

School Operations
Eddie T. Pearson, Deputy Superintendent

**SUBJECT: PROPOSED AMENDMENT OF BOARD RULE: FINAL READING
6Gx13- 6A-1.161, INTERSCHOLASTIC ATHLETICS-SENIOR HIGH
SCHOOL**

The School Board of Miami-Dade County, Florida, announced on October 11, 2000, its intention to amend School Board Rule 6Gx13- 6A-1.161, Interscholastic Athletics-Senior High School, and the document, Athletic Manual, which is incorporated by reference and is a part of this rule, at the meeting of November 15, 2000. The Board directed the rule be revised at its meeting of November 15, 2000, therefore, the final reading has been rescheduled for December 13, 2000.

The Notice of Intended Action was published in the *Miami Daily Business Review* on October 16, 2000, re-advertised on November 21, 2000, posted in various places for public information, and mailed to various organizations representing persons affected by the amended rule and to individuals requesting notification.

The time to request a hearing or protest the adoption of this rule has elapsed.

In accordance with the provisions of the Administrative Procedure Act, this amended rule is presented to The School Board of Miami-Dade County, Florida, for adoption and authorization to file the rule in the official records of The School Board of Miami-Dade County, Florida.

Attached are the Notice of Intended Action and the amended rule. Changes from the current rule are indicated by underscoring words to be added and ~~striking through~~ words to be deleted.

Copies of the amended document, Interscholastic Athletic Manual, which is incorporated by reference and is a part of this rule, will be forwarded to School Board Members under separate cover prior to the School Board Meeting of December 13, 2000, and will be available for inspection by the public in the Office of Board Recording Secretary, Room 924, and the Citizen Information Center, Room 158, 1450 N.E. Second Avenue, Miami, Florida 33132.

RECOMMENDED: That The School Board Miami-Dade County, Florida, adopt amended Board Rule 6Gx13- 6A-1.161, Interscholastic Athletics-Senior High School, and the document, Interscholastic Athletic Manual, which is incorporated by reference and is a part of this rule, and authorize the Superintendent to file the rule with The School Board of Miami-Dade County, Florida, to be effective December 13, 2000.

ETP:pra

NOTICE OF INTENDED ACTION

THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA, announced on October 11, 2000, its intention to amend Board Rule 6Gx13- 6A-1.161, Interscholastic Athletics-Senior High School, and the document, Athletic Manual, which is incorporated by reference and is a part of this rule, at its meeting of November 15, 2000. At its meeting of November 15, 2000, the Board directed the rule be revised, therefore, the final reading has been rescheduled for December 13, 2000.

REVISED
PURSUANT
TO BOARD
DIRECTIVE
ON 11/15/00

PURPOSE AND EFFECT: To update the language in the Board rule to coincide with the current structure and operating procedures for the interscholastic athletic programs in Miami-Dade County Public Schools.

SUMMARY: Changes Board Rule 6Gx13- 6A-1.161, Interscholastic Athletics-Senior High School, to reflect the current structure and operating procedures for the interscholastic athletic program in Miami-Dade County Public Schools.

SPECIFIC LEGAL AUTHORITY UNDER WHICH RULEMAKING IS AUTHORIZED: 230.22(2); 230.23(20) F.S.

LAW IMPLEMENTED, INTERPRETED, OR MADE SPECIFIC: 228.041(1)(e) and (9); 230.03(2); 230.22(1); 230.23005(2)(3)(c) F.S.

IF REQUESTED, A HEARING WILL BE HELD DURING THE BOARD MEETING OF December 13, 2000, which begins at 1:00 p.m., in the School Board Auditorium, 1450 N.E. Second Avenue, Miami, Florida 33132. Persons requesting such a hearing or who wish to provide information regarding the statement of estimated regulatory costs, or to provide a proposal for a lower cost regulatory alternative as provided by Section 120.541(1), F.S., must do so in writing by December 12, 2000, to the Superintendent of Schools, Room 912, at the same address.

REVISED
PURSUANT
TO BOARD
DIRECTIVE
ON 11/15/00

REVISED
PURSUANT
TO BOARD
DIRECTIVE
ON 11/15/00

ANY PERSON WHO DECIDES TO APPEAL THE DECISION made by The School Board of Miami-Dade County, Florida, with respect to this action will need to ensure the preparation of a verbatim record of the proceedings, including the testimony and evidence upon which the appeal is to be based. (Section 286.0105, Florida Statutes)

A COPY OF THE PROPOSED AMENDED RULE is available for inspection and copying at cost by the public in the Citizen Information Center, Room 158, 1450 N.E. Second Avenue, Miami, Florida 33132.

Originator: Dr. Fred C. Rodgers
Supervisor: Mr. Eddie T. Pearson
Date: November 29, 2000

REVISED
PURSUANT
TO BOARD
DIRECTIVE
ON 11/15/00

Instruction--Elementary and Secondary

INTERSCHOLASTIC ATHLETICS--SENIOR HIGH SCHOOL

I. Selection by Students

All students shall be permitted to select their own school team sports activities without duress or interference by any employee.

II. Interscholastic Athletic Manual

Regulations to be observed by school personnel are found in the Interscholastic Athletic Manual which is incorporated by reference into this rule and is a part hereof. The Interscholastic Athletic Manual is on file in the Office of Board Recording Secretary Office, the Citizen Information Center, and the Office of the School Board Clerk.

III. Administrative Procedures for Senior High School Athletic Programs

The Division of Athletics/Activities and Accreditation has the responsibility to:

- A. Provide the schools with consistent, unified leadership in their athletic programs.
- B. Provide athletic opportunities to all high school students.
- C. Provide financial aid to new schools and others needing temporary assistance.
- D. Develop and recommend policies for Board consideration which will continue the development of athletics within the overall educational program.
- E. Carry out and administer the Board's policies through the Office of the Superintendent of Schools.
- F. Interpret Board policy to the extent necessary to provide guidance for schools in areas not specifically covered by policy.
- G. Provide the management leadership on a countywide basis which will enable all schools to develop their individual athletic capabilities to the fullest extent and thereby provide Miami-Dade County Public Schools (M-DCPS) with maximum benefits from balanced, well-managed, and well-operated athletic programs.

IV. Greater Miami Athletic Conference

- A. The Greater Miami Athletic Conference (GMAC) was formed following the dissolution of the Gold Coast Conference, from which Christopher Columbus High School was "grandfathered" into the GMAC. Other non-public schools shall not be permitted to become members of the GMAC.
- B. The Executive Committee of the GMAC shall consist of: the President; the First Vice President; the Second Vice-President; the Immediate Past President; two delegated principals (M-DCPS north and M-DCPS south); two delegated athletic directors (M-DCPS north and M-DCPS south); an FHSAA Board representative; a representative of the secondary principals' group; and two members-at-large. The District Administrative Director of the Division of Athletics/ Activities and Accreditation and the GMAC Executive Secretary serve as non-voting, ex-officio members. Two members from the same school may not serve on the Executive Committee at the same time.
- C. The Executive Secretary shall have decision-making responsibilities relative to the supervision of the high school athletic program as prescribed in the Bylaws, Standing Rules, and Policies of the GMAC, and shall be the executive officer of this Conference.

V. Athletic Administrative Director

The responsibilities of the position of Athletic Administrative Director (~~assigned to District Director, of the~~ Division of Athletics/Activities and Accreditation) are as follows:

- A. Coordinate with the Bureau of Procurement and Materials Management procedures for competitive bidding of all purchases ~~on behalf of the District Director, Division of Athletics/Activities and Accreditation~~ of over \$3,000. All other purchases are to be individually approved by the principal before contracts for purchases are made.
- B. Administer a special trust fund to be used to aid schools in financial distress. ~~This fund is to be developed by assessment of each GMAC member school, on a one-time basis, an amount not to exceed \$1,000. The exact amount of assessment will be determined by the Administrative Director of the Division of Athletics/Activities and Accreditation based on the number of sports offered at an individual school, adjusted football game receipts of the senior high schools according to the following table:~~

first \$10,000 of adjusted gross receipts	1/2 of 1%
second \$10,000 of adjusted gross receipts	1%
third \$10,000 of adjusted gross receipts	1 1/2%
fourth \$10,000 of adjusted gross receipts	2%
fifth \$10,000 of adjusted gross receipts	2 1/2%

The District Administrative Director; of the Division of Athletics/Activities and Accreditation; shall develop procedures for the distribution and repayment of this money and for methods of determining the adjusted gross receipts of the various senior high schools in cooperation with Financial Affairs. Should the fund fall below a reasonable level, Each school will be notified of the additional assessment amount due, and will issue a check made payable to "Miami-Dade County Equalization Fund." This check will be forwarded to Coral Gables Senior High School where a the special trust fund has been created for this purpose is maintained. (Board Rule 6Gx13- 6A-1.161, Section V.B)

- C. Develop and enforce special directives as shall be necessary to provide uniformity of policy within the District ~~where uniformity is desirable~~; and to ensure an effective athletic program in the various senior high schools.
- D. Standardize the operations of the athletic departments in all high schools.
- E. Manage all athletic events in Miami-Dade County Public Schools, within the policies of the GMAC, Florida High School Activities Association, and Miami-Dade County School Board rules, which involve more than two teams; such as, basketball tournaments and track meets.
- F. Help all schools to develop their athletic capabilities to the fullest extent.
- G. Coordinate the purchase of all athletic equipment by bid buying purchasing.
- H. Help develop realistic athletic budgets.

Specific Authority: 230.22(2); 230.23~~(17)~~(20) F.S.

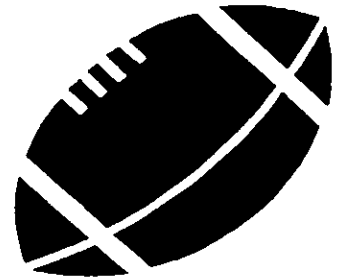
Law Implemented, Interpreted, or Made Specific: 228.041(1) (e) and (9); 230.03(2); 230.22(1); 230.23005(2)(3)(c) F.S.

History

THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA

Repromulgated: 12-11-74

Amended: 8-22-84; 6-23-99



Miami-Dade County Public Schools

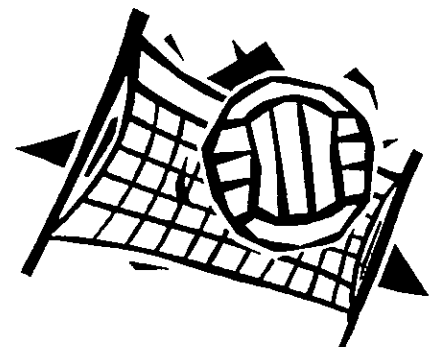
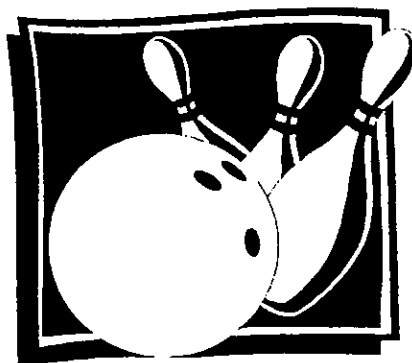
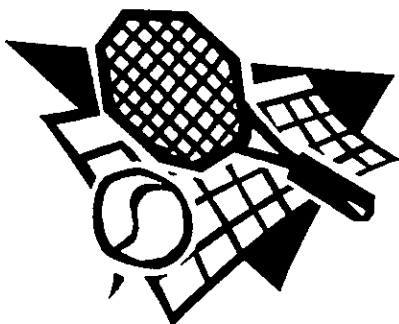
Interscholastic Athletic Manual

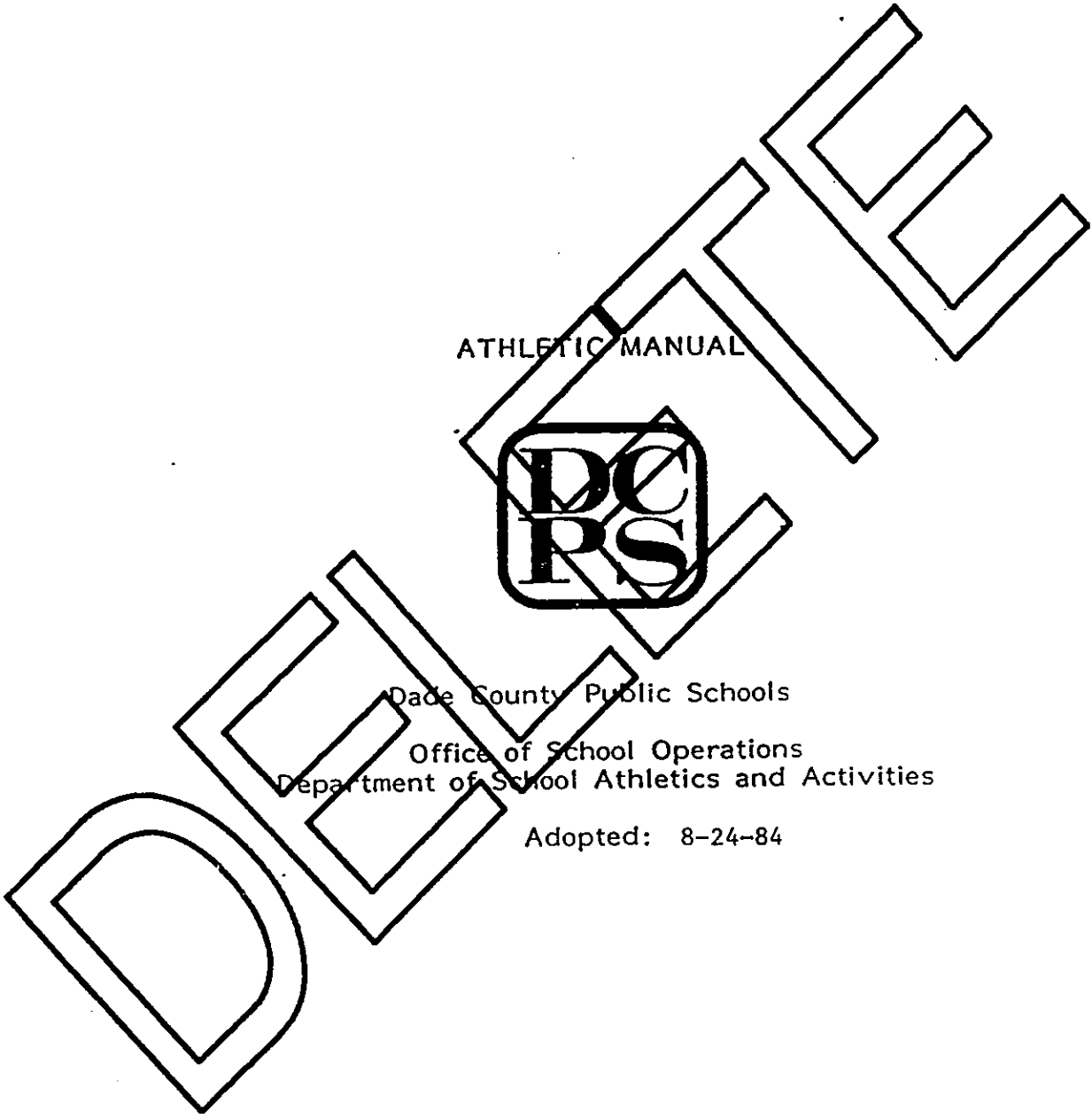
Division of Athletics/Activities and Accreditation

Final Reading: November 15, 2000

Revised Final Reading: December 13, 2000

K-20





ATHLETIC MANUAL



Dade County Public Schools
Office of School Operations
Department of School Athletics and Activities

Adopted: 8-24-84

THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA

~~Mr. Paul L. Cejas, Chairman~~
~~Mr. Robert Renick, Vice-Chairman~~
~~Mrs. Ethel Beckham~~
~~Mr. G. Holmes Braddock~~
~~Dr. Michael Krop~~
~~Ms. Janet R. McAiley~~
~~Mr. William H. Turner~~

~~Dr. Leonard Britton~~
~~Superintendent of Schools~~

Ms. Perla Tabares Hantman, Chair
Dr. Michael M. Krop, Vice Chair
Mr. G. Holmes Braddock
Dr. Robert B. Ingram
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Mrs. Manty Sabatés Morse
Ms. Jacqueline V. Pepper
Mr. Demetrio Pérez, Jr., M.S.
Dr. Marta Pérez
Dr. Solomon C. Stinson

REVISED
SUBSEQUENT TO
BOARD MEETING
OF 11/15/2000

Mr. Roger C. Cuevas
Superintendent of Schools

Mr. Eddie T. Pearson
Deputy Superintendent
School Operations

Dr. Fred C. Rodgers
Administrative Director
Athletics/Activities and Accreditation

PREFACE

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

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

~~The Athletic Manual is incorporated by reference in Board Rule 6Gx13-6A-1.161, and is a part thereof. The Athletic Manual is on file in the Board Office, the Citizen Information Center, and Office of School Board Clerk.~~

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PREFACE

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

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

The Interscholastic Athletic Manual is incorporated by reference into Board Rule 6Gx13- 6A-1.161, and is a part thereof. The Interscholastic Athletic Manual is on file in the Office of Board Recording Secretary, the Citizen Information Center, and Office of the School Board Clerk.

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I. DISTRICTWIDE ATHLETIC PROGRAM

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

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

~~Under the direct supervision of the Assistant Superintendent, Office of School Operations, t~~The following district-level positions have been assigned to carry out the functions of this ~~discipline~~ program.

A. Personnel

1. Administrative Director of School the Division of Athletics and/Activities and Accreditation

The position of Administrative Director, Department of School the Division of Athletics and /Activities and Accreditation shall provide management leadership on a districtwide basis which will enable schools to develop athletic programs to the fullest extent by developing and recommending policies for Board consideration that will continue the development of athletics within the overall educational program. Additionally, the Administrative Director, through the Office of School Operations, shall interpret and carry out Board policies to the extent necessary to provide guidance for schools in all areas not specifically covered by Board rule, ~~provide financial aid to new schools and others needing temporary assistance;~~ and ensure that equitable athletic opportunities are provided for all senior high schools. (See Appendix A, Board Rule 6Gx13- 6A-1.161, Section III.)

2. ~~Coordinator of School Athletics and Activities~~

~~The position of Coordinator, Department of School Athletics and Activities, shall assist in providing management leadership which will enable schools to develop athletic programs to the fullest extent.~~

- 3-2. ~~Coordinator, Executive Secretary - Greater Miami Athletic Conference (GMAC)~~

The position of ~~Coordinator, Executive Secretary, GMAC (Executive Secretary),~~ shall be reviewed annually by the GMAC Executive Committee which will make its

recommendation to the ~~Superintendent of Schools~~ Administrative Director by January 15. The term of office extends from July 1 through June 30.

The ~~Coordinator, (Executive Secretary)~~ shall be directly responsible to the GMAC Executive Committee for job assignment and to the ~~President of the Conference~~ Administrative Director for job evaluation. The ~~Coordinator, Executive Secretary,~~ GMAC, shall be evaluated annually by the ~~President~~ Administrative Director of the Division of Athletics/Activities and Accreditation, in collaboration with the Executive Committee. ~~If the President is not a principal, the Coordinator, GMAC,~~ shall be directly responsible to and shall be evaluated by the highest-ranking principal serving on the Executive Committee.

The ~~Coordinator, Executive Secretary,~~ GMAC, shall have decision-making responsibilities relative to the supervision of the high school athletic program as prescribed in the ~~B~~ylaws, ~~S~~tanding ~~R~~ules and ~~P~~olicies of the GMAC. The ~~Coordinator~~ Executive Secretary, GMAC, shall manage and direct the affairs of the Conference and perform such duties as may be assigned by the ~~Assistant Superintendent, Office of School Operations,~~ Administrative Director of the Division of Athletics/Activities and Accreditation, the GMAC Executive Committee, and the Board of Directors of the Greater Miami Athletic Conference Officials Association (GMACOA).

B. Associations

1. Florida High School Activities Association (FHSAA)

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

Membership dues for this organization are paid from the internal funds of the respective schools. ~~Membership dues for any coaches' organization are to be paid from the coach's personal funds.~~

A calendar of state activities and ~~a handbook~~ individual sport manuals are prepared each year which set forth the rules governing each activity sport. ~~Principals should use extreme care to see that students are not scheduled for state or district activities not listed on this calendar.~~

2. The Greater Miami Athletic Conference (GMAC)

All Miami-Dade County public senior high schools ~~are to~~ that offer an interscholastic

athletic program should be affiliated with the Greater Miami Athletic Conference and ~~are to~~ must comply with the rules and policies of this organization.

All activities among schools of this Conference shall be governed by the regulations as set forth by the Florida High School Activities Association (FHSAA), The School Board of Miami-Dade County, Florida, and the ~~Greater Miami Athletic Conference~~ GMAC.

The major objective of the ~~Conference~~ GMAC, in collaboration with the ~~Office of School Operations and the Department of School~~ Division of Athletics and/Activities and Accreditation, shall be to establish, maintain, and enforce such regulations as may be necessary to protect the interests of the schools and students who are a part of this Conference.

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

The ~~Executive Committee~~ twelve member committee is the steering body of the GMAC. It is comprised of ~~eleven~~ principals and athletic directors, ~~the~~ Administrative Director, Department of School the Division of Athletics and/Activities and Accreditation, and the Executive Secretary, ~~(Coordinator, GMAC)~~, serve as non-voting, ex-officio members. The main function of the Committee is to exercise authority and perform such duties as implied and stated in the GMAC ~~Bylaws, Standing Rules and Policies~~. Operating within the framework of the ~~philosophies and rulings~~ bylaws, rules, and policies of the ~~Conference~~ GMAC, additional functions of the Executive Committee include rule-making powers, ~~the appointment of the Executive Secretary (Coordinator, GMAC)~~, the settlement of controversies and the handling of disciplinary matters acting as a court of appeals, and the enforcement of disciplinary actions for the benefit of the schools and athletes subject to the jurisdiction of the GMAC.

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

The GMACOA is a subsidiary association of the GMAC and is governed by a its Board of Directors and a the Commissioner of Officials, ~~(GMAC Executive Secretary)~~. ~~The Board of Directors is comprised of two principals, two athletic directors, the GMAC Executive Secretary and a game official who is a representative for the seven officials' groups which are subsidiary organizations of the GMACOA.~~ Operating in cooperation with the FHSAA, the GMACOA recruits, trains, registers, supervises, and assigns game officials for all contests played by GMAC schools.

C. Athletic Advisory Committee

In carrying out the purpose of the School Board's resolution, the Athletic Advisory Committee was formed. The Board, staff, and Administration will refer items concerning the overall athletic program to this committee. ~~It is also possible that individual schools might~~ may refer problems to the Administrative Director of School the Division of Athletics and/Activities and Accreditation, who, in turn, ~~may~~ will refer these problems to the committee for recommendations.

D. Sports Medicine Program

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

E. Recruitment of Athletes Violations

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

If the problem is not resolved, the Administrative Director of the Division of Athletics/Activities and Accreditation or Executive Secretary, GMAC, shall conduct a meeting, within ten working days, with involved principals and athletic directors in a further effort to resolve the problem.

If the Administrative Director of the Division of Athletics/Activities and Accreditation or the Executive Secretary, GMAC, is unable to resolve the problem, the principal reporting the charges shall file a formal complaint with the Florida High School Activities Association and the Greater Miami Athletic Conference.

1. Recruitment of Athletes

At no time should Coaches, members of the teaching profession, or lay people shall not anyone affiliated with a school engage in, either direct or indirect, recruitment of athletes to attend a particular high school. Coaches may discuss the athletic program with parents and/or students, provided this is done at the school where the coach is employed and at the request of the parents and/or students. When any non-school student or parent contacts a coach about attending that school, the coach must immediately refer the student and/or parent to the principal.

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

- 1.a. When there is a reported incident of alleged recruiting of athletes, the persons in receipt of ~~this charge~~ the allegation shall report this information to his/her athletic director immediately. The athletic director, in turn, will gather available data and present the same to the principal.

In light of the restrictions imposed by the Family Rights and Privacy Act, any information regarding the recruiting of an athlete ~~shall will~~ not be shared with personnel outside the school site. ~~This includes other school personnel not related to the case, the media, etc.~~

- 2.b. The principal receiving the recruiting ~~charges~~ allegations will follow the ~~listed~~ listed below:

a.1) Inform the Administrative Director of School Athletics/and Activities and Accreditation and the Executive Secretary, GMAC, of the charges, ~~and all facts concerning the case.~~

b.2) Schedule a meeting with the principal and athletic director of the school against whom the charge has been filed. At this meeting, every attempt will be made to resolve the problem.

c.3) Inform the Administrative Director of School Athletics/and Activities and Accreditation and the Executive Secretary, GMAC, of the results of the meeting with between the principals and athletic directors in writing, signed by both principals, within ten working days.

- 3.c. If the problem is not resolved, the Administrative Director of School Athletics/and Activities and Accreditation or Executive Secretary, GMAC, shall conduct a meeting with involved principals and athletic directors in a further effort to resolve the problem, within ten working days.

~~4.d~~ If the Administrative Director of School Athletics and Activities and Accreditation or Executive Secretary, GMAC, is unable to resolve the problem, the principal reporting the charges shall file a formal complaint with the Florida High School Activities Association and the Greater Miami Athletic Conference.

~~F. Transportation—School Buses Owned and Operated by Individual Schools~~

~~Procedures governing transportation of students using school buses owned and operated by individual schools are outlined in Board Rule 6Gx13-3E-1.10, TRANSPORTATION OPERATIONAL PROCEDURES (See Appendix A).~~

~~GF. Transportation of Students —Athletics and Extra Class Activities~~

~~Procedures governing transportation of students for athletic events and/or other extra class activities using School Board buses, buses owned or leased by individual schools, and/or privately-owned cars are outlined in Board Rule 6Gx13-3E-1.10, TRANSPORTATION OPERATIONAL PROCEDURES (See Appendix B).~~

HG. Equalization Fund

The Administrative Director of School the Division of Athletics and Activities and Accreditation will administer a special trust fund to be used to aid schools in financial distress. This fund ~~is to be~~ has been developed by assessing of adjusted football game receipts of the senior high schools. each GMAC member school, on a one-time basis, an amount not to exceed \$1000. The exact amount of assessment will be determined by the Administrative Director based on the number of sports offered at an individual school.

The Administrative Director of School Athletics and Activities and Accreditation shall develop procedures for the distribution of this money and ~~for methods of determining the adjusted gross receipts of the various senior high schools in cooperation with the Division of Finance: repayment of loans.~~ Should the fund fall below a reasonable level, Each school will be notified of the additional amount due and will issue a check made payable to Coral Gables Senior High School where a the special trust fund has been created for this purpose is maintained. (Board Rule 6Gx13- 6A-1.161, Section V. FB)

II. SCHOOL ATHLETIC PROGRAM

The school should develop, annually, a basic philosophy and a set of objectives designed to ~~develop foster~~ a balanced program of athletics, ~~which provides an opportunity for each student to participate to the extent of his/her ability.~~ The principal of the school will ensure compliance with Title IX guidelines, and the policies, rules, and regulations set by the Florida High School Activities Association (FHSAA), the Greater Miami Athletic

Conference (GMAC), and The School Board of Miami-Dade County, Florida. Each school principal must file this document on an annual basis with the Administrative Director of the Division of Athletics/Activities and Accreditation.

~~The program may consist of 24 competitive sports: 12 sports for boys, 11 sports for girls, and 1 coed sport.~~

SPORTS OFFERED BY DADE COUNTY PUBLIC SENIOR HIGH SCHOOLS:

<u>Boys</u>	<u>Girls</u>	<u>Coed</u>
Baseball	Basketball	Badminton
Basketball	Bowling	
Bowling	Cross-Country	
Cross-Country	Golf	
Football	Soccer	
Golf	Softball	
Soccer	Swimming	
Swimming	Tennis	
Tennis	Track and Field	
Track and Field	Volleyball	
Water Polo	Water Polo	
Wrestling		

Each school shall provide as many sports as possible. It is understood that the size of the student body, the number of available competent coaches, and other variables may determine the size of the total program. In all cases, quality is to be a major objective of the program.

~~A Sports Medicine Program, under the direction of the Chief of Sports Medicine, has been instituted to provide services designed to ensure the safety and the physical well-being of the athlete.~~

The athletic staff shall consist of the athletic director, assistant athletic director, athletic business manager, head athletic trainer, assistant athletic trainer, head coaches, and assistant coaches, ~~and part-time assistant coaches.~~

A. Personnel

1. Principal

The principal of the school is ultimately responsible for the operation of the school, including any and all matters pertaining to the athletic program. The appointments of athletic director, assistant athletic director, athletic business manager, head athletic

trainer, assistant athletic trainer, head coaches, and assistant coaches is are made at the discretion of the principal annually, on a year-to-year basis. ~~The approval of the principal is required before any member of the athletic staff commits himself/herself, or the school to a contract.~~

2. Athletic Director

Under the direct supervision of the principal, the athletic director (categoryical or released-time) is charged with the responsibility of administering the interscholastic athletic program in concert with the school's philosophy of athletics and within School Board, State, and Conference rules and policies regulations. The athletic director formulates policies that will implement the philosophy and achieve the objectives for the entire athletic program and is responsible for making recommendations to the principal as to the hiring and dismissal of all athletic personnel.

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

3. Assistant Athletic Director

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

34. Athletic Business Manager

Under the direction of the principal and the athletic director, the athletic business manager has the responsibility to successfully manage all business transactions pertaining to the athletic program and any other assigned duties. ~~Complete knowledge and understanding of the functions of the athletic business manager's responsibilities are of the utmost importance.~~ The athletic business manager shall use be issued and follow the Manual of Internal Accounting for Secondary Schools, as his/her guide.

45. Athletic Trainers

The Athletic trainers (a teacher/trainer or full-time trainer), ~~in cooperation with the assistant athletic trainer,~~ shall work with all athletic teams, and participants in the intramural program. The athletic trainer shall be responsible to the principal, or designee athletic director, and the Chief of the Sports Medicine Physician Program or

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designee. It is expected that All athletic trainers are must be properly certified, or working toward certification.

56. Assistant Athletic Trainer

The assistant athletic trainer shall work in cooperation with the athletic trainer, and athletic teams, and participants in the intramural program. The assistant trainer shall be responsible to the principal, or his designee and the team physician, athletic director, athletic trainer, and the Chief of the Sports Medicine Program or designee.

67. Head Coach

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

a. Head Coach - All Sports - Except Football

1) Must hold a current Florida Educators Instructional Certificate and must be a full-time or part-time employee of M-DCPS.

2) If no applicant or qualified person has applied for the head coaching position, the following procedure must be adhered to:

- Head coaching position must be advertised via e-mail system to all instructional and non-instructional M-DCPS employees.
- Interviews must be held for the position.
- If no instructional personnel is found, the principal must request, in writing, permission from the Division of Athletics/Activities and Accreditation to hire a non-instructional head coach who meets the following requirements:
 - must be a full-time or part-time M-DCPS employee;
 - must hold a current two or five year Florida Part-Time Athletic Coaching Certificate; and
 - must receive written permission, annually, from the Division of Athletics/Activities and Accreditation before the person can begin coaching.

b. Head Coach - Football

The head football coach must hold a current Florida Educators Instructional

Certificate and must be a full-time employee of M-DCPS.

78. Assistant Coach

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

The assistant coach:

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

8. Part-time Assistant Coach

~~The part-time assistant coach is a contracted position authorized only for assistant coaching, as an alternative to the supplemented assistant coach, and is not applicable to intramural programs. The part-time assistant coach should work to implement those fundamentals and techniques which the head coach establishes as essential. Most importantly, he/she should be supportive of the athletic program and the philosophy of the school.~~

B. Student Athletes

1. Insurance Requirements and Parental Permission

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

Prior to the first football athletic practice session, the head ~~football~~ coach of each sport will schedule a meeting with the parents of expected participants ~~in football~~ to explain in detail the athletic insurance plan. review the requirements for athletic participation.

Board-approved insurance program, physical examination, consent for participation, and eligibility requirements.

It must be understood that the school, the athletic department, and/or the School Board assume no direct or implied responsibility for expenses resulting from any type of athletic injury. All students taking part in the interscholastic athletic program must participate in the Board-approved insurance program for that sport. Purchase of School Board-approved insurance is required prior to participation in the fall football program, spring football program, and all other interscholastic sports programs. All School Board-approved insurance is non-refundable.

Each year, there must be on file, each year in the principal's office, a statement of parental consent before a student may participate in any interscholastic athletic event. A physician's certificate (to the effect that he/she is physically fit for interscholastic athletic competition) must be on file in the principal's office prior to participation in a practice session or contest; the following:

- a. A notarized statement of parental consent.
- b. An annual physician's certificate (to the effect that the student is physically fit for interscholastic athletic competition) dated after July 1, of the current school year. All records of physical examinations must be recorded on the official Miami-Dade County Public Schools, Form FM-3439 Rev. (05-96), which may not be substituted or appended.

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

2. Athletic Eligibility

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

~~The coach of each sport, under the direction of the principal, will collect from students the original birth certificate or a duplicate copy issued by an authorized agency, or substitute information as specified in the FHSAA Bylaws. All school personnel are urged to handle information shown on these birth certificates with extreme caution. The coach will process and submit them to the athletic business manager. All~~

~~information necessary for athletic eligibility will be forwarded to the FHSAA. Athletes must secure a physician's statement that they are physically fit for athletic competition and present this statement, along with written parental consent, before they will be considered eligible for participation in any athletic practice session or contest. Coaches of all sports shall not allow a player to practice, dress in uniform, or participate in any sport until the physician's statement and parental permission forms are on file.~~

~~The FHSAA Bylaws pertaining to exchange of contest eligibility lists (yellow slips) shall be followed as per Article 18, Section 2-1 of the FHSAA Bylaws (Revised July, 1984).~~

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

C. Athletic Events

1. Crowd Control

School patrons and students must be educated to the philosophy of desired crowd management, objectives, policies, and standards of the school's interscholastic athletic program. Effective crowd control can best be achieved by involving as many individuals as practical. In addition to the principal, athletic director, and coaches, it is recommended that representatives from the Miami-Dade School Police, local law enforcement agencies, selected faculty members, school security, booster clubs, and student body officers be included in both planning and supervision. Responsibilities should be well-defined and communicative channels must be established. Each school principal must file a crowd management plan for all athletic events on an annual basis with the Administrative Director of the Division of Athletics/Activities and Accreditation. The principals and athletic directors of competing schools should work together to provide adequate crowd control when the event warrants it. School faculty members attending games are requested to assist with crowd control.

2. Rental of Facilities

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

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

3. Sports Schedules

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

4. Contracts for Athletic Events

~~The responsibility and authority of the individual school in contracting for athletic contests is delegated to the individual school's principal.~~

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

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

5. Sale of Rights

The School Board has established rules governing the sale of radio and television rights which permits individual schools to contract for these rights for regular season contests. The negotiation of any agreements relating to such rights is the responsibility of the principal hosting the event. The sale of television or radio rights to broadcast athletic contests, and the percentage and distribution of proceeds to member schools, should be agreed upon ~~in the game contracts.~~ by the principals of all schools involved the participating schools and the Administrative Director of Athletics/Activities and Accreditation. For GMAC championship contests, the GMAC Executive Secretary, GMAC, shall negotiate the sale of rights. For FHSAA play-off contests (district, regional, sectional and state), the FHSAA Executive Secretary Commissioner shall negotiate the sale of rights.

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6. Game Officials Fees

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

D. Spring Football Practice

~~Spring football practice, hereby defined as any football practice between the last game of a season and the close of the school year, shall be confined to a maximum of twenty sessions and conducted exclusively during the month of May. The first three days of spring football practice shall be conducted in shorts and shall be confined to conditioning exercises. Uniforms may not be issued or bodily contact engaged in prior to the fourth day of spring football practice. No student is to be required to participate in spring football practice.~~

~~Requirements for parental permission and participation in the Board-approved insurance program shall apply to spring football practice.~~

ED. Public Statements and News Releases

Good public relations with the media is extremely desirable. Care must be taken to consider the effect that any public statement may have on the total school program. If controversies occur, enough time should be allowed to prepare a well-thought-out rational statement to ensure that any and all information released is accurate.

The principal, is the official spokesperson for the school, who can make binding statements of school policy, including all matters pertaining to athletic activities. All athletic personnel should maintain a positive working relationship with the media.

FE. Conventions and Clinics Expenses for Travel

~~1. Out-of-State~~

- ~~a. A maximum of \$3,000 per year, not to exceed \$1,000 per trip, may be budgeted for conventions and/or clinics held outside the state.~~
- ~~b. Coaches may attend out-of-state coaches' meetings at the individual school's expense under the following provisions:
 - ~~1) A head coach may attend only one out-of-state convention or clinic and receive allowable expenses.~~~~

- 2) ~~Assistant coaches may attend only one out-of-state convention or clinic per year and may receive partial compensation not to exceed 50 per cent of allowable expenses.~~
 - 3) ~~The School Board formula for travel expense relative to appointive personnel shall be used to compute the expenses on ALL SUCH TRIPS.~~
- e. ~~The following formula for computation of expenses/reimbursement is contained in Board Rule 6Gx13-4C-1.07:~~
- 1) ~~Transportation~~
 - a) ~~Travel rate per mile - See Manual of Internal Accounting~~
 - b) ~~Common carrier rate for individuals approved for expenses.~~
 - c) ~~Necessary storage and parking fees; bridge, road, ferry, and tunnel tolls; and taxi fares.~~
 - 2) ~~Per diem or meals/lodging allowance - See Manual of Internal Accounting.~~

~~Registration Fee~~

~~At those meetings where a registration fee is charged, the expense of such fee shall be allowed. The cost of any meals furnished as a part of the registration fee must, however, be deducted since the per diem allowed includes expenses for meals. (See Board Rule 6Gx13-4C-1.07).~~

2. ~~In-State~~

~~Travel expenses and per diem are to be established according to School Board formula.~~

1. Within Miami-Dade County

Employees whose duties for the school system require them to travel within the county from their official headquarters or post of duty to other locations (Class C Travel) shall be reimbursed for travel in a privately-owned vehicle on the basis of a mileage allowance approved by the Superintendent of Schools. (Contract between Miami-Dade County Public Schools and the United Teachers of Dade, Appendix E, Section 8, Number 9.)

2. In-State

Travel expenses and per diem are to be established according to the M-DCPS Travel Policies and Procedures Manual.

3. Out-of State

a. Coaches may attend out-of-state coaches' meetings at the individual school's expense under the following provisions:

1) Only one full reimbursement, up to Board limits, may be obtained by any one coach per fiscal year for expenses. One other reimbursement for an approved trip during the same fiscal year may be paid to any one coach provided that the coach pays one-half of the expenses.

2) The School Board formula for travel expenses relative to appointed personnel shall be used on ALL SUCH TRIPS.

b. The following formula for computation of expenses/reimbursement is contained in Board Rule 6Gx13- 4C-1.07.

1) Transportation

a) Travel rate per mile - See Travel Policies and Procedures Manual.

b) Common carrier rate for individuals approved for expenses.

c) Necessary storage and parking fees, tolls, and taxi fares.

2) Per diem or meals/lodging allowance - See Travel Policies and Procedures Manual.

3) Registration Fee.

At those meetings where a registration fee is charged, the expense of such fee shall be allowed. (See Travel Policies and Procedures Manual.)

III. BUDGETARY - FINANCIAL PROCEDURES

A. Budget

The head coach of each sport and the athletic business manager, in conjunction with the various coaches, shall should prepare a detailed sports budget based on estimates and

previous records. This budget should be flexible but also provide a close estimation of income and expenses. The budget should be prepared in triplicate and reviewed by the athletic director before it is submitted to the principal for his/her approval and signature.

Once approved, one copy is ~~given to the coach;~~ sent to the Administrative Director of the Division of Athletics/Activities and Accreditation, one copy filed ~~by~~ with the athletic business manager; ~~and athletic director~~, and one copy filed with the ~~athletic director principal~~. These budgets are to be closely ~~followed and obligations to each sport fulfilled~~ monitored by the athletic director and the athletic business manager.

~~The overall athletic budget for all sports must be presented in triplicate to the treasurer at the end of the school year to be incorporated in and attached to the total school budget.~~

B. Annual Summary Recap Report

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

C. End of Year Reports

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

€ D. Ticket Sales Procedures

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

1. The athletic business manager will be held accountable for the total sales value of all athletic admission tickets. This includes tickets received from the printer plus ~~unused~~ reissued tickets from prior school years.
2. At the end of the school year, after the completion of ticket sales, the athletic business manager will take an inventory of all unused athletic admission tickets, ~~on hand~~. Upon completion of the inventory, the ~~Division~~ Office of Management and Compliance Audits shall be notified and a date set for the auditor to verify the inventory. When the auditor arrives at the school, the business manager should have the game reports available and the unused tickets set up by sport or type of ticket, game number, color, type of admission, unit selling price and code. The number of tickets to be removed by the auditor should be kept to a minimum.

3. ~~All athletic admission tickets must be purchased through the office of the Director of School Athletics and Activities.~~ Following the annual ticket audit, the athletic business manager will submit a ticket order form indicating the number of tickets needed for all sports for the coming year. The tickets will be delivered with a manifest from the vendor to the athletic business manager of each school. The Administrative Director of the Division of Athletics/Activities and Accreditation and the chief auditor will receive a duplicate manifest.

4. ~~Ticket prices shall be established by the Director of School Athletics and Activities~~ All tickets used for athletic events are to be pre-numbered and an inventory is to be maintained for each series. All invoices representing purchases of tickets are to show the inclusive serial numbers and are to be posted to the inventory record.

~~Following the annual ticket audit, the athletic business manager will submit a ticket order form indicating the number of tickets needed for all sports for the coming year. The tickets will be delivered with a manifest from the vendor to the athletic business manager of each school. The Director of School Athletics and Activities and the chief auditor will receive a duplicate manifest.~~

5. The athletic business manager is to record the issuance of all tickets to a ticket seller and himself/herself. This form will also serve as a personal audit and establish the responsibility for both tickets and money.

6. At the completion of all contests for which admission has been charged, a detailed master ticket sales report is to be completed within ten days and will become a part of the final game report. One copy of the final game report is to be forwarded to the Administrative Director of School the Division of Athletics and /Activities and Accreditation; one copy filed in the business manager's office, and with the remaining copies should be forwarded to interested persons such as the coach, the principal, and the treasurer. In the event of shared gate receipts or losses, a copy of the game report must be sent to the participating schools. The game report should be carefully checked for errors before distribution.

~~5.7. All tickets used for athletic events are pre-numbered and an inventory is to be maintained for each series. All invoices representing purchases of tickets are to show the inclusive serial numbers and are to be posted to the inventory record.~~ All athletic admission tickets must be purchased through the office of the Administrative Director of the Division of Athletics/Activities and Accreditation. Forms to be used will be provided by the Administrative Director's office.

8. Ticket prices shall be established by the Administrative Director of the Division of Athletics/Activities and Accreditation.

~~Game reports will show the serial numbers issued and this information will be posted to the inventory record. The total sales value of all athletic admission tickets available must be accounted for in one or more of the following ways:~~

- ~~a. Ticket sale collections deposited into the Internal Accounts (including advance sales deposited into the visiting school's Internal Accounts, if applicable)~~
- ~~b. A Plant Security Report to substantiate any theft of tickets or ticket sale collections, and/or a memorandum to the Director of School Athletic and Activities with a copy to the auditing department reporting any other loss of tickets or ticket sales collection. Such reports must be submitted immediately after the discovery of the theft or loss.~~
- ~~c. The auditing department will take an inventory of unused tickets at the end of the school year.~~

9. In the event of any theft or loss of tickets or ticket sales collections, the following must be adhered to:

- a. File a Plant Security Report.
- b. A memorandum, along with a copy of the Plant Security Report, detailing the incident will be sent to the Administrative Director of the Division of Athletics/Activities and Accreditation, with a copy to the Office of Management and Compliance Audits, reporting the loss of tickets or ticket sales collection.
- c. Reports must be submitted immediately after the discovery of the theft or loss.

6 10. In order to achieve the proper accountability, it is important that athletic admission tickets be used only as specified:

- a. "Complimentary" athletic admission tickets are **not** to be sold. Only tickets ordered through the Division of Athletics/Activities and Accreditation that are pre-numbered, with ticket price shown, may be used.
- b. Regular athletic admission tickets, with the selling prices printed thereon, are **not** to be used as complimentary tickets. Athletic admission tickets must be used for all athletic contests for which admission is charged. All tickets must be torn in half as they are presented for admission at the game, with one-half returned to the patron and the other half disposed of properly. Under no circumstances may a previously sold ticket be resold.
- c. Regular athletic admission tickets, with the selling prices printed thereon, are **not**

to be sold at any other price.

- d. ~~Athletic admission tickets, which do not have the selling prices printed thereon (with the exception of "Complimentary" tickets) or which are not prenumbered are not to be used. Regular athletic admission tickets, with the selling prices printed thereon, are not to be used as complimentary tickets.~~
- e. ~~Athletic admission tickets are not to be used for any other event or activity except athletic contests for which the entire proceeds are to be deposited into the Athletic Fund in the school's Internal Accounts. Athletic admission tickets which do not have the selling prices printed thereon (with the exception of "Complimentary" tickets) or which are not pre-numbered are not to be used.~~
- f. ~~Athletic admission tickets must be used for all athletic contests for which admission is charged. All tickets must be torn in half as they are presented for admission at the game. Under no circumstances may a used ticket be resold. are not to be used for any other event or activity except athletic contests for which the entire proceeds are to be deposited into the Athletic Fund in the school's Internal Accounts.~~
- g. Procedures for ticket sales for FHSAA and GMAC Events are:
 - (1) The athletic business manager of the home or host school will be responsible for securing athletic admission tickets from the appropriate organization (when applicable).
 - (2) The athletic business manager must immediately forward a list of the tickets received to the Administrative Director of School the Division of Athletics and/Activities and Accreditation, and the auditing department.
 - ~~(3) The athletic business manager must notify the auditing department at the completion of the school year in order that an inventory may then be taken of unused tickets from the event.~~
 - (43) All other applicable procedures indicated herein are to be followed for all FHSAA and GMAC events.

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

a. Ticket Sales:

- (1) ~~The visiting school's advance sale of the home school's tickets should be recorded in its game report. The home school will provide the visiting school pre-game sale tickets, if requested, along with a pre-game sales ticket report, which will contain an inventory of tickets issued.~~
- (2) ~~The total amount of all tickets sold (advance and game sales) should be~~

~~reported in the home game report. The visiting school will deposit all monies received from pre-game ticket sales into its athletic fund. All unsold tickets are to be returned to the home school prior to the beginning of the contest along with a final copy of the pre-game sales ticket report.~~

b. Complimentary Tickets:

- ~~(1) Each school will issue its own complimentary tickets. The use of complimentary tickets is strongly discouraged.~~
- ~~(2) School faculties attending games are requested to assist in crowd control. Only the host school's complimentary tickets will be honored at the event. Visiting schools must contact the host school to make necessary arrangements for their guests.~~
- ~~(3) A specially designed ticket is prescribed for complimentary admissions. These complimentary tickets are not to be sold. In addition, the school's regular admission tickets, with selling price printed thereon, are not to be used in lieu of the prescribed complimentary tickets.~~
- (4) 3) If a coach requests his/her players to attend an opponent's game, he/she must arrange to purchase tickets.

D. Receipts Journal

~~The Receipts Journal will contain columns for the following information, in this order:~~

- ~~1. Date Record the date of deposits as shown on the deposit form.~~
- ~~2. Explanation Record the School Board receipt number.~~
- ~~3. Deposits Record the total amount of the deposit. This column must agree with the deposits record of your school treasurer.~~
- ~~4. Return of Advance Return of monies from Advance; e.g., game trip, game payroll, change.~~
- ~~5. Trust Record in this column all deposits of money held in trust and to be paid out at a future date.~~
- ~~6. Ticket Sales Record in this column only the money deposited and held from the sale of tickets.~~
- ~~7. Guarantees from Others Record all monies received from your opponent by way of check or cash.~~
- ~~8. Other Income Record any receipts and deposits of money from sources other than the~~

ones listed:

E. Disbursements Journal

The Disbursements journal will contain columns for the following information in this order:

1. ~~Date (of treasurer's payment)~~ Record date of the written check.
2. ~~Payee~~ Record the payee in the written check.
3. ~~Check Number~~ Record the number of the check.
4. ~~Amount~~ Total amount of the written check must agree with disbursements record of the school treasurer.
5. ~~Advance Issued~~ The total amount of money advanced for game trip, game payrolls, game officials and change.
6. ~~Advance Returned~~ The total amount of money unused and returned from advances issued. Additional information (date and treasurer's receipt number) should be recorded in the memo column.
7. ~~Trust~~ Record the disbursements of money on deposit which has been held in trust.
8. ~~Guarantees Paid~~ The actual money paid out (requisition) to your opponent.
9. ~~Facility Rentals~~ Sum paid as rent for the school's use of: stadiums, gymnasiums, swimming pools, etc.
10. ~~Payrolls~~ Amount of money used for the ticket sellers, ticket takers, police officials, etc.
11. ~~Game Pictures~~ The actual expense of filming a sport event (postage not included).
12. ~~Trip Expense~~ All transportation, motel and meal expense.
13. ~~Conventions Clinics~~ Amount of money expended for conventions and/or clinics.
14. ~~Equipment and Supplies Repair~~ All equipment and supplies purchased.
15. ~~Other Expenses~~ Record of expenses paid out on any items not covered in the other columns.

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~~Record the date and School Board Receipt number of Advances returned (Column 6).~~

F. E. Game Reports

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

BM-1 <u>FM-0517 Rev. (10-97):</u>	Game Report - Income and Expense
BM-2:	Ticket Sales Report
BM-3:	Individual or Group Trips
BM-4 <u>FM-0523 Rev. (08-91):</u>	Payroll Report - <u>By Cash</u>
BM-5:	Complimentary Ticket Issue. (Copy must be furnished to the Director of School Athletics and Activities.)
<u>FM-0994 Rev. (09-98):</u>	<u>Travel Expense Report by Faculty When Accompanying Students</u>
<u>FM-11104 Rev. (03-99):</u>	<u>Request for Travel Expense Advancement/Reimbursement</u>

~~Whether or not admission is charged for a sporting event, the athletic business manager must submit a report at the conclusion of the sport season. This report should list the scheduled events and the expenses incurred for each event.~~

GF. Deposits of Moneyies

~~All monies collected from any source are to be deposited with the school treasurer by the athletic business manager. The Recap of Collections is to be made in duplicate showing a detailed explanation of the source, the return of advanced funds, the name of the sport and the particular contest. One copy is to be retained by the school treasurer to be filed in the athletic business manager's office.~~

1. On Campus - Athletic Events

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

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

2. Off Campus - Athletic Events

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

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

HG. Purchase of Equipment

1. ~~The county purchasing department will follow Bureau of Procurement and Materials Management has established procedures for the purchase of athletic equipment through the bid process. Final purchase orders and requisitions for bid items are to be forwarded to the Director of School Athletics and Activities.~~
2. Internal Ppurchase orders are required for all athletic purchases exceeding \$10 at an amount to be specified by the principal or by the Manual of Internal Accounting. The purchase order, written in triplicate, should must originate with the coach requesting the item, athletic director, business manager, or assistant athletic director, and it shall conform with Board Rule 6Gx13- 3C-1.10, Purchase Approval. (See Manual of Internal Accounting, Number 4-1.2.)
3. The athletic director shall approve all purchase orders for athletics. Any obligations incurred without proper authorization shall be the responsibility of the individual initiating the purchase.
4. ~~The coach~~ athletic director will verify the receipt of merchandise by signing the invoice from the vendor. The athletic business manager shall initiate payment through the school treasurer after the conditions stated above have been fulfilled. One copy of the purchase order is to be retained by the school treasurer and another is to be filed in the athletic business manager's office.

HH. Inventory of Equipment

1. The head coach shall be responsible for keeping an accurate inventory of equipment used in his/her sport. Items listed for discard are to be assembled and stored until arrangements have been made with the athletic director for verification and final disposal.

~~The inventory forms are to be filled out in triplicate by the coach involved and presented to the athletic director for evaluation within 15 school days of the close of the season. When all adjustments are completed, the athletic director will review the inventory report and submit it for the principal's approval. One copy will be sent to the office of the Director of Schools Athletics and Activities, another copy to the athletic business manager, and a third copy to remain in the athletic director's office.~~

~~Inventories for all sports will be due in the office of the Director of School Athletics and Activities at the close of each school year.~~

2. An annual inventory of football helmets must be completed with a copy forwarded to the Administrative Director of the Division of Athletics/Activities and Accreditation. (See Section III. C. End of Year Reports.)

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APPENDICES

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APPENDIX A

~~Transportation—School Buses Owned and Operated by Individual Schools~~

~~All buses bearing the name of Dade County Schools and covered under its insurance policy will be required to meet the same standards as regularly operated buses. Such buses must pass monthly inspection by the Transportation Department and must be operated and maintained in compliance with State law and regulations pertaining to all buses.~~

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APPENDIX AInstruction--Elementary and SecondaryINTERSCHOLASTIC ATHLETICS--SENIOR HIGH SCHOOLI. Selection by Students

All students shall be permitted to select their own school team sports activities without duress or interference by any employee.

II. Interscholastic Athletic Manual

Regulations to be observed by school personnel are found in the Interscholastic Athletic Manual which is incorporated by reference into this rule and is a part hereof. The Interscholastic Athletic Manual is on file in the Office of Board Recording Secretary, the Citizen Information Center, and the Office of the School Board Clerk.

III. Administrative Procedures for Senior High School Athletic Programs

The Division of Athletics/Activities and Accreditation has the responsibility to:

- A. Provide the schools with consistent, unified leadership in their athletic programs.
- B. Provide athletic opportunities to all high school students.
- C. Provide financial aid to new schools and others needing temporary assistance.
- D. Develop and recommend policies for Board consideration which will continue the development of athletics within the overall educational program.
- E. Carry out and administer the Board's policies through the Office of the Superintendent of Schools.
- F. Interpret Board policy to the extent necessary to provide guidance for schools in areas not specifically covered by policy.
- G. Provide the management leadership on a countywide basis which will enable all schools to develop their individual athletic capabilities to the fullest extent and thereby provide Miami-Dade County Public Schools (M-DCPS) with maximum benefits from balanced, well-managed, and well-operated athletic programs.

IV. Greater Miami Athletic Conference

- A. The Greater Miami Athletic Conference (GMAC) was formed following the dissolution of the Gold Coast Conference, from which Christopher Columbus High School was "grandfathered" into the GMAC. Other non-public schools shall not be permitted to become members of the GMAC.
- B. The Executive Committee of the GMAC shall consist of: the President; the First Vice President; the Second Vice-President; the Immediate Past President; two delegated principals (M-DCPS north and M-DCPS south); two delegated athletic directors (M-DCPS north and M-DCPS south); a FHSAA Board representative; a representative of the secondary principals' group; and two members-at-large. The Administrative Director of the Division of Athletics/ Activities and Accreditation and the GMAC Executive Secretary serve as non-voting, ex-officio members. Two members from the same school may not serve on the Executive Committee at the same time.
- C. The Executive Secretary shall have decision-making responsibilities relative to the supervision of the high school athletic program as prescribed in the Bylaws, Standing Rules, and Policies of the GMAC, and shall be the executive officer of this Conference.

V. Administrative Director

The responsibilities of the position of Administrative Director of the Division of Athletics/Activities and Accreditation are as follows:

- A. Coordinate with the Bureau of Procurement and Materials Management procedures for competitive bidding of all purchases of over \$3,000. All other purchases are to be individually approved by the principal before contracts for purchases are made.
- B. Administer a special trust fund to be used to aid schools in financial distress by assessment of each GMAC member school, on a one-time basis, an amount not to exceed \$1,000. The exact amount of assessment will be determined by the Administrative Director of the Division of Athletics/Activities and Accreditation, based on the number of sports offered at an individual school.

The Administrative Director of the Division of Athletics/Activities and Accreditation; shall develop procedures for distribution and repayment. Should the fund fall below a reasonable level, each

school will be notified of the additional assessment, and will issue a check made payable to Coral Gables Senior High School where the special trust fund is maintained. (Board Rule 6Gx13- 6A-1.161, Section V.B)

- C. Develop and enforce special directives as shall be necessary to provide uniformity of policy within the District and to ensure an effective athletic program in the various senior high schools.
- D. Standardize the operations of the athletic departments in all high schools.
- E. Manage all athletic events in Miami-Dade County Public Schools, within the policies of the GMAC, Florida High School Activities Association, and Miami-Dade County School Board rule.
- F. Help all schools to develop their athletic capabilities to the fullest extent.
- G. Coordinate the purchase of all athletic equipment by bid purchasing.
- H. Help develop realistic athletic budgets.

Specific Authority: 230.22(2); 230.23(20) F.S.

Law Implemented, Interpreted, or Made Specific: 228.041(1) (e) and (9); 230.03(2); 230.22(1); 230.23005(2)(3)(c) F.S.

History

THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA

Repromulgated: 12-11-74

Amended: 8-22-84; 6-23-99

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APPENDIX B

Transportation of Students ~~Athletic and Extra Class Activities~~

Transportation of students for athletic events or other extra class activities when such transportation is provided in: (1) School Board buses; (2) ~~buses or vehicles owned or leased by an individual school; approved private school bus services, or and~~ (3) privately-owned cars, ~~shall~~ will be in accordance with the following regulations:

1. School Board Buses

Detailed procedures pertinent to the use of School Board buses for extra class activities and similar transportation needs are found in the MIAMI-DADE COUNTY PUBLIC SCHOOLS, DEPARTMENT OF TRANSPORTATION, SCHOOL BUS TRANSPORTATION RULES AND POLICIES OPERATIONAL PROCEDURES MANUAL and in the HANDBOOK FOR SCHOOL BUS DRIVERS, AIDES AND OPERATIONS STAFF HANDBOOK, (copy available in the Administrative Office of the Department of Transportation).

~~2. Buses Owned or Leased by Individuals Schools~~

~~Buses owned by an individual school must meet all standards required for School Board buses. Current regulations are to be followed with regard to authority to drive a School Board bus and the responsibilities of the driver.~~

~~Any vehicle owned or leased by the school, or loaned or donated to the school, is to be used for official school business only. All such vehicles are to be kept on the school premises and given suitable protection when not in use for approved school business.~~

~~The operation of these vehicles is the responsibility of the principal who may delegate responsibility for vehicles used in the athletic program to the athletic business manager. Detailed documentation is required for all expenses incurred. An active log is to be maintained by the person operating the vehicle. This log is to be collected weekly by the person supervising the operation.~~

2. Private School Buses

Athletic departments may contract school bus transportation by using the current list of Private School Bus Services which have been approved to operate routes, field trips, and activity trips for Miami-Dade County Public Schools (M-DCPS). A current list of approved buses can be obtained by contacting the M-DCPS Administrative Office of the Department of Transportation.

3. Privately Owned Cars

The use of private cars for transportation of students to athletic events or other official school activities is discouraged. When use of privately-owned cars is absolutely necessary, there must be: (1) signed parental consent on the form prescribed for this purpose; (2) approval by the principal in writing on a form specifying: date of use; points of departure and return;

~~name of vehicle owner; owner's insurance coverage; and the amount of any compensation to be paid by the school. Compensation may be paid on mileage basis not in excess of the Board formula for mileage (Rule 6Gx13-4C-1.07). No direct car expense such as gasoline shall be paid in lieu of or in addition to the mileage allowance.~~ the following forms must be on file:

- Field Trip Permission Request Form FM-2431 Rev. (09/97)
- Field Trip Roster FM-3530 Rev. (08/98)
- Parent Permission Form-Field Trip FM-4573 Rev. (08/00)

APPENDIX C

Ticket Sales Procedures

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