General Responsibilities

1. Assure that each student is properly trained and coached for competition and practices
2. Cooperate with the other school coaches to support the school's overall athletic programs
3. Recognize that coaching is teaching and that coaches are teachers
4. Insist on the enforcement of all rules of eligibility and all rules of the sport
5. Insist on good sportsmanship before, during, and after contests

Specific Responsibilities

1. Make the non-Metro part of your schedule and submit to the athletic director.
2. Submit an annual budget to the athletic director.
3. Account for school purchased equipment and assure it is properly cared for and stored when not in use.
4. Encourage scholarship. Require progress reports if necessary. [Do not interfere with teachers].
5. Attend sport clinics and rules meetings as well as school related meetings. Be sure to keep CPR and first aid requirements up to date.
6. Lock and secure facility before leaving.
7. Never leave a team or team members unsupervised or under the supervision of anyone other than an approved coach.
8. Be responsible for entire program—varsity, JV, and 9th grade. Work with JV and 9th grade coaches to ensure continuity in the program.
9. Do not allow a player to practice or compete if there is any question about the student's eligibility or physical condition. (Ineligible athletes are not permitted to practice).
10. Do not allow alcohol, tobacco, or profanity to be used at any time by either players or coaches.
11. Conduct meeting to communicate to parents and athletes the team rules and regulations (including award criteria) before the season begins.
12. Report any serious injury or concern to principal, athletic director or athletic trainer immediately. This includes late evening and Saturday events.
13. Keep accurate records and submit to the athletic director at the end of the season
14. Submit orders for purchase to the athletic director. Do not make any purchases until the purchase order has been returned. Please review the section on purchasing later in this manual.
15. Report varsity game scores to the Orlando Sentinel the night of the game win or lose.
16. Record all students; varsity, JV, and freshmen, who successfully completed the season.
17. Do not remove a student from a team without a 24 hour cooling off period and prior notification of the principal and athletic director.
18. Coordinate public relations issues with the school athletic director.
19. Maintain facilities throughout the year and report any safety problems.
20. Prepare facilities for all home games and practices.
21. Perform other duties as assigned by the athletic director.

Assistant Coach

1. Assistant coaches are hired by the principal with the approval of the athletic director and head coach.
2. Must be familiar with the responsibilities of the head coach and assume them when necessary
3. Do not make any major changes while acting as head coach.
4. Perform other duties as assigned by the athletic director or head coach.

Non-Faculty Coach

1. Non-faculty coaches should be used only if a school coach cannot be found.
2. Must be personally hired by the Principal
3. Must be approved by OCPS before being allowed on the field (court, pool, etc.)
4. A faculty person must be present at all times when a non faulty coach is being used.
5. Must be current in first aid and CPR
6. Must take Orange County Approach to Athletics course which is required the first year of coaching
7. This position may be paid or non-paid based upon the needs of the school and the qualifications of the applicant.
8. Perform other duties as assigned by the athletic director or head coach.

Coaching Policies Regarding Injuries

1. Make and file an incident report for all injuries. These should be turned in no later than 24 hours after the injury.
2. Refer athlete to the trainer if necessary. If you are not sure whether to report athlete to trainer or not, report them.
3. Do not contact team doctor except through the trainer.
4. Never refer an athlete to a doctor. Never arrange for athletes to be examined by any doctor following an injury.
5. If an athlete consults a physician, concerning any injury received in a practice or a sports contest, written medical approval must be obtained from that physician prior to the student's further participation in activity.
6. Do not, under any circumstances, allow a player to practice or compete if a trainer has determined the athlete should not compete.
7. Never allow an athlete to compete until eligibility is verified by the athletic office.

Athletic Trainer

Qualifications

1. The athletic trainer must be a certificated teacher who has been appointed to a full time instructional position by the School Board of Orange County.
2. Must be certificated by the National Athletic Training Association (NATA).

General Responsibilities

1. Primary duties will be directed toward sports of high risk.
2. Prevent and assist in the care of athletic injuries
3. Process all initial injury reports (if present) and process all follow up injury incident reports (if not present)
4. Review the physical examinations of all athletes, and advise coaches as to when an athlete may participate in contests or practices following an injury or illness.
5. Coordinate sports medicine services for the entire school athletic program
6. The trainer is the final authority on whether an injured player may return to a game or practice.
7. Perform other duties as assigned by the Athletic Director

Specific Responsibilities

1. Arrange for pre-season physical exams
2. Initiate a student trainer program
3. Serve as liaison between the athlete, parents, coach, and doctor in matters relative to athletic injuries
4. Store and distribute medical supplies for all teams
5. Maintain an athletic training room to meet the needs of the student athletes
6. Assist visiting teams with any medical support needed
7. Advise the coaching staff and administration in regard to the safety factors of the athletic program's equipment and supplies
8. Provide instruction in CPR and first aid to students, coaching staff, teachers, and the coaching staffs of assigned middle schools
9. Coordinate with coaches the necessary water breaks and rest periods for practice and play in hot, humid weather
10. Monitor players for over- fatigue, excessive weight gains, and excessive weight losses.
11. Maintain certification in first aid and CPR and when possible attend the clinics sponsored by OCPS or NATA
12. May not accept any coaching or assistant coaching position

GENERAL POLICIES

The instructions and policies listed in this section of the athletic handbook are either mandated by the FHSAA, dictated by the School Board of Orange County, or passed by the Orange County principals. Obviously, only a small portion of the FHSAA by-laws and policies or the OCPS policies are listed in this book. Included are areas that are frequently questioned or discussed.

TRANSPORTATION OF ATHLETES

1. School board buses should be the primary mode of transporting student athletes.
2. Bus requests should be submitted by the head coach at least 10 days prior to the day of the trip.
3. If transportation by private vehicle is necessary, be aware of the following:
 - a. Student must have written parental permission to ride in a car.
 - b. Students are not allowed to transport students.
 - c. All drivers must understand that the driver's insurance will be the primary insurance in case of an accident.
 - d. Never transport students in the back of an open pickup truck
 - e. Each student must be in an individual seat and wearing a seat belt.

- f. If a school board employee is transporting students in a rental vehicle specified as an allowable exception to the use of a school bus, such transportation must be provided in designated seating positions in a passenger car not to exceed 8 students or in a multipurpose passenger vehicle designed to transport 10 or fewer passengers which meets all applicable federal motor vehicle safety standards. Students may not be transported in vehicles designed for greater than 10 persons. Any vehicle with a wheelbase of 110" may not be used for transportation of students. See Athletic Director for a list of prohibited vehicles.
4. For out of state travel the trip must have written approval of the Area Superintendent, and transportation must be provided by common carriers (vendors who are in the business of providing public transportation for a fee).
5. If using common carrier for any event, the school must follow the bid process and any other OCPS policies.

OFF- SEASON PARTICIPATION

During the off-season, a coach may not have any contact with any student-athletes who are members of his/her team outside the normal student-teacher classroom environment except to make arrangements for and assist in the conduct of physical examinations; explain eligibility regulations; solve insurance problems; review films; and build morale.

During the off-season, a coach or a prospective coach of any member school may not have contact with any non-school team which is comprised of more than 50 percent of students from the school, or its feeder school(s) which the coach represents.

Participation by a student in non-school athletics (i.e. AAU, American Legion, club settings, etc.) on a team that is affiliated with any school other than the school the student attends, or attended the prior year, followed by enrollment by that student in the affiliated school, shall be considered prima facie evidence of recruiting by the school to which that student enrolled, or that the student enrolled in that school in whole or in part for athletic reasons. Unless this prima facie evidence or that the student enrolled in the new school in whole or in part for athletic reasons is disproved by the school and student to the satisfaction of the commissioner, the student shall be ineligible to represent that school in interscholastic athletic competition for a period of 365 consecutive days from the date of his/her enrollment in that school. A team affiliated with a school is one that is organized by and/or coached by any member of the coaching staff at, or any other person affiliated with, that school; and/or on which the majority of the members of the team (participants in practice and/or competition) are students who attend that school.

What is the "off-season?" The "off-season" is defined as that period of time during the regular school year but outside the defined sport season for a given sport. A sport season is defined as that period of time that begins with the first permissible practice and ends with the conclusion of the FHSAA State Series in a given sport. During this period of time, a school may organize its team in the given sport for practice and interscholastic athletic competition within the regulations established to govern that particular sport.

SUMMER PARTICIPATION

The FHSAA no longer regulates the summer activities of its member schools, with the exception of football. Students in football programs may not, under any circumstances, wear helmets or pads or engage in physical contact during the summer.

OCPS insurance will cover conditioning of athletes only during the starting and ending dates of summer school. Names must be submitted prior to participation on a Summer Sports Roster List. Names must be typewritten exactly as they appear on the annual eligibility list. Only athletes

assigned by OCPS to your school are eligible to participate in your school's sport program. It is mandatory that a list for each summer sport program be submitted for insurance purposes.

Summer participation after the last day of summer school and before the first day of regular school cannot be OCPS related. Teams must operate under the umbrella of an outside organization. *During the time of summer participation is the only period that Orange County Public School facilities may be rented for high school age programs operating under the umbrella of an outside organization.*

Written documentation by student and student's parent must be on file stating their knowledge that OCPS is not insuring students during this time period. Coaches must receive permission from their principal before any summer program is implemented.

Principals and coaches may choose to use a Facility Lease Agreement to assist with clarification regarding any summer program. Facility Lease Agreements require a minimum of \$1,000,000 liability coverage.

OPEN FACILITIES

The Board of Directors has established the following guidelines relative to open facilities programs conducted by member schools:

1. Member schools may open their gymnasiums and other practice facilities for recreational activities to students without being in violation of FHSAA Bylaws under the following guidelines:
 - a. The facility is open to all students enrolled in that school for participation. Opening facilities for a select group of students to practice individual skills for a specific sport is a violation of this policy.
 - b. Students not enrolled in a school may not be permitted to participate in recreational activities offered by that school.
 - c. Supervision by school personnel is required. However, school personnel, including faculty and non faculty coaches in attendance, may not provide coaching or instruction in the skill and techniques in any sport by any school personnel. Their presence may be in a supervisory capacity only.
 - d. Participation is voluntary and is not required directly or indirectly for membership on a team.
 - e. No select group or schools or interval training schedules, except weight training may, be assigned to students to perform.
 - f. The school administration assumes the responsibility for making certain that there is adherence to these guidelines.
2. Member schools may make their gymnasiums and other athletic facilities available to outside groups and organizations such as USA Wrestling, AAU Basketball, American Legion Baseball and others as approved by the school district or governing body for a private school for conduct and recreational activities programs without being in violation of FHSAA Bylaws under the following guidelines:
 - a. The school may not assume responsibility for, nor provide facilities for, these activities except under the condition that if the school's facilities are used, such facilities must be contracted to the group or organization that is responsible for the program.
 - b. The school may not assume liability or insurance responsibility for non school recreational activities.
 - c. Students not enrolled in the school may participate in competitive situations under direction of the group or organization conducting the recreational activity. However no coach or other employee of the athletic department or other representation of the school whose facility is being used may have any contact with a student who is participating in the activity but is not enrolled in that school.
 - d. During the regular school year, no coach or other employee of the athletic department or other representation of the school whose facility is being used may have any contact with a student who is participating in the activity but is enrolled in that school.

TEAM PARTICIPATION

Seniors-	May play on varsity only.
Juniors-	May play on varsity or junior varsity.
Sophomores-	May play on varsity or junior varsity.
Freshmen-	May play on varsity, junior varsity, or ninth grade

EXHIBITION GAMES

No exhibition games or practice games are permitted. Scrimmages with other schools are strictly forbidden.

BOOSTER CLUBS

Booster clubs shall operate in full support of the school Principal, Athletic Director, and coaches. The booster club shall not become involved in the day to day operation of the program. The club works only to support the school and in no way establishes policies. It is understood that the policies and decision making are the responsibility of the Principal with the advice of the Athletic Director.

Any organization which operates under the auspices of an organization in the name of an Orange County Public School must deposit all funds collected or earned in the individual school's internal account.

SUPPLEMENTS FOR JR. VARSITY AND FRESHMEN COACHES

To receive a supplement, junior varsity schedules must have at least 2/3 of the maximum games allowed for that sport as determined by the FHSAA. Freshmen schedules must be at least half of the maximum allowed by that sport unless otherwise limited by the Orange County principals. Once the JV and freshman schedules are completed, those coaches are expected to help with the varsity team until the end of the season. Supplemental positions are also based upon a minimum number of participants per sport. The information is available from the school Athletic Director and is based upon school board contract.

COMPETITION LIMITATIONS

1. There will be no competition during the week of semester and final exams, except on Friday. Make up games may be played two days before the first exam with permission of the President of the Metro.
2. During the week of 9-week exams, competition must begin early enough to reasonably expect it to be completed by 6:00 PM.
3. There shall be no 9th grade or JV championships or tournaments. No Orange County school may sponsor or participate in such tournaments.
4. In order for a student to practice or play on a school day, he/she must have attended at least one half of his/her classes that day, unless previously excused by the Principal or Athletic Director. This would not apply to a team playing in a tournament or playing out of town which would make it impossible for the student to attend school.

GAME LIMITATIONS

1. No school may play more than eight JV football games (12 minute quarters).
2. No school may play more than six freshmen football games (10 minute quarters).
3. All JV and ninth volleyball games will play rally scoring in third game.

SPORTSMANSHIP

1. Signs and banners must be in good taste and shall not make derogatory or challenging references to opposing teams. Signs or banners should never be paraded before an opposing team's bench or bleachers.
2. No artificial noisemakers such as air horns, musical instruments, radios, etc. are allowed at contests by spectators.
3. It is recommended that all games be filmed. In case of a disturbance in the crowd of a serious enough nature to affect the game, as much of the disturbance as possible should be filmed. The district mandates that all football games are to be filmed.
4. Music may not be played during a basketball, soccer, or volleyball game. Music may be played before the game, at halftime, between games, and after the game. Music may not contain obscene lyrics. Excessively loud music is not acceptable. If the visiting Principal, Athletic Director, or coach considers the music to be too loud, it must be immediately turned down or turned off.
5. Stomping on the home team's logo at any time is considered to be gross unsportsmanlike conduct, and will not be tolerated. The head coach will be held responsible to ensure his team does not do this or any other blatant acts of unsportsmanlike conduct, including, but not limited to, taunting, "trash talking" etc.
6. Pep bands may play at basketball games under the following conditions: there must be a Band Director or an Assistant Band Director present (this person cannot be a faculty member or parent representing the Band Director); there can be no more than 12 members of the band, only one of whom may be a drummer; they may play only before the game, at halftime, between the games, and after the game. They may play at home games only.
7. Recruiting, or in any way trying to entice a player to go to a school other than the one he/she is assigned to, is strictly forbidden by coaches, staff, boosters, or anyone else in any way connected to the school. Schools which allow this to occur may receive a penalty that could include suspension of the school's athletic program.

PRACTICE

1. Practice time is a school-based decision. It is expected that practice will be scheduled so that it is reasonable with respect to demands on student time. Students who play two sports during the same season or who play one sport and are involved in another extracurricular activity should discuss this with both coaches, or the coach and the sponsor, in order to make it clear to all what the expectations are.
2. High school cheerleading coaches, as well as sponsors of dance squads, rifle teams, majorettes, etc. shall have no contact with incoming middle school students until the middle school athletic program is completed; likewise, tryouts of the squads listed above shall not be held until the last sporting event of the high school season is completed.
3. Anyone who is ineligible for any reason is not permitted to practice with the team. This is partly due to insurance coverage.
4. Sunday team meetings, fund raisers, parties or practices are prohibited by OCPS and FHSAA.

DISTRICT TOURNAMENTS

1. In a district which is composed of Orange County schools only, there will be a championship trophy only.
2. In a district which is composed of Orange County schools only, all profits and losses will be split evenly among the schools involved in the tournament as long as the total profit or loss is more than \$10.00 per school. In the event that the total profit or loss is less than \$10.00 per school the host school will keep the profit or absorb the loss.

ADMISSION TO EVENTS

Ticket prices to the various athletic events will be set by the Principals with the advice of the Athletic Directors. Prices to FHSAA sponsored events are set by the FHSAA. The school Athletic Director should coordinate with the school bookkeeper the process for record keeping.

TICKETS

School tickets must be sold at all school sponsored events at which admission is charged. Athletic Directors must order the tickets through the county Athletic Director.

1. Tickets and Passes

- a. School tickets will have the price identified for a particular event on the ticket. A school ticket is only to be used for the event intended.
- b. The Metro pass is given to a coach for his or her family members to gain entrance to observe his game only.
- c. The OCPS picture identification badge may be used to admit one person to a game or event. The entry is good only for that person identified on the badge. The only exception to this rule is that if one of the schools competing is the work location for that employee identified on the badge, then his/her spouse and immediate family members may be admitted. The person whose name is on the badge must be in attendance. This badge is not good for FHSAA state series events.
- d. The FHSAA pass will admit only the person named on the card to the game or event. This pass is not good for FHSAA state series events.
- e. The FHSAA State Series Pass will admit only the person named on the card for any state series game or event.
- f. The FACA pass will admit bearer only to a game or event at the school's discretion.

ACCIDENTS AND LIABILITY

1. Accidents should be reported immediately to the trainer, if present, or the Athletic Director or Principal. An incident report must be filed. Coaches are required to have in their possession an emergency treatment card for each participant at all times.
2. School employees are not immune from liability. Carry out the responsibilities in the proper manner, using best judgment at all times. There are some organizations, such as the Florida Athletic Coaches Association, which provide liability insurance to its members.
3. All coaches (as well as teachers) should be familiar with the school board policy in regard to physical, emotional, or sexual abuse of students by employees.
4. Student insurance - In the event a student incurs an injury which requires medical care, the student's own insurance becomes the primary provider. If their limits are surpassed the district will, in most cases, pay the balance. For more information, contact the school's athletic trainer.

ELIGIBILITY

Eligibility rules are determined by the FHSAA, and Orange County School Board. Listed below are the primary eligibility regulations. For more information see your Athletic Director.

- a. Must be a student at the school represented
- b. May not be older than 19 years, ~~9 months at time of participation~~
- c. May only participate for 4 years from the first entry into 9th grade. successful completion of eighth grade
- d. Must have a cumulative GPA of 2.0 unweighted since 9th grade
- e. Ninth graders are eligible for the first semester if it is his/her first attempt in ninth grade.
- f. A student is eligible at the first school he/she enrolls in each year for residency purposes if the student is assigned legally to that school by OCPS.
- g. A transfer student becomes ineligible unless the transfer is accompanied by a change of address.
- h. Orange County may have additional rules of eligibility. Check with the school's Athletic Director for more information.
- i. The first time an athlete wishes to become eligible, he/she must submit an original copy of birth certificate. An original copy is one that was issued by a city, state, or national government, a Canadian church record, or a passport for someone born in another country. The Athletic Director should have a list of state agencies that issue birth certificates for students not born in Florida.
- j. A student who enrolls in a school other than the one serving his/her address, shall forfeit athletic eligibility for one calendar year from the date of enrollment. For additional information contact the Athletic Director.

COACH'S CHECKLIST

Before Practice

- a. Before a student is allowed to practice he/she must have documentation from the trainer that the student has, on file, a completed Orange County physical form that states the student is physically fit to play that particular sport. The coach must also have an emergency treatment card approved by the trainer. The trainer's documentation must also indicate that the student has a notification of risk form.
- b. The coach should immediately direct any prospective player who does not live in the district, or has just moved into the district, or has any other eligibility problem to the Athletic Director.
- c. Before the season starts the coach is required to have a meeting with the parents of his team to review practice schedules, booster rules, awards criteria, etc.
- d. Encourage participation through posters, announcements, etc. prior to try outs.
- e. Send a copy of schedule to the county Athletic Director.
- f. Arrangements for transportation.

Before Dressing for a Contest

- a. Send an alphabetized list of roster members, along with necessary paperwork, to the school Athletic Director.
- b. The first time a student tries out for a team, an original copy of his/her birth certificate must be submitted to the Athletic Director.
- c. The coach shall notify the Athletic Director immediately if there is reason to believe that a student may be ineligible.
- d. The coach should get a list of eligible athletes as soon as they are processed by the Athletic Director. It is the coach's responsibility to make sure all players are on the list.

During the Season

- a. Never allow an athlete to be on the field or dressed for a game until the student's name is on the team eligibility list.
- b. Follow proper procedures for team members to be excused from school to attend a contest.
- c. Using an ineligible athlete will result in a forfeiture and fine from FHSAA. Knowingly using an ineligible player may result in the coach's termination.

After the Season

- a. List athletes who completed season and list awards earned by each athlete.
- b. Submit other records as requested by the Athletic Director.
- c. Identify players who failed to return school equipment.

RULES FOR ATHLETES

General Rules

1. Display good sportsmanship at all times.
2. The use of alcohol, tobacco, profanity, or illegal drugs is a violation of student code conduct and will be dealt with according to school board rules.
3. Attend all practices and contests unless excused by the coach.
4. Attend school regularly.

Specific Rules

1. Any student who quits a team will not be allowed to play on another team until the end of the season of the team he/she quit. Exceptions can be made by the Principal or Athletic Director.
2. On days school is in session, an athlete must attend a minimum of 3 periods in order to play or practice that day, unless prior arrangements were made with the Athletic Director.
3. An athlete suspended from school is automatically suspended from the team. He/she may not play, practice, or be on campus.
4. An athlete assigned detention by a teacher or administrator must serve that detention. Detention takes precedence over team practices and games.
5. A student who misbehaves at a school sponsored event or is ejected from a contest is subject to school disciplinary action.
6. An athlete who is ineligible to play cannot practice or travel with the team.

COMPENSATION

Coaches may not receive any compensation from any source other than the school board. No coach shall receive compensation for services offered to the students of that school. The coach shall not promote any activity from which compensation is likely to be received other than his/her salary as an employee of the OCPS. Coaches will not accept tutoring fees for any athletic related instruction. The amount of supplement is determined by School Board Contract.

SCHEDULING

The Metro games will be scheduled by the Athletic Directors and approved by the principals. Other games will be scheduled by the coach with the approval of the school's Athletic Director. The

number of games scheduled must conform to FHSAA regulations. All contracts will be written by the athletic director. All games which require long trips should be considered carefully.

GENDER EQUITY

Orange County Schools will comply with all aspects to gender equity. Generally, for a school to be in compliance on this issue, the following guidelines should be followed:

1. The percentage of female participants should be within 5% of the percentage of female students in the school.
2. The percentage of male participants should be within 5% of the percentage of male students in the school.
3. The total amount of school funds spent on male athletes should be within 5% of the funds spent on female athletes.
4. The opportunities for female students should be equal or nearly equal to the opportunities for male students. This means that the school should make sure that the opportunities are there; it is not possible to require students to take advantage of these opportunities.

COACHING ENDORSEMENT

It is recommended that all coaches become coaching endorsed. A coach can become endorsed by taking college credits (in some cases using credits previously earned), earning the proper in-service points, or a combination of both. Needed for this requirement are three hours (or 60 points) in the care of athletic injuries, three hours (or 60 points) in coaching theory, and three hours (or 60 points) in coaching a specific sport. In addition, all coaches must be certified in CPR and first aid and all coaches must take the OCPS Approach to Athletics class. All non-faculty coaches must become coaching endorsed within three years. All coaches will receive an increase in their supplement upon completion of coaching endorsement requirements.

METRO CONFERENCE

The Metro Conference has been one of the premier athletic conferences in Florida for over 40 years. Today, only public high schools in Orange County are eligible to become members. All of the regular public high schools in Orange County are members. The conference has grown to 15 schools. The conference has provided its members with game schedules, championship awards, local competition, and individual recognition. The conference serves as a venue for coaches from Metro schools to meet, exchange ideas and coaching strategies.

CONSTITUTION OF THE METROPOLITAN ORLANDO INTERSCHOLASTIC ATHLETIC CONFERENCE

Article 1

The name of this organization shall be the Metropolitan Orlando Interscholastic Athletic Conference, so known as the Metro Conference.

Article 2

PURPOSE

1. To foster and promote interscholastic athletic competition among local high schools
2. To promote interest and participation in sports in local high schools
3. To aid in the development of better sportsmanship and closer athletic relations among member schools
4. To provide an organization which will provide recognition, recognize athletic ability, provides for awards, and creates schedules for our local high schools.

Article 3

MEMBERSHIP

1. All regular public Orange County High Schools are members of this association. This includes: Apopka, Boone, Colonial, Cypress Creek, Dr. Phillips, Edgewater, Evans, Freedom, Jones, Oak Ridge, Olympia, Timber Creek, University, West Orange, and Winter Park.
2. Any Orange County public high school can become a member of the conference. All Orange county public high schools will be considered members unless their Principal notifies the Superintendent, in writing, of its decision not to be a member. A school that is not a member will not be scheduled on the Metro schedule or receive any other benefits of the Metro Conference.
3. A member school must be a member of the FHSAA. If a school is suspended by the FHSAA, it is automatically suspended by the Metro Conference until it is reinstated by the FHSAA and pays a fine of \$300.00 to the Metro Conference.
4. A member school shall be subject to a \$50.00 fine for any of the following reasons:
 - a. Late payment of dues.
 - b. Failure to have a representative present at a regular meeting of the conference.
5. A member school shall be subject to a \$300.00 fine for the following reasons:
 - a. Failure to compete in a Metro schedule in a sport in which the school fields a team. This fine will be waived the first year the school fields a team in that sport.
 - b. Failure to play the required number of contests.
 - c. Failure to participate in a Metro Conference sponsored championship.
6. A school may be suspended from the conference for:
 - a. Conduct prejudicial to the best interests of the conference.
 - b. Continued violations of the other parts of this article.

7. Any member school may request a suspension of another school by delivering to the President, in writing, the charges against the school at least 30 days before any Principal's meeting. The member schools must be immediately made aware of the charges. These will be discussed at the next Principal's meeting and a vote taken by secret ballot. A 2/3 vote is necessary to suspend a school. It is hoped that the two principals resolve their dispute before any such action occurs.

Article 4 DUES

The amount of the dues will be set by the Commissioner with the approval of the principals. Dues are payable by October 1st of every school year. In the event of a deficiency of conference funds, each member school shall be assessed equally to make up the deficiency.

Article 5 OFFICERS

1. The officers shall be President, Vice President, and President Elect.
2. The President shall be the Principal of a member school and shall have served as President Elect the preceding year.
3. The Vice President shall be the Principal of a member school and shall have served as President the preceding year. The Vice President shall preside over any meeting in which the President is absent.
4. The President elect shall be the Principal of a member school and shall have been elected by a majority vote of the Principals at the last meeting of the preceding year. He/She will be President Elect for one year. The new officers will be installed at the last meeting each year. At this time the President Elect (having completed one year) will become President, the President shall become Vice President, and the Vice President will if the current President wishes to remain President for a second year, and the President Elect agrees, the Principal agrees, the Principals may re-elect him/her. In this case the President Elect and the Vice President will remain in their present positions. No one may serve as President for more than two consecutive years. The President elect will preside over any meeting when both the President and Vice President are absent.
5. Neither the President nor Vice President needs to be voted into office. Both automatically become President or Vice President in accordance with sections 2-3 above. Removing these from office would require a 2/3 vote of the members.
6. In the event of a vacancy in any office, the member Principals shall fill it by a majority vote at the earliest possible time.
7. A Commissioner shall be appointed by a 2/3 vote of the member schools. He/she is not required to be elected every school year, but remain as Commissioner until he/she resigns or is dismissed by a majority vote of the member Principals.
8. In all voting by the conference, the Principal of each member school shall have one vote. If the Principal is not at the meeting, one of that schools Assistant Principals may vote for him. The Principal should let the President know who is taking his place well before the meeting.
9. The duties of the Commissioner are to conduct the business of the conference with the approval of the Principals. Some duties of the Commissioner are to:
 - a. Conduct the business of the conference with approval of the Principals.
 - b. Handle all of the financial affairs of the conference.
 - c. Order and distribute all trophies and awards.
 - d. Serve as liaison between conference members and the Principals.
 - e. Attend Principal's meetings when possible.
 - f. Attend to other requests of the Principals

- g. Some duties of the deputy commissioner are to:
 - i. Keep track of team standings and prepare the standings sheets.
 - ii. Produce the metro brochure.
 - iii. Collect the names of the members of All Metro teams for all sports.
 - iv. Assist the county athletic director with the formation of schedules.
 - v. Serve as liaison between conference members and the athletic directors.
 - vi. Attend AD meetings when possible.
 - vii. Perform other requests as directed by the Commissioner.
10. The salary of the Commissioner shall be negotiated annually by the President with a 2/3 vote of the Principals.
11. The Commissioner shall appoint a Deputy Commissioner. The Deputy Commissioner will perform the tasks assigned to him/her by the Commissioner.

Article 6 MEETINGS

The conference will have two regular meetings per year. All principals, athletic directors, coaches, and assistant coaches should attend both Metro meetings. The first meeting will be held during pre-planning or the following week. The second meeting will be held during the last or next to last week of school. The time and places of the meetings will be determined by the President. The agenda of these meetings will be made by the President and should include the following:

1st meeting-

1. Introductions as seen appropriate by the President.
2. Be sure the sport chairmen have a meeting of their coaches. The sport chairmen will be the head coach from the school of the President.
3. Dinner

2nd meeting-

1. Present awards to the championship teams.
2. Present the awards to the outstanding coach of each sport. These coaches should be elected by the sport committees and not just be the conference championship coach.
3. Presentations to the new Hall of Fame members
4. Installation of the new Metro Officers.
5. Elect a President-elect.
6. Dinner

Principals and athletic directors are required to attend. If a principal or athletic director cannot attend, he/she must notify the conference president and indicate who will be that principal's representative at that meeting. This notification should take place at least 24 hours before the meeting. Any school whose principal is not in attendance and no notice was given as to who would be the designee, that school will be fined \$50.00. Any school whose athletic director is not in attendance and no designee were appointed will be fined \$50.00.

Article 7 AMENDMENTS

Any member Principal may propose an amendment to this constitution by filing it with the Commissioner 30 days prior to any regular meeting. The proposed amendment will be sent by the Commissioner to all member schools. A vote of 2/3 is necessary to approve the amendment.

Article 8

GOVERNENCE

1. The conference will be governed by regular business meetings of the member schools.
2. A financial report shall be presented by the Commissioner at every regular meeting.
3. There shall be a committee of each sport comprised of all of the coaches of that sport. The chairperson of each committee should be appointed by the President before the first regular meeting. The sports committees should meet before their season begins, preferably at the first regular meeting.

Article 9

AWARDS

1. The conference will award a trophy to the champions in each sport recognized by the conference.
2. To be recognized by the conference, one half plus one school must field a team in that sport, starting on the first day of practice and running at least until the beginning of the tournament for that sport.
3. In case of a tie each school will receive a co-championship trophy.
4. The conference shall award the Bob Berry Trophy to the school with the all around best sports program which is determined by a point system as follows:

Place	Points	Place	Points
1 st	15	9 th	7
2 nd	14	10 th	6
3 rd	13	11 th	5
4 th	12	12 th	4
5 th	11	13 th	3
6 th	10	14 th	2
7 th	9	15 th	1
8 th	8		

This system applies to all sports. No points are awarded to a team that did not field a team in that sport. In case of a tie for position, the combined points of the positions involved shall be evenly divided among the tying teams. As the number of schools in the conference change, the point system will be adjusted accordingly.

Article 10

ALL-CONFERENCE

Each recognized Metro sport will have an all-conference team. The committee chairperson for each sport should get his/her coaches together and choose an all-conference team for that sport. The sport chairperson will submit this list to the Commissioner who will notify the media and produce the certificates.

The number of players selected as "All Conference" is limited to the number listed below:

<u>Boys Bowling</u>	<u>5</u>
<u>Girls Bowling</u>	<u>5</u>
<u>Boys Cross Country</u>	<u>Top 7 finishers in Metro Meet.</u>
<u>Girls Cross Country</u>	<u>Top 7 finishers in Metro Meet.</u>
<u>Football</u>	<u>24 (11 offense, 11 defense, 2 special)</u>
<u>Boys Golf</u>	<u>5</u>
<u>Girls Golf</u>	<u>5</u>
<u>Slow Pitch Softball</u>	<u>10</u>
<u>Boys Swimming</u>	<u>Winner of each event in Metro Meet</u>
<u>Girls Swimming</u>	<u>Winner of each event in Metro Meet</u>
<u>Girls Volleyball</u>	<u>6</u>
<u>Boys Basketball</u>	<u>5</u>
<u>Girls Basketball</u>	<u>5</u>
<u>Boys Soccer</u>	<u>11</u>
<u>Girls Soccer</u>	<u>11</u>
<u>Girls Weightlifting</u>	<u>Winner of each class in Metro Meet</u>
<u>Wrestling</u>	<u>Champion of each class in Metro Meet</u>
<u>Baseball</u>	<u>10</u>
<u>Fast Pitch Softball</u>	<u>10</u>
<u>Flag Football</u>	<u>7</u>
<u>Boys Lacrosse</u>	<u>11</u>
<u>Girls Lacrosse</u>	<u>11</u>
<u>Boys Tennis</u>	<u>7</u>
<u>Girls Tennis</u>	<u>7</u>
<u>Boys Track</u>	<u>Winner of each event in Metro Meet</u>
<u>Girls Track</u>	<u>Winner of each event in Metro Meet</u>
<u>Boys Volleyball</u>	<u>6</u>
<u>Boys Water Polo</u>	<u>6</u>
<u>Girls Water Polo</u>	<u>6</u>
<u>Boys Weightlifting</u>	<u>Winner of each event in Metro Meet</u>

Article 11

HALL OF FAME

The Athletic Directors will select new members of the Hall of Fame. At this time they will select two current seniors (one male and one female). These should be two athletes who have excelled not only in athletics, but also in the classroom and the community. Each Athletic Director, if he/she wishes, may nominate a maximum of one boy and one girl for this award. They may also present the reasons why these should be considered. It is expected that an athletic director will not make a nomination unless they have a truly exceptional athlete. Voting will be done by secret ballot. The chairperson of the Athletic Directors will immediately count the ballots and announce the winners. In case of a tie, drop off the other nominees and re-vote.

At this meeting the Athletic Directors may also vote into the Hall of Fame former players, coaches and administrators. Former players must have had excellent careers at a Metro

school and excelled later as athletes or in their professions. These nominations should be voted on by secret ballot after discussion.

Former coaches and administrators should have made significant contributions to a member school or schools. Normally they should not be voted into the hall until their retirement, but exceptions may be made to this rule. These should be voted on after discussion by secret ballot.

Article 12 SCHEDULES AND CHAMPIONSHIPS
[Schedule is based on 15 member schools].

Listed below are the number of games and identifying the process for determining standings and champions for each sport. All sports require the participation of half of the Metro teams, plus one to be considered a Metro sport.

Volleyball, Softball, Basketball, Soccer, Baseball, Water Polo, Lacrosse
FHSAA allows 25 contests. Metro Schools play a single round robin with 14 games scheduled. Championships and standings based on win-loss records of the 14 scheduled games.

Golf
FHSAA allows 14 contests. Metro Schools play a single round robin with 14 games scheduled. Championships and standings based on win-loss records of the 14 scheduled games.

Tennis, Bowling
FHSAA allows 18 contests. Metro Schools play a single round robin with 14 games scheduled. Championships and standings based on win-loss records of the 14 scheduled games.

Wrestling
FHSAA allows 18 contests. Metro Schools play a single round robin with 14 games scheduled. Metro Champion and standings are to be determined by Metro tournament.

Cross Country, Track
FHSAA allows 13 contests. Will not have a Metro Schedule and may schedule a minimum of 8 meets. Metro Champion and standings are to be determined by Metro tournament.

Swimming
FHSAA allows 13 contests. Metro Schools will participate in a minimum of 8 scheduled meets. Metro Champion and standings are to be determined by Metro tournament.

Weightlifting
FHSAA allows 13 contests. Metro Schools will participate in a minimum of 9 scheduled meets. Metro Champion and standings are to be determined by Metro tournament.

Rhythmic Gymnastics
Metro Schools play a scheduled single round robin.
Metro Champion and standings are to be determined by Metro tournament.

Flag Football
FHSAA allows 12 contests. Metro Schools play a single round robin with 10 games scheduled. Championships and standings based on win-loss records of the 10 scheduled games.

Football

Each school must play at least seven Metro games. Championship and standings to be determined by win-loss percentage of all Metro games played. All Metro games will count; therefore, it may be an advantage to play as many Metro schools as possible (Example- a record of 7-1 would beat a record of 6-1 because it would be a higher percentage. On the other hand a record of 9-0 would tie a record of 6-0 because the percentage is the same). If a school plays less than seven Metro games, for whatever reason, the number less than seven will count as losses. (Example if a team only plays 6 Metro games but wins all of them, their Metro record would be 6-1).

SPORT	SCHEDULE TYPE	GAMES	CHAMPIONSHIP
Baseball	Metro RR	14	W-L Record of Metro games
Basketball	Metro RR	14	W-L Record of Metro games
Bowling	Metro RR	14	W-L Record of Metro games
Soccer	Metro RR	14	W-L Record of Metro games
Softball	Metro RR	14	W-L Record of Metro games
Volleyball	Metro RR	14	W-L Record of Metro games
Water Polo	Metro RR	14	W-L Record of Metro games
Golf	Metro RR	14	W-L Record of Metro games
Tennis	Metro RR	14	W-L Record of Metro games
Wrestling	Metro RR	14	Metro Tournament
Cross Country	AD Schedule	13	Metro Tournament
Swimming	AD Schedule	13	Metro Tournament
Track	AD Schedule	13	Metro Tournament
Weightlifting	AD Schedule	9	Metro Tournament
Rhythmic Gym	Metro RR	*	Metro Tournament
Lacrosse	Metro RR	*	W-L Record of Metro games
Flag Football	Metro RR	10	W-L Record of Metro games
Football	District Assign	10	See Football

- determined by number of participating schools