



# ATHLETIC HANDBOOK 2022 – 2023

**The Citrus County School Board provides equal opportunities for all students to participate in an interscholastic athletic program.**

THE SCHOOL BOARD  
OF  
CITRUS COUNTY, FLORIDA

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### **Citrus County Schools Athletic Policy (5.80)**

- A. All District high schools shall be members of the Florida High School Athletic Association, Inc. (FHSAA) and shall be governed by the rules and regulations adopted by the FHSAA. Students who participate in athletics shall meet eligibility requirements established by the FHSAA and the School Board. Membership dues will be paid from the internal accounts of each respective school.
- B. Students practicing or participating in any type of interscholastic athletics shall provide proof of accident insurance covering medical expenses of any injury sustained in a sport. The Principal shall be responsible for obtaining proof, as evidenced by a signed statement from the student's parent(s) or legal guardian, of the student's insurance prior to practice or participation in interscholastic athletics. Such insurance may be made available to the parent(s) or legal guardian may submit evidence that insurance has been provided through another source.
- C. No student shall engage in practice or participate in any interscholastic game without the written permission of the student's parent(s) or legal guardians and a current physical examination as required by FHSAA being on file.
- D. Pursuant to Florida Statutes licensed medical personnel who act as volunteers for school events and agree to render emergency care or treatment shall be immune from civil liability for treatment of a participant in any school-sponsored athletic event, provided such treatment was rendered in accordance with acceptable standards of practice and was not objected to by the participant.
- E. Each public school that is a member of the Florida High School Athletic Association must have an operational automated external defibrillator (AED) on the school grounds. A procedure manual has been established to provide reasonable measures, protocols, and procedures to ensure that AEDs (Automated External Defibrillator) are used by trained staff, maintained, and tested according to manufacture guidelines, and registered with the local EMS system.
- F. All students shall be subject to all School Board rules and to the Code of Student Conduct while attending athletic events and practices
- G. In order for a student to be eligible to participate in interscholastic extracurricular activities. He or she must meet all requirements established by the FHSAA and maintain satisfactory conduct as defined by the Code of Student Conduct.

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# CHAPTER 1 OVERVIEW

## **1.1 Superintendent's Message**

The opportunity to participate in the Citrus County School District's athletic program is a distinct privilege. With that privilege comes certain responsibilities as well as the rewards and honor of being a part of an interscholastic athletic program.

This handbook is designed to provide you with information, guidelines, and policies of the Citrus County School District. In order to give yourself a more complete understanding of your opportunities and responsibilities, I strongly encourage you to familiarize yourself with this handbook.

Leadership, commitment, pride, and passion are cornerstones of success. It has always been my belief that there is a big difference between athletic teams and athletic programs. A successful program includes dedicated Coaches, active support from the student body, outstanding leadership from school administrators, and most importantly, a great sense of pride fostered by the entire community.

Winning is not a score; it is an attitude. Many great athletes and teams have come before, and many will follow the path of great tradition here in Citrus County. Now it's your opportunity to make your mark in the athletic program of the Citrus County School District. I ask you to play hard, play fair, and dedicate yourself to be the best you can possibly be. The rewards you receive from your participation in the athletic programs of the Citrus County School District will stay with you for the rest of your life.

I wish everyone a very successful season, both academically and athletically!

## **1.2 Philosophy Statement**

Athletics are of historical and social significance in our national culture. Athletics provide a primary means through which we develop and maintain the physical vigor and stamina required to develop our full potential. Athletics provide healthful and wholesome leisure time activities for our youth. Athletics have a powerful appeal for young people during their formative years. Athletic experiences should be considered an integral part of the total program of the Citrus County Schools.

## **1.3 Department of Athletics' Mission Statement**

The Citrus County School District, through policy and action, supports the belief that a strong program of extracurricular athletics provides a balance in educational programming for its students. Athletic competition, by its nature, contributes to greater student awareness of self-discipline, a growth in emotional maturity, and an increasing realization of the worth of the

individual. Students should learn that participation in athletics is not only a privilege but is also an honor that requires responsibility for maintaining one's academic standing in the classroom and for maintaining a high standard of conduct outside of school hours as outlined in the student handbook and Code of Student Conduct for Citrus Public-School students, K-12.

All of our Coaches are expected to; first and foremost, fulfill the role of being a dedicated leader of young men and women by constantly setting a fine personal example of what it means to be a student-athlete during and after school hours. There should be a complete understanding that all persons involved with the athletic program fall under all guidelines, district policies, the Florida High School Athletic Association, and the National Federation of High School Associations rules and regulations. It is expected that our Coaches will be consistent and fair in all rules and regulations applied to the student-athletes they coach.

The athletic program strives to achieve success in all endeavors. It is recognized that a positive athletic program can contribute to school morale and community pride for all persons involved with the athletic program. Coaches, the Activities Director, Administrators and staff/volunteers under the direction of the coach, bear the responsibility for the periodic evaluation of the total program.

Finally, we realize that a student's participation in interscholastic athletics could very well influence the overall quality of his/her life. For this reason, we are committed to excellence in all phases of the athletic program, here in Citrus County.

#### **1.4 Principles of Athletics**

To utilize fully the potential in athletics for educational experiences, interscholastic programs should be organized and conducted in accordance with these six basics principles;

- A. Interscholastic athletic programs should be regarded as integral parts of the total educational program and should be conducted so that they are worthy of such regard.
- B. Interscholastic athletic programs should supplement rather than serve as substitutes for basic physical education programs, physical recreation programs, and intramural athletic programs.
- C. Interscholastic athletic programs should be subject to the same administrative control as the total educational programs.
- D. Interscholastic athletic programs should be conducted by personnel with adequate training in the principles of coaching, Cardiopulmonary Resuscitation (CPR), First Aid, and all FHSAA required coaching courses.
- E. The welfare of the participant should be placed above any other consideration. What happens to the athlete who participates in the sports program is of primary importance. His or her welfare should transcend any other consideration. Victory is highly desired,

important, and should be sought, but not at the sacrifice of other values concerned with the development of the participant.

- F. Interscholastic athletic programs should be conducted in accordance with the letter and spirit of the rules and regulations of appropriate state and national athletic associations and School District policies.

## **1.5 Purpose of the Citrus County Athletic Handbook**

To establish common understanding with relevant and comprehensive information among administrators, teachers, coaches, parents and students of the policies and procedures which guide the program of interscholastic athletics in Citrus County. For the purposes of this Handbook, the term "participant" shall include but not be limited to, all of the following"

- Game officials
- Administrators
- Coaches (volunteers or compensated)
- Team members (of all teams involved)
- Game workers
- Band Members
- Cheerleaders
- Other student supporters
- Spectators
- To serve as a basis for a periodic re-evaluation of the interscholastic athletic program.
- To provide, in writing, a statement of basic policies and procedures for reference when desired and/or needed

## **1.6 Objectives of Handbook**

The objectives of the handbook are to:

- Promote desirable ethical practices, sportsmanship and productive relationships among schools, coaches, participants, officials, and spectators.
- Provide information on the various district policy, procedures, and regulations of the Florida High School Athletic Association and National Federation of High School Associations
- Provide information on the major procedures, regulations, and policies approved by the school board and school administration.  
Provide information, guidelines, and relationships, of the duties and responsibilities of coaches, participants, and administrators.

## **1.7 Objectives of Athletic Program**

The specific objectives of the comprehensive athletic program in the Citrus County Schools include the following:

- To promote an understanding of the value of athletics in our society through recognition of outstanding athletic performance; and by emphasizing the educational value of athletic participation.
- To develop good citizenship and respect for rules and authority by instilling principles of justice, fair play, and good sportsmanship in students; and by learning to be part of a team.
- To promote and contribute to the goals of the total education program through the development of physical fitness and realization that a healthy body increases the probability of effective learning; by providing a strong program that attracts student body interests and motivates a positive learning atmosphere.

## **CHAPTER 2**

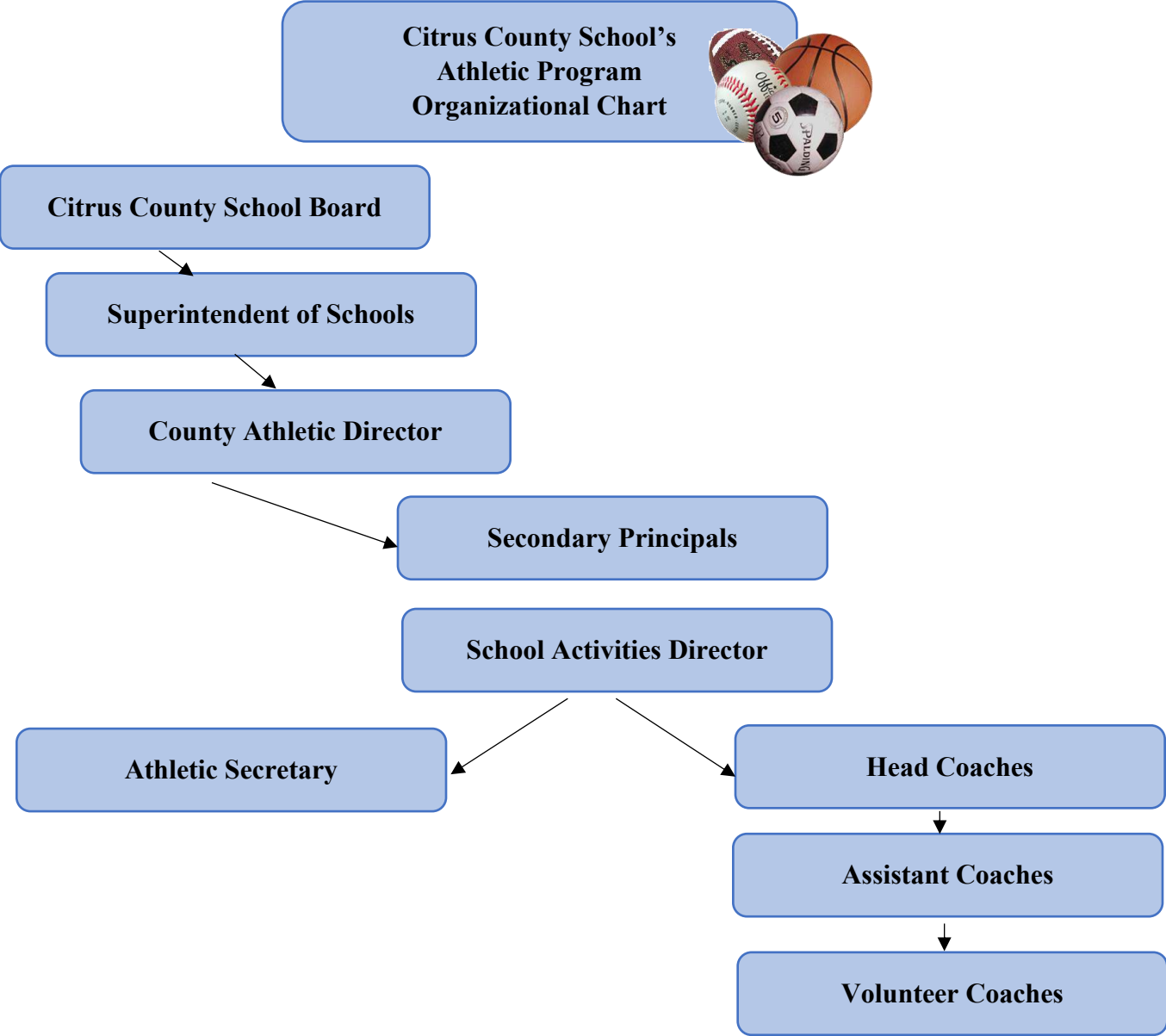
### **ATHLETIC DEPARTMENT ORGANIZATION**

#### **2.1 Athletic Department Organization**

The School Board of Citrus County is responsible for all aspects of the public-school program. The logical chain of command for initiating or changing policy is as follows:

- Individual School Coaching Staff- Suggested policy changes from Coaches shall pass through a school's Activities Director, who shall, in turn, submit all proposed policies to the school Principal for action.
- Supervisor Staff- The County AD shall be a liaison representative between the Secondary Principal and the County Administrative Staff.
- County Administrative Staff- The County Administrative Staff shall review all suggested guideline changes prior to inclusion into the Citrus County School's Athletic Handbook.

**2.2 Citrus County Schools Athletic Program Organizational Chart**



## **CHAPTER 3 ROLES AND RESPONSIBILITIES**

### **3.1 Role and Responsibilities of the Citrus County School Board**

- The Board of Education is the final authority for establishing policy for the school district, including the Department of Athletics.
- The Board of Education will periodically review existing policies affecting the athletic program in the Citrus County School district and will revise, expand, update, and improve policies as appropriate.
- The Board of Education will serve as a link to the extended school community and communicate a full realization of the value of athletics as an educational tool important to the development of young people.

### **3.2 Role and Responsibilities of the Superintendent of Schools**

- The Superintendent of Schools is responsible for implementing Board of Education policy for the school districts and shall, per Board directive, establish regulations and procedures for administering the schools, including management of the Department of Athletics, as appropriate.
- The Superintendent of Schools will periodically review existing regulations and procedures affecting the athletic programs in the Citrus County School district and will work with the school administrators and Activities Directors to revise, expand, update, and improve regulations and procedures as appropriate.
- The Superintendent of Schools will serve as a communication link to the extended school community, along with the Board of Education, and will communicate a full realization of the value of athletics as an educational tool important to the development of young people.
- The Superintendent of Schools or his/her designee will participate in the overall ongoing assessment of the athletic program and will serve as the final administrative appeal for conflict resolution and/or problem solving in the Department of Athletics.

### **3.3 Role and Responsibilities of the County Director of Student Activities**

The County Athletic Director is directly responsible to the Superintendent for the development of the County interscholastic athletic program. His/her duties shall encompass the following areas:

- Provide the schools with consistent unified leadership in their interscholastic athletic program and provide management leadership which will enable all schools to develop their individual athletic capabilities to the fullest extent; and thereby, provide the Citrus County School System with the maximum benefits to be derived from a balanced, well-operated interscholastic athletic program.
- Encourage schools to provide athletic opportunities to all middle and high schools.

- To interpret Board policy to the extent necessary to provide guidance for schools.
- Responsible for annual review of Athletic Policy and Guidebook.
- Request, receive, and review individual school athletic budgets.
- Provide direction and guidance to schools, (when in need) to assure compliance with the Florida High School Athletic Association and the National Federation of High School Associations.
- Coordinate and offer periodic training for Athletic Coaches.
- To solicit emergency medical coverage (EMS) for all home football games for each of the middle and high schools.

### **3.4 Role and Responsibilities of the Secondary School Principal**

- The Principal or designee of the school is responsible for the operation of his/her school.
- The Principal or designee recommends appointment of the athletic personnel. As such, the Principal is responsible for educating his/her staff to ensure compliance with the policies and procedures contained within district policy, FHSAA policy, and guidelines within the Citrus County Schools Athletic Handbook.
- The Principal or designee is the instructional leader of the school and, therefore, is an important component of the overall supervision of the athletic program, which is an extension of the school day.
- The Principal or designee will supervise the Activities Director to support his/her efforts to allow all eligible students the opportunity to have a positive educational experience through participation in athletics.
- The Principal or designee will support and work with the Activities Director in his role as supervisor and primary evaluator of school athletics personnel.
- The Principal or designee, in his/her leadership position, must have as his/her first concern the welfare of students and staff, including those participating in the athletics program.
- The Principal or designee, working with the Activities Director, has control over all interscholastic athletic relations in which his/her school participates, including interscholastic athletics for boys and girls.
- The Principal or designee must sanction all athletic contests in which his/her school participates.
- The Principal or designee may exclude any contestant who, because of improper conduct, would not represent his/her school in a becoming manner, and may also exclude any contestant who has suffered serious illness or injury until that contestant is pronounced physically fit by a licensed physician.
- The Principal or designee, and other members of the school's administrative team, will attend athletic events and demonstrate support for the students, coaches, and parents involved in the programs.
- The Principal or designee shall have such other powers concerning interscholastic athletics with his/her school as are in keeping with the growth and needs of the school and which are consistent with the provisions of the regulations of the FHSAA / NFHS. Any post season (away) events, the away team will also send a representative (designee) to the event.
- The Principal or designee should prepare an evaluation of the Activities Director on an annual basis.

### **3.5 Role and Responsibilities of the Activities Director related to athletics.**

Each secondary school athletic program shall be supervised by the school level Athletic/Activities Director. These individuals are charged with the responsibility of administering a broad athletic program within the limits of policies established by the School Board of Citrus County. He or she should plan, adjust, and administer a program that is in harmony with the total school program and will promote good relations among the faculty and the student body. He or she shall be responsible for the following:

- Directly communicate with his/her Principal and the district's County Athletic Director.
- To coordinate the interscholastic athletic program at the school.
- To recommend, develop, and administer the athletic schedules of the school.
- To consult, meet and work with coaches to keep them informed on all matters pertaining to the athletic program.
- To supervise all athletic facilities, schedule practice use, schedule even use (high school only), and recommend maintenance, repairs, and improvements.
- To prepare and coordinate all athletic program transportation for events, and work with transportation personnel in the implementation of the schedule.
- To make all necessary arrangements for all non-school facilities needed in the athletic program.
- To be responsible for scheduling of and supervision for home athletic events.
- To coordinate with appropriate personnel the starting and stopping time schedules for bands, pre-game ceremonies, and half-time programs.
- To coordinate the necessary information needed to prepare and distribute individual event programs.
- To help coordinate and determine the need in the establishment of a schedule of specific assignments for all athletic events. This includes timers, scorekeepers, security, ticket sales, ticket collectors, judges, and other personnel necessary to complete an event. Also, sending appropriate visiting team information.
- To develop schedules and notify other media necessary to publicize all athletic programs.
- To attend all local, district, regional, and state meetings that are necessary to the functioning of the athletic program.
- To assign appropriate personnel to meet visiting team buses. This person will show coaches to their dressing room and stand by to give assistance as needed.
- To work with coaches in preparing budgets, securing bids, and purchasing equipment.
- To work with coaches in the distribution, collection, cleaning, storage, and inventory of all uniforms and materials.
- To supervise and coordinate the eligibility certification of all student athletes for each athletic activity such as insurance, physical examination, and eligibility requirements (student watched videos).
- To review all school accident reports submitted by the Head Coach for injuries due to a student participating in athletics. If EMS is called, notify County AD.
- To encourage membership and participation of staff in professional organizations.
- To maintain accurate records of teams and individual award winners in each sport.
- To maintain accurate records for athletic participation of students while in the school.



- To be responsible for the preparation of all athletic areas and facilities for each athletic event.
- To assure that all coaches within the school's athletic program remain in compliance with Board policy, FHSAA rules and regulations, and the guidelines outline in the Citrus County School Athletic Handbook.
- To communicate with the County AD on all issues that could be of a sensitive/controversial nature. This would include, but is not limited to ejections of players, ejections of coaches, issues with coaches, issues between competing schools, injuries that require medical transport, etc.
- To maintain an accurate database of all coaches currently coaching at the school. This includes compensated coaches and volunteer coaches.
- To maintain accurate records of coaches' CPR certification, First Aide and AED training. It is the responsibility of the Activities Director to make sure each coach has a valid CPR certification prior to the start of the coach's athletic season.
- To approve fundraising activities related to the athletic program.
- The Activities Director is expected to serve as a liaison to all sports fundraising groups and to monitor the ongoing activities of said groups to determine adherence to Board of Education policy, Title IX, and the administrative regulations of the FHSAA.
- To ensure the school remains in compliance with Title IX (gender equity).
- To attend all Athletic Director meetings arranged by the School District
- To provide leadership, coordination, and innovation in athletics so the coaching staff, the students and the community derive maximum benefit from the extra-curricular activities available to students in the Citrus County School District.
- To directly supervise the staff assigned to the Athletic Office and all personnel who are involved in the school's athletic program.
- The Activities Director will keep the Principal fully informed of all information concerning the Department of Athletics in his/her school.
- To assume full responsibility for the implementation and operation of the school's interscholastic athletic program which includes scheduling and rescheduling of games, security, transportation, game personnel, and officials.
- To assist in the hiring and supervision of interscholastic coaches per the district approved guidelines for hiring of staff and evaluation of staff performance and will serve as a mentor to all new Head Coaches for the duration of his/her first sports season as Coach.
- Activities/Athletic Director will oversee and ensure that teams implement emergency plans.
- To be responsible for the budgeting, ordering, repair, maintenance, inventory, and distribution of all athletic supplies and equipment. Budget planning must reflect appropriate distribution of funding across all sports areas and sports seasons.
- To administer the athletic program in accordance with school district policies, school regulations, and regulations of the FHSAA.
- To coordinate an end of the season meeting conference with each Head Coach. The purpose of this meeting is for season review, planning for awards ceremony, and planning for the future. Following this meeting the Activities Director will then make a recommendation to the Principal regarding the continuation of the Head Coach within the school's athletic program, as appropriate.
- To direct the Head Coach (1) to coordinate a meeting with each Assistant Coach,

affiliated with the same sports program at the conclusion of each sports season and (2) to make a recommendation to the Activities Director, regarding the continuation (of each Assistant Coach) within the school's athletic program.

- The Activities Director will be responsible for instructing all coaches annually on the updated revised Citrus County Schools: Athletic Handbook, Citrus County Schools Boards Athletics Program Protocol, and all other policies and administrative regulations that govern the overall operation of the athletic program. A signed document showing that the coaches have received these instructions from the Activities Director must be on file in the Activities Director's office. This must be done at the start of each school year.
- The Activities Director is expected to periodically attend practices and games for all sports programs for both boys and girls and promote each program for the overall good of the students and the school.

### **3.6 Role and Responsibilities of the Head Coaches**

**Each Head Coach and Assistant Coach is responsible for reviewing the Athletic Handbook.**

They shall be guided by the principles that interscholastic competition is to be conducted for the welfare of the student and that each sport has a definite contribution to make the overall development of the student, the school, and the community. The responsibilities of all Head Coaches are:

- To carry out the policies and procedures of the Citrus County School District, the Florida High School Athletic Association and the National Federation of High School Associations.
- Each Coach is required to adopt a heat injury prevention philosophy by promoting unrestricted access to water at all times. A student-athlete should never be denied access to water.
- Each Head Coach is responsible for developing an emergency action plan specific to his/her sport and school campus. Items to be included (but is not limited to) in the emergency action plan include:
  - Who will call 911?
  - Who will provide access to the emergency medical personnel once they are on campus?
  - Who will stay with the injured athlete?
  - Who will secure the other players and spectators?
  - Who will contact parent or guardian?
  - Who will accompany the student athlete to the hospital?
  - Who will notify the school's Activity Director?
  - See Appendix Q
- To be directly responsible to the Activities Director for the proper operation and supervision of their sport.
- To be loyal to their Principal, Activities Director, school, and county administrative policies and personnel.
- To submit budget proposal to his/her Activities Director for approval.
- Applicants for coaching positions must submit a photocopy of their driver's license to the

school Activities Director before being offered a position as a coach.

- To discuss and receive approval from the Activities Director for all expenditures of athletic funds.
- To discuss and receive approval from the Activities Director prior to accepting any uniforms, equipment, etc... from outside clubs or groups.
- To be responsible for care and storage of equipment.
- To be responsible for complete inventory of equipment.
  
- To be responsible for coordinating schedules through the Activities Director. To assure all student athletes have completed and have submitted, to the Activities Director, all paperwork that is required by the FHSAA and Citrus County, prior to allowing the student to participate in practices or games.
- To attend all athletic meetings. This includes those organized at the school level as well as those coordinated at the district level.
- To complete the FHSAA required courses prior to the deadline date, established by the FHSAA. If this is not done prior to the deadline, the fine assessed by the FHSAA will be the responsibility of the Head Coach.
- To submit a written transportation request to the Activities Director **at least two weeks** prior for the need of a bus.
- To ensure that when making a trip that requires loss of time from school, the Activities Director has a list of students making the trip and amount of class time they will miss.
- To be responsible for facilities used by their sport. Turn in to the Activities Director any needed maintenance requests.
- To fill out an accident report on any athlete who becomes injured during practice or competition within 24 hours of the date and time of the injury. Must notify the AD immediately.
- To notify the Activities Director of any situation that necessitates the completion of an accident report.
- To be responsible for setting up required facilities for all home contests involving their sport.
- To be responsible for Field Trip seating chart for the bus.
- To ensure within one week after the close of the season, the following items are submitted to the Activities Director:
  - List of letter winners
  - Season record
  - Roster of team members in good standing at the end of the season
  - List of athletes receiving any special recognition
  - Complete inventory of all equipment
  - List of awards to be ordered
- To be responsible for assuring all assistant and volunteer coaches follow the policy and guidelines of the Citrus County School District, the Florida High School Athletic Association, and the Citrus County School's Athletic Handbook.
- To be a leader of young men and women, constantly setting a fine personal example of what it means to be an athlete. It is expected that the Head Coach will be consistent and fair in all rules and regulations applied to the athletes they coach.
- To be a person with high moral character, integrity and whose first concern is always the

welfare of the athletes he/she coaches.

- To be responsible to instruct his/her athletes in the proper and current rules of the game.
- To make sure him/her and his/her assistants and other coaches in the sports program are using proper training and conditioning techniques at both practices and games.
- To be responsible for safe use of athletic equipment used in his/her sports program and the end-of-season inventory of said equipment.
- To work with the Activities Director, for monitoring the team's discipline under the accepted rules and standards of the school district. This includes any violation of the Citrus County Athletic Handbook and the Citrus County School's Code of Conduct for athletes during and after school hours, on or off school properties, as appropriate.
- To make recommendations regarding the hiring of Assistant Coaches. No coach, at any level, may work with students until they have been properly processed through the Human Resources Department.
- To assign all duties to his/her Assistant Coaches within his or her specific sport program.
- To conduct a thorough check of locker rooms, shower, and equipment room after each practice session and game. The Head Coach (designee) should be the last to leave practice, game, or locker room area.
- To work cooperatively with Activities Director to make decisions/plans concerning schedules, times of games, officials, transportation, dressing facilities, and eligibility lists; however, the Activities Director reserves the right and the responsibility to make all decisions to benefit the entire sports program and not to show favoritism to or special treatment of any particular sports team, boys or girls, during any of the three sports seasons.
- To be the coordinator of all activities in his/her program. The Varsity Head Coach should coordinate and supervise the coaches at all levels. It is the responsibility of the Varsity Head Coach to supply a specific program to the Junior Varsity Coaches to follow. Additionally, it is suggested that the Varsity Head Coach have as much involvement as possible in the Junior Varsity programs involving his/her specific sport. He/she shall hold regular staff meetings to coordinate his/her program at all levels.
- To submit the official score report, as required by the FHSAA (where applicable). Coaches will submit score reports using the platform adopted by the FHSAA. Submission of the official score report must be done immediately following the conclusion of an athletic contest.
- To ensure that while students are present, the locker room area is adequately supervised by members of the coaching staff. This would include before, during, and after practice.
- To submit to the Activities Director, his/her written policy regarding specific criteria a student athlete must meet in order to letter in the given sport.
- To assume responsibility for all matters assigned by the Activities Director that are not mentioned above.

### **3.7 Role and Responsibilities of the Assistant Coaches**

**Each Head Coach and Assistant Coach is responsible for reviewing the Athletic Handbook.**

The Assistant Coach will remember that their contribution to the total program is to assist the Head Coach in the successful operation of their program; however, individual ingenuity and enthusiasm will always be outstanding attributes of the successful Assistant Coach. All ideas, both of critical and constructive nature, shall be channeled through the Head Coach.

Responsibilities of the Assistant Coach are:

- To understand that Assistant Coaches responsibilities are not fulfilled until the conclusion of the varsity season for a given sport, or at the discretion of the Head Coach.
- To be directly responsible to the Head Coach of the sport.
- To be loyal to the Head Coach and carry out their coaching philosophy.
- To carry out the duties assigned by the Head Coach.
- To follow the policy and guidelines of the Citrus County School District, the Florida High School Athletic Association, and the Citrus County School's Athletic Handbook.
  
- To adopt a heat injury prevention philosophy by promoting unrestricted access to water at all times. A student-athlete should never be denied access to water.
- To instruct athletes in individual and team fundamentals, game strategies and physical training as necessary to realize a degree of individual and team success.
- To understand the proper chain of command and will communicate to the Head Coach any and all conflict resolutions issues.
- To maintain discipline and will work to increase morale and cooperation within the school sports program and the school's community.
- To provide and abide by the same training rules as the Head Coach.
- To understand the junior varsity and freshmen teams are feeder programs for the varsity team.
- To supervise and direct practices, games, and team trips, as appropriate and within the approved guidelines per the Head Coach.
- To be accountable to the Head Coach for all equipment and inventory of equipment and supplies.
- To examine and supervise locker rooms before and after practice and games, including checking on the general cleanliness of the facility.
- To attend all required athletic staff meetings.
- To perform other duties are consistent with the nature of the position and that may be required by the Head Coach.

### **3.8 Role and Responsibilities of the Volunteer Coaches**

- The role of the Volunteer Coach is to work under direct supervision of the Head Coach. At no time should a Volunteer Coach be left alone to supervise or direct the players of a team.
- Volunteer Coaches must complete the Volunteer Coaches program through the Citrus

- County School's Department of Professional Development before they begin to coach.
- Volunteer Coaches are to work under the direct supervision of the Head Coach and are not permitted to be the sole supervisor of student athletes at any time.

## **CHAPTER 4**

### **SPORTSMANSHIP AND BEHAVIORAL EXPECTATIONS**

#### **4.1 Sportsmanship**

It is the responsibility of the Activities Director and administration of the school to ensure that all athletes, coaches and spectators demonstrate an acceptable level of sportsmanship before, during, and following athletic contests. It is the responsibility of the A.D. to ensure all signage (including the Spectator Code of Conduct) is properly posted at all contests.

The Principals and District Administration, has determined that any variation of negative cheering or support of a team by anyone in attendance will not be tolerated. Examples of this would include but is not limited to spectators: booing, turning their backs to the playing surface during the introductions of opposing teams, the holding up of newspapers in front of their faces during the introduction of the opposing team, and as a large group, spectators acting as if they have fallen asleep all at once, at the beginning of introductions of the opposing teams.

#### **4.2 General Recommendations**

- Student athletes are to be held accountable for the standards outlined in The Citrus County School's Code of Conduct.
- A positive approach should be taken toward the promotion of sportsmanship at athletic contests.
- The community must share in the responsibility for good sportsmanship at athletic contests.
- The whole community (law enforcement, civic clubs, school personnel, news media, parent groups, student organizations, and students) must work together to promote good sportsmanship.
- Parents must accept the responsibility for the actions of younger children at athletic contests.
- Methods should be developed to eliminate unnecessary promenading in front of and under grandstands at athletic contests.
- Sportsmanship should be promoted in all schools throughout the year.
- Citrus County Coaches should be loyal to Citrus County teams advancing beyond district competition. Citrus County Coaches shall not give information of any form (oral, written, film or video tape) to opponent schools of Citrus County teams in region, section or state playoffs.

- Opposing schools should exchange films when appropriate.
- Each school shall display the Citrus County School's Spectator Code of Conduct. See appendix A.

### **4.3 Responsibilities Regarding Sportsmanship**

#### **Principal**

- The school Principal must delegate the authority for supervising crowd control.
- The school Principal shall make sure there is adequate supervision, including police, staff members, etc.

#### **School Activities Director**

- It is the responsibility of the Activities Director to ensure their school is meeting each component of the FHSAA's Policy #27 "Schools Responsibility to Officials".
- The school Activities Director shall arrange for someone to meet the game officials and provide adequate accommodations for them.
- The school Activities Director shall arrange for someone to meet the visiting team, band, cheerleaders, and Coaching staff, and provide adequate accommodations for them.
- The school Activities Director shall ensure adequate parking space for game officials, visiting team, and spectators.

#### **Coach**

- The Coach is responsible for the conduct of his/her players and, through his/her actions, is also partially responsible for the actions of all participants. Coaches will not use profanity and will not make disparaging or inappropriate remarks towards participants, officials, spectators, or student athletes.
- The Coach will require players to demonstrate good sportsmanship.
- The Coach will conduct himself/herself in such a way as to prevent inciting an already highly emotional crowd.
- The Coach will not engage in confrontations with officials or outward displays of emotions over the decision of officials.
- The Coach shall maintain poise and self-control at all times.
- The Coach shall shake hands with the opposing Coach after the game on the court or field in full view of the crowd.
- The Coach will be responsible for the players to appropriately accept the game officials' decision without outward displays, and also for the players' sportsmanship during the game. In the event a player exhibits poor conduct in front of the crowd, the Coach will promptly remove the player from the game.
- Each Coach is to follow the expectations outlined in the Citrus County School's Coaches Code of Conduct. See appendix A.

## **Players**

- Athletes must be in attendance at school a minimum of half a day to participate in practice or games, (Administrator approval required for exceptions prior to the event).
- Athletes should play hard, play to win, but play fair.
- An athlete never uses profanity or illegal tactics.
  
- An athlete must learn that losing is a part of the game, and that he/she should be gracious in defeat and modest in victory.
- All Athletes must adhere to the Social Media Guidelines as outlined in the Parent and Student Contract. See Appendix V.
- Athletes should concentrate on the game and ignore uncomplimentary remarks.
- Athletes should congratulate the opponent on a well-played game after the contest, regardless of the outcome.
- Athletes must abide by the decision of game officials. No one but the appointed captain should talk to an official.
- Athletes should always show respect for all spectators, students, faculty, their school, the opposing team and officials at all times.
- Athletes should be well-groomed and attempt to make a good impression, always remembering that they represent their school, home, and family.
- Athletes should wear appropriate dress to all athletic contests, both home and away.
- Athletes must maintain poise and self-control at all times.

## **Students and Spectators shall:**

- Follow all expectations outlined in the Spectator Code of Conduct and other posted signage.
- Respect officials and abide by their decisions.
- Respect all players and extend courteous treatment to them as well as visiting students and adults.
- Refrain from booing and heckling officials and other players.
- Not throw objects onto the playing surface.

## **4.4 Unsportsmanlike Conduct:**

General unsportsmanlike conduct:

- Includes, but may not be limited to, the use of profanity, or any other inappropriate language, fighting, flagrant foul, or other unsportsmanlike acts.

Gross unsportsmanlike conduct:

- Is an act of malicious and hateful nature toward a contest official or participant. Such acts include, but are not limited to:
  1. Cursing, striking, or threatening a contest official during a contest or at any other time.



2. Physical contact with a participant that is beyond the normal scope of competition and appearing to be with the intent of inflicting bodily harm on the participant.
3. Spitting on a contest official or participant.
4. Directing gender, racial or ethnic comments or slurs toward a contest official or participant, or other such acts that may be deemed unacceptable conduct by the Principal of the school.

#### **4.5 Penalty for Unsportsmanlike Conduct**

##### **Coach**

- Any member of a coaching staff assessed with unsportsmanlike or gross unsportsmanlike behavior will be subject to disciplinary action that is agreed upon by the Principal and the County Athletic Director.
- In addition, the payment of all fines assessed against the school by the FHSAA will be the responsibility of the Coach or Coaches involved in the unsportsmanlike act.
- The fine levied by the FHSAA must be paid in full before the coach is permitted to resume his/her coaching duties. (This will come out of the coach's personal checking, not internal accounts)

##### **Athlete**

- An athlete who is ejected or disqualified for unsportsmanlike conduct is subject to additional disciplinary action by the Principal of the school depending on the severity of the unsportsmanlike behavior.
- Athletics are an extension of the school day and athletes are subject to the same regulations found in the Student Code of Conduct.

#### **4.6 Collection of Fines Assessed**

- All student athletes and coaches will be responsible for payment of fines levied by the Florida High School Athletic Association, as a result of their individual behavior.
- It will be the responsibility of the school's Principal (or the Principal's designee) to collect the fines (levied by the FHSAA) from both coaches and players who have been disqualified from an athletic contest for unsportsmanlike conduct or gross unsportsmanlike conduct.
- When a student-athlete gets ejected from a contest the following procedure will be used for the assessment of fines:
  - **1st Offense** for the school: The FHSAA will assess a penalty for games missed and a warning of the next offense will bring a 250.00 fine.
  - **2nd Offense** for the school: The FHSAA will assess a penalty for games missed and a fine of 250.00. The payment of this fine will be shared between the first and second offender.
  - **3rd Offense** for the school: The FHSAA will assess a penalty for games missed and a fine of 500.00 to be paid by the offender.

- **4th Offense** for the school: The FHSAA will assess a penalty for games missed and a fine of 1000.00 to be paid by the offender.
- **5th Offense** for the school: The FHSAA will assess a penalty for games missed and a fine of 2500.00 to be paid by the offender.

No fine for an ejection will be paid by the sports fundraising account or the school. All fines will be paid by the coach or athlete that receives the ejection.

- A student athlete must satisfy the balance of his/her fine before he/she is eligible to participate in any other school sponsored extracurricular activity. This would include, but is not limited to; dances, athletic teams, graduation, etc.
- Any repayment and agreement will be left up to the Principal's discretion.

#### **4.7 Citrus County School Board Athletic Program Protocol**

Pursuant to recommendations of the Citrus County School Board, the Superintendent has developed and directs the implementation of the following Protocol in all Citrus County schools: See appendix A.

This Protocol for Athletic Programs is separated into four major sections:

- Coaches Code of Conduct
- Student-Athlete's Code of Conduct
- Spectator's Code of Conduct
- Citrus County Athletic Non-Negotiable

Banner/Signage:

- The District Student Service Center has provided Citrus County Schools, "Spectator Code of Conduct" banners to each of the middle and high schools. These banners are to be displayed in an area that is easily viewed by spectators at the athletic events. The banners provided are to be displayed in the following locations:
  1. Gym
  2. Football Stadium
  3. Baseball field
  4. Softball field
- It is very important for schools to take the banners down at the conclusion of the baseball, softball, and track seasons. Banners that are left out in the weather, especially during the summer months, will deteriorate quickly. It is important to note the school district provided the first set of banners and it will be the responsibility of the school to maintain and/or replace as needed.

## **CHAPTER 5 PERSONNEL**

### **5.1 Game Personnel**

Officials (including football clock operator)

- Each school has the authority to contract with the official's association of their choice.
- The rate of pay shall be governed by the FHSAA, and a signed contract recognized by the School Board.

### **OFFICIALS AGREEMENT**

Ticket Sellers and Ticket Takers:

- It shall be the responsibility of the Activities Director to select responsible persons for this job.

Announcer:

- It shall be the responsibility of the Coach (with the Activities Director's approval) to select a person to announce the contest.
- The announcer is responsible for announcing the contest and ensuring that the scheduled program is carried out in the proper sequence.

Scoreboard Operator:

- Where applicable, it shall be the responsibility of the Head Coach to select a responsible person for this job. The selection of the scoreboard operator must be approved by the Activities Director.

Police Officer:

- The coordinating of police officers shall be the duty of the Activities Director.
- The rate of pay will be determined by the scale set forth by those departments handling the assignment of personnel.
- It is the responsibility of the Activities Director to assure that each law enforcement officer is given specific instructions as to their responsibilities.

Custodian:

- It shall be the responsibility of the school administrator or the administration's designee to select a responsible person for this job.
- When applicable, the custodian will be responsible for maintenance after and unlocking all restrooms, press box, and dressing room facilities before, during and the contest.

## Fee Schedule for Personnel

- Official fees are negotiated with the official's association.
- Clock operator fee is negotiated with the official's association (football only).
- Ticket Sellers
  1. If the person working as a ticket taker has worked or will work 40 hours in a week's time, the rate of pay will be: Time and a half of minimum wage.
  2. If the person working as a ticket taker has not or will not work 40 hours in a week's time, the rate of pay is straight minimum wage.
- Police/Sheriff
  1. Law enforcement officers will be paid the appropriate scheduled rate.
- Custodian
  1. Custodians will be paid according to the scheduled rate of the School Board.

## **5.2 Hiring Coaches**

A school may not offer a paid coaching position to anyone unless they have met the following criteria:

- They must have a completed application on file in the Human Resource Department. They must have completed a satisfactory background screening.
  1. Must submit fingerprints
  2. Satisfactorily complete a drug test.
- They must have a coaching certificate in hand prior to being offered the position.
  1. Apply for and receive an Athletic Coaches' certificate issues by the D.O.E.

The hiring of coaches is done on a recommendation made to the School Board. In July, each school submits a composite list of coaches, who are to be recommended for hire for the upcoming school year. The composite list of prospective coaches needs to be submitted to the Human Resource Department prior to the end of the proceeding school year. Once the school has selected a person to fill a coaching position, the school Athletic Director will notify the County Athletic Director and the Human Resources Department.

## **5.3 Volunteers**

### Volunteer Concession Stand Workers

- Must have a volunteer application on file with the volunteer coordinator at the District Services Center.
- A copy of the volunteer's driver's license must be submitted with the volunteer application.
- Must have a satisfactory driver's license screening completed and on file with the volunteer coordinator at the District Services Center.

### Volunteers to help run events

- In situations such as this, the volunteer, at a minimum, must be cleared through Raptor at

the school. This would include events such as track meets.

#### **5.4 Classification of Coaches**

- Volunteer (must go through volunteer program for Coaches, includes background check).
- Salary employed coaches.
- Non-exempt (hourly paid) employees

#### **5.5 Non-Faculty Coaches Policy 6.12**

Head Coaches must consult with the Activities Director for permission to use non-faculty coaches. Approval must come from the Citrus County School Board.

#### **5.6 Hourly Paid Employees as Coaches**

Hourly Paid Employees that are hired to coach (non-exempt employees)

- The established supplemental rate of pay for non-exempt employees shall be the minimum wage of the State of Florida at the time the services are rendered.
- Those supplemental services provided by an employee after the completion of a 40-hour work week in his/her regular job shall be paid at a time-and-one-half rate of the minimum wage.
- The number of hours that a non-exempt employee may work in a supplemental position will be calculated by dividing the specific supplemental pay by the established supplemental hourly time-and-one-half rate. (Example: Assistant High School Football Coach would be \$2,400 divided by \$12.10 = 198.35 hours available for supplemental services). The hour's available calculation is a maximum number for services provided, but it is not intended to mandate the number of hours to be worked for full payment of the intended payment.
- The non-exempt employee, along with the Head Coach, Activities Director and Site Administrator, shall be responsible for maintaining a log that reflects the weekly hours and a running total of available hours remaining for agreed services.
- The non-exempt employee **shall not** work beyond the total hours available for the agreed supplemental service unless they have obtained written approval from the Assistant Superintendent.
- Compliance with the Fair Labor Standards Act and the Department of Labor guidelines disallow additional "volunteer" hours to be utilized in conjunction with any activity connected to the services provided under this agreement. Including all preseason, regular season, post season and conditioning activities.
- Any violation of this agreement may lead to immediate suspension/termination of the supplemental services that are being provided and may lead to disciplinary action upon review of the reasons for failure to follow any of the agreed stipulations.
- Coaches who are paid a supplement but are not instructional or support will be treated as a substitute. A time sheet must be turned in weekly for the coach to receive payment. Any

part of the supplement remaining at the end of the season will be paid in a lump sum.

## **5.7 Filling of Coaching Positions**

Order of consideration:

- Instructional
- Support
- Community

## **5.8 Coaches considered substitute teachers**

- In accordance with the Affordable Care Act, Coaches who are considered substitutes will be paid a minimum wage and their time worked will be turned in weekly by the coach to the Athletic Director who will sign off on the time and send to Payroll and County Athletic Director. Any money that is owed at the end of the season will be paid in a lump sum to the coach.

All coaching positions that are held by anyone other than a certified instructional staff member will no longer have to be posted at the conclusion of each school year. See appendix C.

## CHAPTER 6 SUPPLEMENTS

### 6.1 Coaching Supplements

Supplements and Daily Rate of Pay:

- Supplements for individual coaching assignments can be found in the salary schedule provided by the personnel office. See appendix B.

If a coach does not fulfill his/her commitment for a given season, his/her supplement will be prorated by using the following formula:

- The total supplement will be divided by the total number of days (practices and games) **during the regular season**. This will provide the daily rate of pay.
- Then the total number of days worked will be counted and multiplied by the daily rate of pay. This will be the amount of the prorated supplement to be distributed.
- It is the expectation of the Citrus County School Board that all athletic seasons will begin on the first eligible date for practice, established by the FHSAA.

Supplements must be turned in by the following dates:

Fall	By October 15	Paid - November 15
Winter	By February 13	Paid - March 15
Spring	By May 1	Paid - May 30
MS-Boys Tennis & Girls Basketball	By December 12	Paid - January 15

### 6.2 Double Dipping

"Double Dipping" is not permitted. Examples of "double dipping" include, but are not limited to:

- Coaches holding practices during instructional time. Most often this occurs on half days of school or prior to the end of the contracted work time on teacher workdays.
- Coaches are permitted to coach two teams that seasons are concurrent with one another. In this instance, "double dipping" only occurs in situations which causes the coach to neglect his/her duties and/or obligations for one of the teams he/she is coaching. In order to meet the demands of the other. It is not considered to be "double dipping" if the practice and game schedules of the two teams are not in conflict with one another. It is only in this instance that permitting a person to coach two sports with seasons that run concurrently.

### **6.3 Splitting of Supplements**

When considering to "split" one supplement between two or more people, the school's Activities Director must:

- Contact the County Athletic Director
- Contact the Human Resources Department
- Contact the Payroll Department

### **6.4 Gender Equity Supplements**

Each school will be given ONE gender equity supplement for the school year. It will be up to the school as to how they will use their one supplement.

### **6.5 Releasing of Supplements**

Prior to requesting athletic supplements to be released, the Activities Director must collect a Supplement Release form from the Head Coach for a given sport. Items included on the Supplement Release form include:

- Inventory list (pre & post)
- Awards List
- Game results for the season
- Equipment stored and secured in an orderly manner.

See Appendix D.

### **6.6 Inventory Policy 7.77**

Pursuant to Citrus County School Board Policy 7.77 "property inventories shall be performed annually". Therefore, prior to the releasing of athletic supplements, the Head Coach for any given sport must submit, to the school's Activities Director, an up-to-date and accurate inventory of all equipment/property issued and for assigned to the given sport. See appendix E.



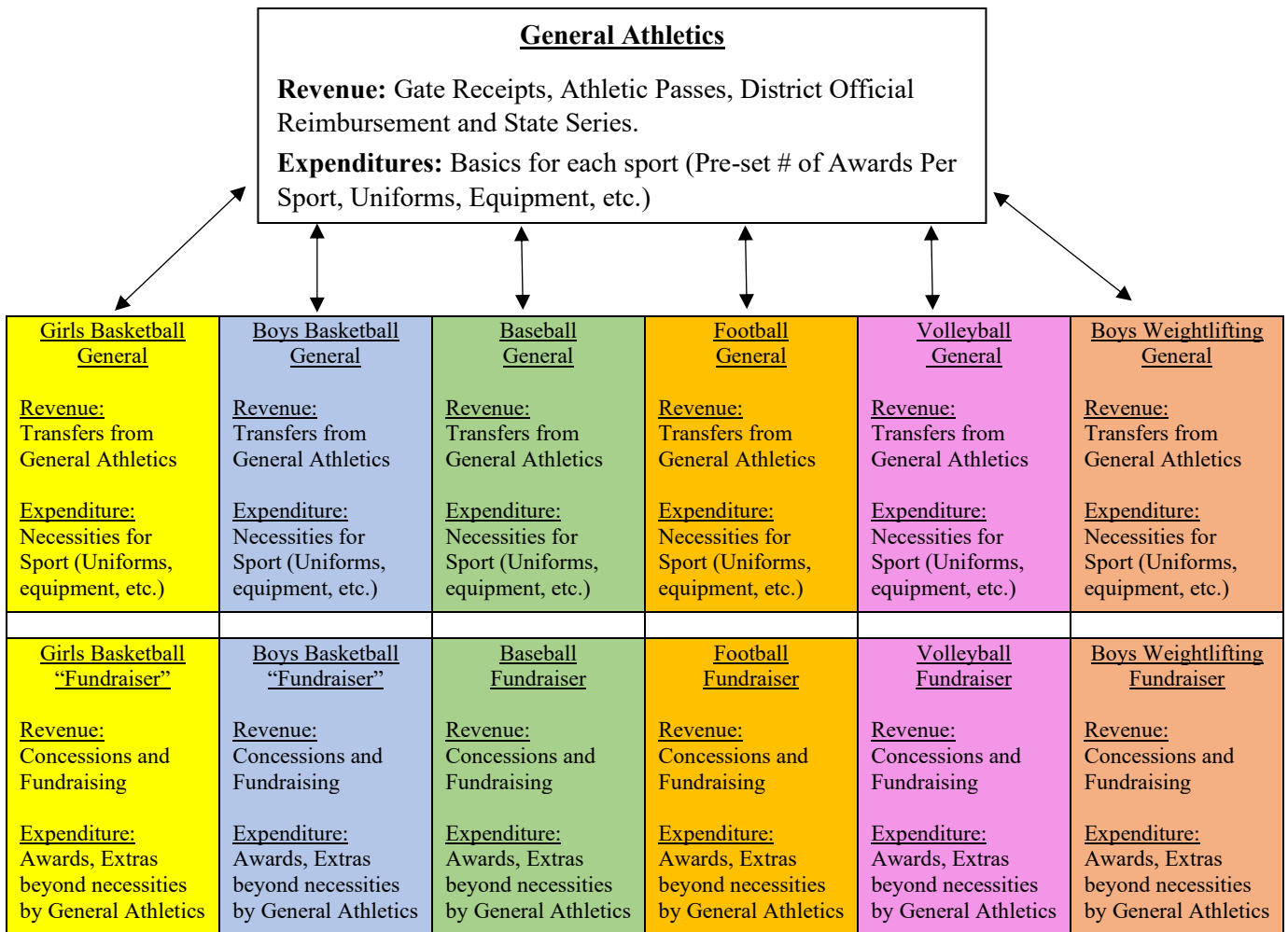
# CHAPTER 7 FINANCES

## 7.1 Budgets

The following time schedule should be followed in submitting individual school athletic budgets:

- Individual Head Coaches will turn in equipment requests to their Activities Director within two weeks from the conclusion of the sport season.
- The Activities Director will then make a composite athletic department budget and submit it to the County Athletic Director prior to June 15<sup>th</sup> of each year for review.

## 7.2 Athletic Account Organizational Chart



See appendix G

### **7.3 Purchasing Procedures**

- No expenditure for any unauthorized purchase or contract shall be approved by the School Board. The payment for any unauthorized purchases or contract shall be the sole responsibility of the person placing the order or entering into such contracts (verbal and/or written).
- Purchases from internal accounts must be authorized in writing by the Principal or the Principal's designee. Neither the Principal nor the School Board shall be liable for any purchases made in the name of the school without expressed written approval. Expressed written approval will be in the form of a pre-approved purchase order with number.
- Please refer to Florida's rules and accounting for education (Red Book) and the Citrus County School Board Policy 7.70. See appendix H.

### **7.4 Uniform Rotation**

Uniform Rotation Purchases:

- No sport will be permitted to purchase new uniforms any sooner than 3 years from the previous purchase, however, a split rotation of uniform purchasing may occur. Examples of this include but are not limited to: home/away jersey/pants. In a 3-year rotation, General Athletics will pay 50% and sport fundraising will pay 50%.

### **7.5 FHSAA Dues**

Each school is responsible to pay their FHSAA dues on an annual basis.

### **7.6 Students Purchasing Equipment from Vendor(s)**

Coaches are prohibited from requiring students to purchase specific equipment and/or uniforms from specific vendors.

### **7.7 Fundraising**

- Prior to the start of any fundraising a Fundraiser Request form must be completed by the Coach and submitted to the Activities Director for approval. The Fundraiser Request forms can be obtained in the bookkeeper's office. This must be done prior to the initiation of any fundraiser. See appendix F.
- All purchases by any Coach/Sponsor must have prior approval of the Activities Director and the bookkeeper. There is a form for this purpose in the bookkeeper's office. Any Coach or Coaches designee who orders or purchases any goods or services without prior approval will be held accountable for payment of any charges billed to the school. The school nor the school district will be held liable for such unauthorized purchases. See appendix J.
- During the collection of money, Coaches/Sponsors must complete a numbered signature

sheet including date, amount collected, the students name printed, and the signature of the payee. These signature sheets must be turned in to the school's bookkeeper by the next business day. See appendix I.

- In the event a sponsorship for advertising is sold, the payee needs to receive a written receipt and "thank you" letter on school letterhead.
- Prior to turning in money to the school's bookkeeper the Coach/Sponsor must complete a Monies Collected form to be turned in at the time of deposit. After the bookkeeper has counted the funds being turned in, he/she will then give the Coach/Sponsor a signed copy of the monies collected form, for their records. See appendix K.
- Following the money collection process for all fundraisers, a financial recap must be completed and submitted to the school's bookkeeper within one week following the conclusion of the fundraising activity.
- Following this process, funds generated through the fundraising activity will then be made available for purchase requisitions. Once approved, purchase requisitions are submitted to the bookkeeper for payment. All checks must bear the signature of the bookkeeper and the Principal.

## **7.8 Fundraising Organizations**

Fund-raising organizations are strongly encouraged to direct all efforts toward providing funds for athletic banquets, awards programs, and related athletic equipment. These purchases must be approved by expressed written approval from the Principal or his/her designee. Expressed written approval will be in the form of a pre-approved purchase order.

## **7.9 Donations and Gifts**

Accepted donations or gifts of funds, materials, or equipment shall be accepted and processed in accordance with the following:

- Value \$500.00 or greater shall be accepted by the Board in a regular meeting.
- Value less than \$500.00 shall be accepted by the Superintendent or his/her designee.
- This includes, but is not limited to, equipment, uniforms, monetary, gifts, etc...

## **7.10 Turning in Dollars from Concessions**

A "cash count sheet" must be included with the deposit being made. The cash count sheet must be signed by the person submitting the deposit, (1<sup>st</sup> counter), then the "cash count sheet" must be signed by the recipient/bookkeeper, the (2<sup>nd</sup> counter). See appendix L.

## CHAPTER 8 CONTEST ADMISSION

### 8.1. Admission Prices

Sport	Varsity	Junior Varsity	Middle School
Football	\$6.00	\$4.00	\$5.00
Flag Football	\$4.00		
Basketball	\$4.00	\$4.00	\$3.00
Volleyball	\$4.00	\$4.00	\$3.00
Soccer	\$4.00	\$4.00	
Baseball	\$4.00	\$4.00	
Softball	\$4.00	\$4.00	
Wrestling	\$4.00	\$4.00	

### 8.2 Athletic Passes

Issuance of Complimentary Passes

- Complimentary passes will be issued as follows:
  1. Only the passes listed below will be accepted at any athletic contest that takes place on the campus of a Citrus County public school.
  2. **Each individual school pass is valid only at that school's home, non-state series athletic events.**
  3. All passes will be admitted through the pass gate, Identification must be presented if requested. Signing in may be requested as well.
  4. Types of available passes:
    - a. Press Pass: Local press ID required
    - b. Student Passes: \$30 \$20 M/S School Option
    - c. Senior Citizen Pass: \$20
    - d. Family Pass: \$125 (admission for up to four family members)
    - e. Single Adult Pass: \$40 \$20 M/S School Option

### 8.3 FHSAA Identification Cards

Schools will honor these cards for complimentary admission to regular season athletic events. Under no circumstances are these cards to be honored for complimentary admission to any FHSAA State Series contest on the district, regional, or state level.

## **8.4 FHSAA State Series Pass**

State series passes may be accepted for admission into all athletic contests including district, regional and FHSAA Finals State Championship events.

## **8.5 Employee Benefit Pass**

*All employees* may present their school board identification badge for free admission to ***all regular season athletic contests***, which take place on any campus of a Citrus County Public School. This courtesy is extended to the ***immediate family (spouse and children under the age of 19)*** of the CCSB employee. However, please note that in order for the immediate family members to be admitted free of charge, the employee must present his/her identification badge at the time of admission. This complimentary admission does not include substitute teachers long or short term or Vendors. Unfortunately, due to the rules and regulations of the Florida High School Athletic Association, we cannot extend this courtesy for free admission into any state series competition. State series competitions include district tournaments, regional competitions, and state final competitions. The courtesy of presenting your school board identification badge for free admission is limited to ***athletic contests only***. Also, complimentary admission to athletic events **does not** cover any parking fees a school may charge. Employees attending the games will still have to pay any parking fees a school may charge.

## **8.6 Youth Nights**

Pursuant to FHSAA regulations, allowing members of the local youth leagues/organizations into games free of charge is not permitted. The FHSAA views this as a tool used for recruiting.

## **8.7 Passes Not Required**

The following groups will be admitted without having a pass or ticket.

- Participating teams and coaches (to be identified by home team).
- Bands in uniform with chaperone and/or sponsor (to be identified by the band director).
- Dancerettes and majorettes in uniform with chaperone and/or sponsor (to be identified by the sponsor).
- Cheerleaders in uniform with chaperone and/or sponsor (to be identified by sponsor).
- Workers must be identified at the gate (by the Activities Director).

## **8.8 Admission of Varsity and Junior Varsity Players**

All varsity and junior varsity players of a given sport will be admitted to home contests through the pass gate by being identified by the varsity or junior varsity Head Coach at a designated time. For example: Junior Varsity boys will be admitted free at Varsity boys' games but not varsity girls' games. In case of a boys' and girls' varsity doubleheader soccer game, junior varsity girls will be admitted free to the varsity boys' game if the boys game precedes the girls' game.

## **8.9 Concession, Programs and Parking**

- The operation of athletic concessions, programs, and parking will be conducted in accordance with sound business procedures that represent the total school program in a favorable manner. The home team is responsible for preparing, printing, and selling all programs at its home games, when applicable.
- Parking for high school football games will be \$4.00. The Principal has the authority to determine the distribution of funds collected from parking and program sales.

## **8.10 Violation of Pass Policies**

Any holder of a pass who deliberately misuses the privileges entitled to him by the pass will, as a result, have the pass confiscated.

# **CHAPTER 9 ANNUAL REPORTS**

## **9.1 Budget (Annual)**

Each school is responsible to complete and submit an annual athletic department budget. The athletic department budget shall be submitted to the County Athletic Director no later than June 15<sup>th</sup> of the preceding year. This budget shall be submitted on the budget template provided by the finance department.

## **9.2 Inventory (Seasonal)**

Prior to the releasing of athletic supplements, it is the responsibility of the Head Coach to complete an inventory of equipment, uniforms, etc., and submit it to his/her Activities Director. It is the responsibility of the Activities Director to ensure no coaching supplement is requested for release prior to receiving the annual inventory report from the Head Coach of any given sport. Annual inventory reports shall be made available to District Administrative Staff upon request. See appendix M.

## **9.3 Coaches Directory (Seasonal)**

At the beginning of each sport season Activities Directors will maintain an updated directory of coaches. Activities Directors are asked to use the template provided. The following information will be provided for each individual:

- Name
- School
- Sport Coaching
- Employee Classification

- CPR
- Video/Online class/training
- FHSAA Policy 36
- Van-Online training
- Driver's License

See appendix N.

#### **9.4 CPR Certification**

It is the responsibility of the Activities Director to maintain an accurate database of their coach's CPR, which includes the expiration date (month, day and year) for each coach. The Activities Director will use the template provided by the County Athletic Director in the development of their school's specific database. See appendix N.

It is the responsibility of the A. D. to ensure all compensated coaches maintain a valid CPR/First Aide Certification (to include AED).

#### **9.5 Student Accident Reports**

All athletic injuries requiring medical attention will require a student accident report be completed and submitted to the Principal's designee at the school. All student accident reports are required to be submitted within 24 hours of the incident.

See appendix P.

#### **9.6 Equity Report Requests**

Each secondary school must complete an equity report as required by the Office of Equal Educational Opportunity, (OEEEO). See appendix U.

#### **9.7 Professional Development Required of Coaches**

To be eligible to coach, all coaches must submit a certificate that shows successful completion of the following areas required by the FHSAA.

- Concussion
- Sudden Cardiac Arrest
- Heat Related Illness
- Policy 36

These courses are offered through NFHS Learn. <https://nfhslearn.com/>

## **CHAPTER 10**

### **ATHLETIC ELIGIBILITY**

#### **10.1 Athletic Boundary Eligibility**

Citrus County Schools follow a zoning process for determining which schools' individual students will attend. Thereafter, schools shall abide by the rules and regulations of the county and state athletic regulating bodies. Athletic eligibility, in terms of location/school, will be determined by Florida Statute, Citrus County School Board zoning guidelines, and the established Good Cause Provision.

#### **10.2 Participation Requirements**

Requirements Prior to Practice: The following items must be properly completed and turned in to the Activities Director before the athlete will be allowed to practice.

- FHSAA EL 2 form: Pre-Participation Physical Evaluation. See appendix Q.
- FHSAA EL 3 form: Consent and release from Liability Certificate. See appendix R.
- Academic Sheet
- Non-Negotiables
- Proof of Insurance (copy of card)
- Birth Certificate
- Signed Student-Athlete Code of Conduct. See appendix V.
- Signed Spectators Code of Conduct. See appendix V.
- Off-season Protocol. See appendix S.

#### **10.3 Athletic Eligibility**

In terms of athletic eligibility, both the middle and high school levels are to be held accountable for following the eligibility guidelines of the FHSAA.

- High School: Refer to [By-Law 9] of the FHSAA Handbook.
- Middle School: All middle school students who have been promoted to begin each school year will be athletically eligible. Then at the end of each semester grading period, each school will review each student athlete's GPA. If, at this time the student does not have a minimum of 2.0 GPA, he/she would then be considered ineligible to participate in athletics until they have earned a 2.0 GPA for a semester. Once a student has a 2.0 GPA, they become eligible to participate once again. The GPA considered here is not a cumulative GPA.

**Note:** When determining eligibility, we do not round up a GPA. An example may be a student that has a GPA of 1.99. This student athlete would be considered ineligible until he/she has earned a 2.0 GPA at the end of a semester. The rationale for this is to use athletics as a vehicle to motivate students to achieve and maintain a satisfactory academic performance that has been defined as a minimum of a 2.0 GPA



#### **10.4 Eighth Graders Participating in Spring Football**

Eighth grade students may participate in spring football practice at the public high school for which the students are zoned and will attend as ninth graders in the following school year under the following conditions.

- The students may practice on or in the high school facility only if such practice is approved in writing to the FHSAA office by the district school Superintendent.
- The students may be instructed in practice by high school coaches only if such instruction is approved in writing to the FHSAA office by the district school Superintendent.
- The Principals of both schools must give their permission in writing to the FHSAA office for the student to participate in such practice.
- The students must have catastrophic insurance coverage for such practice
- The students must have the written permission of their parents or legal guardians to participate in such practice on file in the school office.
- The students must have undergone a physical examination in the last calendar year.
- The students must not suffer any loss of time from school.
- The students may not participate in a spring football jamboree or spring classic game.
- The students may not participate in practice or have contact in any manner with student-athletes in the 9<sup>th</sup>, 10<sup>th</sup>, or 11<sup>th</sup> grades who are members of the high school team.

#### **10.5 PACE School Policy**

Eligibility for students that attend PACE School will be evaluated on an individual basis. The evaluation committee will consist of the three high school Athletic Directors, the County Athletic Director and the Director of the PACE School.

## **CHAPTER 11**

### **COACHES PROFESSIONAL DEVELOPMENT**

#### **11.1 Professional Training**

- Coaches are encouraged to attend professional meetings and clinics for the purpose of expanding professional knowledge. Approval for attendance at these functions during school time must be cleared through the Principal.
- All compensated coaches are responsible for attending all trainings/meetings that are coordinated by the district level administration.

#### **11.2 Coaching Certification Program**

- Any person who is a current paid athletic coach, holding a Three (3) year temporary athletic coaching certificate, will be required to:
  1. Complete courses required by the Florida Department of Education to move to the five (5) year coaching certificate,
  2. Provide the district with a current CPR card.
- To obtain information regarding these courses, the coach should contact the Professional Development Department, as well as advise their School Athletic Director they will be enrolling in the program.
- The Professional Development Department will provide the information to the coach for the online courses necessary to complete the Department of Education requirements to move from the three (3) year temporary Athletic Coaching certificate to the Five (5) year Athletic Coaching certificate. Once the prospective coach has completed all classes for certification and provided the current CPR card, they should contact Professional Development who will then notify Human Resources/certification contact of the course completion.
- The coach will then work with the Human Resources Department/Certification contact to apply to the Florida Department of Education for the five (5) year coaching certificate
- Effective Fall 2016, anyone who wants to participate in the Coaching Certification Program will have to pay for the courses up front and be reimbursed once the course is completed and a certificate is on file.

## **CHAPTER 12**

### **TRAVEL**

#### **12.1 Travel**

Citrus County Schools Transporting Students in Private Vehicles - Policy 8.36

- The District will normally use school buses, as defined by Florida Statutes, for all regular transportation of students, pre-kindergarten through grade 12.
- The transportation of students in privately owned motor vehicles for educational field trips or school-sponsored or school related events shall be approved by the Superintendent or designee on a case-by-case basis pursuant to Florida Statutes, except in an emergency situation.
- The vehicle must be a passenger car or multipurpose vehicle or truck, as defined by federal law, designed to transport fewer than ten (10) students.
- Drivers of such vehicles shall be required:
  1. To show proof of insurance coverage at the minimum limits required by Florida Statutes and any other limits that may be required by the School Board.
  2. To show a current valid driver's license.
  3. To comply with the requirements of the District's safe driver plan.
- Vehicles shall not transport numbers beyond their rated capacity.
- Appropriate safety measures such as use of seat belts shall be observed.
- The Superintendent shall develop procedures for implementing this policy.
- School employees are authorized to transport students under unusual circumstances if approved by the Principal.

#### **12.2 Coaches Riding the Bus to Away Competitions**

Pursuant to Citrus County School's Policy 4.43, at least one paid Coach must ride the bus with students when taking a field trip. This policy applies to athletic trips as well. At a minimum, there must be one member of the coaching staff on the bus, with the student athletes at all times. Volunteer Coaches are not permitted to be the only coach on the bus with the student athletes.

#### **12.3 Coach's Driver's License**

In order for a coach to be permitted to drive students in a county approved vehicle, their Driver's License must be screened and approved. At the beginning of each school year the school's Activities Director is responsible for obtaining a photocopy of the Driver's License for each athletic coach. He/she will send them to the Citrus County School's Transportation Department for screening. In the event a coaching position has not been filled by the time the copies of the Driver's Licenses are submitted at the beginning of the school year, the Activities Director will submit a photocopy of a newly hired Coach's Driver's License immediately upon hiring.

## **12.4 Coaches Driving Students to Athletic Competitions**

Coaches may drive student athletes to and from athletic competition as long as he/she has submitted a copy of their Driver's License to the school's Activities Director and clearance has been given by the District Services Center.

## **12.5 Bus Requests**

- In scheduling buses, it is always better to schedule a bus earlier, rather than later. It is much easier for our transportation staff to cancel a bus than it is to secure a bus and driver at the last minute.
- Schools are to call their school's transportation dispatcher at least one day prior to a scheduled trip to confirm the correct number of buses scheduled.
- Special bus requests will be accommodated whenever possible. However, it is important to note that buses of a specific size and amenities (such as air conditioning) are earmarked for specific routes. If a request for a specific bus interferes with the regularly scheduled route, the request will be denied. All requests for a specific bus must be made through the school's administration.
- At the conclusion of the trip, it is the responsibility of the Head Coach to ensure the bus is clean and all windows are up.
- Athletic Coaches are not permitted to drive school buses.

## **12.6 Coaches TDA's**

It shall be the responsibility of those assigned to supervise or chaperone athletic events, who are employees of the School Board of Citrus County and are leaving the county for said contest, to file a leave form before departing at least two weeks in advance, or as soon as qualifying for an FHSAA tournament.

**Note:** These policies shall apply to employees of the Citrus County Schools who have been authorized by the Principal to participate in said contest.

## **12.7 Use of District Allocated Funds**

All preseason, and all but one regular season, travel will be restricted to the counties that directly border Citrus County. These counties include Hernando, Sumter, Marion and Levy. The distance permissible to travel beyond the above-mentioned bordering counties is not to exceed 90 miles. If the school permits a sport to use their one trip to travel beyond the 90-mile allowance, the sport will have to provide the funding to cover the cost that is incurred by the extended mileage. If a sport desires to travel beyond the neighboring counties more than once, the individual sport must provide the funds to cover all costs associated with this travel. No district allocated funds may be used to cover the cost of any additional travel.

## **12.8 Team Meals for Travel**

Meals can be paid from the school athletic budgets for all trips that are part of the FHSAA State Series of competition, which go beyond the 50-mile distance one way from the Citrus County line. In this case, if the meal has been arranged, or overnight accommodations are approved, the Activities Director shall use the following meal guideline as a maximum amount for students only. All paid coaches will receive per diem at the rate approved by the Citrus County School Board.

- Breakfast           \$4.00
- Lunch               \$6.00
- Dinner              \$10.00

Total Per Day           \$20.00

## **12.9 Driving School Vans**

Anyone who will transfer students by school vans must watch and complete the two online courses. Staff members must complete the required training as prescribed by the risk management department, prior to transporting students. A pre-trip inspection must be completed prior to the transportation of students on the approved form provided by the transportation department.

## **CHAPTER 13**

### **AWARDS AND BANQUETS**

#### **13.1 Athletic Banquet Agreement**

All high school athletic banquets will be financed through the individualized sport fundraising accounts.

#### **13.2 Awards Agreement**

General Regulations:

- Each varsity athlete shall receive a 7" letter and insignia of his/her sport. Subsequently, each athlete shall receive an insignia of the sport when he/she meets the requirements. Subsequent letter in the same sport shall be a service bar.
- An athlete must be a member of the squad, and in good standing with team and school at the completion of the sport season, to be eligible for a letter award or any other athletic award.
- Any athlete who becomes ill, or is injured, or becomes a member of the squad after the season has started, may be considered for a letter award (subject to school administration review), if he/she has acquired the required percentage of quarters, innings, etc. based on the number of contests in which the athlete was eligible to participate.
- Prior to the start of each sport season, the Head Coach will submit to the Athletic Director, his/her written policy regarding specific criteria a student athlete must meet in order to letter in the given sport.

Junior Varsity Sports Awards:

- All athletes who complete a JV season successfully shall receive the appropriate award. as approved by the school's Activities Director.

Manager, Statistician, and Trainer Awards:

- A student shall receive the appropriate award (approved by the Activities Director) for satisfactorily performing his/her duties as decided by the coach.

## **CHAPTER 14**

### **OFFICIALS**

#### **14.1 FHSAA Policy 27 - “Schools Responsibility to Officials”**

Member schools have the following responsibilities relative to FHSAA officials when serving as host athletic contest to which the officials are assigned.

- An authorized representative of the host school shall greet the officials upon their arrival.
- The host school should provide a private secured place for the officials to park.
- The host school should provide a secure dressing facility which affords privacy.
- The host school should provide the officials access to private shower facilities with hot water whenever possible.
- The host school should provide the officials with refreshments (i.e., water and/or sports drinks), during the halftime intermission, following the conclusion of the contest and other appropriate times.
- The host school must provide pregame, halftime, and postgame security for the officials. A school official or Principal's designee must escort the officials to and from the playing field or court to prevent harassment.
- The host school Principal, Principal's designee or game administrator must indicate to the referee or umpire-in-chief his/her seat location should a situation develop where assistance is needed during the contest. The contest coaches should not serve as the Principal's designee or game administrator.
- School personnel, including coaches, shall not enter the official's dressing facility while the officials are in attendance except when requested by officials.
- The host school for Florida High School State Championship series contests beyond the district level shall provide contest officials with a secure and adequate dressing room (one each for mixed gender crews) with properly operating bathroom facilities including showers with warm water at the site of the contest. If the site does not have facilities, the host school shall obtain and provide at its expense an appropriate hotel/motel room(s) reasonably close to the site. The host school is required to complete dressing room arrangements and have the information available to the head referee at least 24 hours prior to the scheduled starting time of the contest to verify the arrangements for the contest. The referee or umpire-in-chief shall report to the FHSAA Office the failure of any host school to provide dressing facilities as required.

## **CHAPTER 15**

### **COMMUNITY USE OF FACILITIES**

#### **15.1 Board Policy**

##### **Citrus County Schools Community Use of Facilities- Policy 9.30**

➤ Purpose

School property, facilities, and equipment are intended primarily for school educational purposes and for the benefit of students. No other use shall interfere with these purposes. The school Principal or site-based administrator shall approve or deny a request for the use of school property, facilities, and equipment by any groups or individuals, and shall be responsible for safeguarding such property, facilities, and equipment.

After providing for regular school programs, the School Board may permit the use of educational facilities and grounds to eligible non-school groups and organizations. Such non-school use of educational facilities shall take place only after the execution and delivery of all required forms and documentation. The School Board shall adopt a fee schedule for use of facilities. The fee schedule is to be applied in a uniform manner and is designed to cover all costs.

➤ Eligibility of users

Educational facilities and grounds shall be made available for use by school-based, school-related, government/association, and community groups and/or organizations.

➤ Conditions for use

The following conditions shall be observed:

1. The School Principal or site-based administrator will verify that the school facility or equipment will not be in use by the school or educational site during the time of the organization's request.
2. The organization requesting to use educational facilities or grounds must complete and submit to the school Principal or site-based administrator all required forms and documentation at least ten (10) working days in advance of use.
3. Fees will be collected based on the Board approved fee schedule for non-school related organizations and groups.
4. Individual site administrators may impose additional guidelines specific to their site, such as areas of parking, food in the facility, or security needs.

➤ Use by School-Related Organizations and Groups

1. There shall be no charge for the use of school facilities and equipment to eligible and approved groups or organizations related to and connected with the school, students, or activities, and events directly related to the operation or support of the school or District



operations.

2. Custodial services shall be rendered at no charge to school-related groups if use of the facilities occurs during hours normally covered by school custodians and if the event or activity does not create an additional need for custodial services. The regular cafeteria manager or designee must operate school kitchens.
3. Charges will be assessed for all labor, fringes, or services not normally covered and will be in accordance with the Board approved fee schedule.
4. Any person or group sponsoring any activity that has potential hazards shall meet the insurance requirements.
5. The school Principal or site-based administrator or designee shall be on the school grounds during the hours of use of the facilities.

➤ Use by Non-School Related Organizational and Groups

1. All applicable forms, documentation, and insurance requirements must be completed and submitted to the school Principal or site-based administrator at least ten (10) days in advance.
2. There shall be a charge for the use of school facilities and equipment according to the approved fee schedule described in the Administrative Guidelines for this policy, unless waived by the school Principal or site-based administrator and approved by the Superintendent or designee.
3. Payment for estimated fees shall be made at least five (5) days in advance by check and made payable to the School Board of Citrus County.
4. The school Principal or site-based administrator, or designee, shall be on the school grounds during the hours of use of the facilities.

➤ Restrictions Regarding Use of Equipment and Facilities

1. No property or equipment shall be used for any of the following purposes unless specifically approved by the Superintendent or designee:
  - a. Commercial use or personal gain;
  - b. Programs involving any form of gambling or any illegal activity.
  - c. Private teaching, except by accredited institutions of higher learning, including piano, guitar, dance, etc.;
  - d. Activities in violation of any School Board adopted regulation, policy, or administrative guideline;
  - e. Partisan political meetings.
2. The use of alcoholic beverages or illegal drugs of any kind is prohibited.
3. Smoking is not permitted in School Board facilities or on School Board property.

➤ Religious Services

1. All applicable forms, documentation, and insurance requirements must be completed and submitted to the school Principal or site-based administrator at least ten (10) working

- days in advance.
2. There shall be a charge for the use of school facilities and equipment according to the approved fee schedule described in the Administrative Guidelines for this policy, unless waived by the school Principal or site-based administrator and approved by the Superintendent or designee.
  3. Use of property, facilities, and equipment for the purpose of religious worship services shall be in accordance with the following:
    - a. Use will be on a temporary basis and shall not exceed twelve (12) months.
    - b. There shall be no expense to the School Board.
    - c. All applicable forms, documentation, and insurance requirements must be satisfied by the organization prior to any use.
    - d. Use must be by an organization intending to construct or utilize its own facility.

➤ Application and Required Documents

1. Organizations or groups must complete all applicable forms at least ten (10) working days prior to the use of the facilities or equipment.
2. An application must be completed and forwarded to the school Principal or site-based administrator for the use of any facilities or surrounding areas, such as parking lots. The application must be on the Citrus County Use of Facility Request form. The school Principal or site-based administrator will approve or deny the request and notify the agency or organization of the decision.
3. Upon receiving an approved application, the agency or organization will complete all additional forms and documentation, such as the insurance verification, and the Use of Facility Agreement.
4. The school Principal or site-based administrator must receive a payment by check for the estimated fees at least five (5) working days prior to the use of the facilities, or equipment.

➤ Fee Schedule

1. The fees for non-school related users are designated in the Administrative Guidelines. These fees will be reviewed and adjusted as needed every two years.
2. Custodial services are included in the basic facility usage fee, except when additional services are needed or when the use of the facility occurs outside normal hours when a representative of the School Board is not on the school campus.
3. Charges for extra custodial staff services shall be assessed. The school Principal or site-based administrator shall determine the personnel necessary for providing services, supervision, and protection or property.
4. The School Board shall employ and pay all School District personnel from assessed fees. Such pay shall be in accordance with the employee's hourly rate.

➤ Other Personnel

1. School kitchens must be operated by the regular cafeteria manager or approved

designee.

2. A qualified food service employee shall operate food service equipment.

➤ Damage

Any organization or facility user will be held responsible for any damage to facilities or equipment.

➤ Insurance

The organization or group using the facility must submit a Certificate of Insurance for Commercial Liability in the minimum amount of five hundred thousand dollars (\$500,000) for the entire duration of the use. The Certificate of Insurance will name the Citrus County School Board as an additional insured and will meet all requirements specified on the Use of Facility Request form and the Use of Facility Agreement.

➤ Falsification and Delinquent Payment

Delinquent payment or falsification of application or insurance certification will be grounds for denial of use.

➤ Persons Under the Influence or in Possession of Alcohol or Drugs.

Persons having possession of, or under the influence of, intoxicating beverages, and/or hallucinogenic drugs or combination of drugs having hallucinatory effects, marijuana, or under the influence of inhalant or other drugs or combinations of drugs or materials expressly prohibited by federal, state, or local laws shall not be allowed to be in and upon School Board property or at School Board functions and shall be considered as trespassers if they fail to leave said functions or property after warning.

➤ Expenditure of Funds Collected

The school Principal or site-based administrator shall be responsible for collecting all fees forwarded to the District Finance Office to cover any expenses incurred by the District for its use. The remaining funds will be returned to the school for their discretionary use. Primary use of these remaining funds should be for maintenance and upkeep of the facilities utilized.

## Citrus County Schools Facility Use Guidelines

### Policy 9.30

The following guidelines have been developed to implement the School Board Policy for the use of school facilities. This fee schedule should be used in the event of a request for use of a School Board facility by non-school related organizations. School groups are encouraged to schedule events in the most cost-effective manner. If groups schedule events outside of normal hours as means of raising money for their group, the utility, custodial and security expenses may be charged to that group at the Principal's discretion.

#### Stadium

##### Profit

Lights: \$20.00/hr.  
Custodial Fee: hourly rate  
Cleaning Supplies/Paper Products:  
50 + people: \$100.00  
Lining of field: \$120.00

##### Non-Profit

Lights: \$20.00/hr.  
Custodial Fee: hourly rate  
Cleaning Supplies/Paper Products:  
1 – 50 people: \$50.00  
Lining of field: \$120.00

#### Gymnasium

##### Profit

Lights: \$20.00/hr.  
Custodial Fee: hourly rate  
Cleaning Supplies/Paper Products:  
50 + people: \$100.00

##### Non-Profit

Lights: \$20.00/hr.  
Custodial Fee: hourly rate  
Cleaning Supplies/Paper Products:  
1 – 50 people: \$50.00

#### Baseball & Softball Fields

##### Profit

Lights: \$20.00/hr.  
Custodial Fee: hourly rate  
Cleaning Supplies/Paper Products:  
1 - 50 people: \$100.00

##### Non-Profit

Lights: \$20.00/hr.  
Custodial Fee: hourly rate

#### Auditoriums & Stage

##### Curtis Peterson \*

##### Profit

\$750.00/day

##### Non-Profit

\$250.00/day

\*This does not include the custodial fee.

**Cafeteria/Cafetorium — (no food served)**

Profit

Utilities: \$20.00/hr.  
Custodial fee: hourly rate  
Cleaning supplies/paper products:  
50+ people: \$100.00

Non-Profit

Utilities: \$20.00/hr.  
Custodial fee: hourly rate  
Cleaning supplies/paper products:  
1-50 people: \$50.00

**Cafeteria/Cafetorium & Kitchen — (food served) \*\***

Profit

Utilities: \$20.00/hr.  
Custodial fee: hourly rate  
Cleaning supplies/paper products:  
50+ people: \$100.00

Non-Profit

Utilities: \$20.00/hr.  
Custodial fee: hourly rate  
cleaning supplies/paper products:  
1-50 people: \$50.00

\*\* (Food Service personnel are additional and required for kitchen use. A custodian is also required.)

**Regular Classroom\*\*\***

Profit

Usage fee: \$10.00/hr.  
Custodial fee: hourly rate

Non-Profit

Usage fee: \$5.00/hr.  
Custodial fee: hourly rate

\*\*\*Non-profit groups hosting less than 15 students may have the fee waived, providing the meeting lasts no more than two hours and concludes prior to 6:00 p.m. during a scheduled workday.

**School Bus - Outside Group Use**

\$1.50/mile  
\$10.00/hr. for driver

*During normal working hours, a charge for school personnel may be waived unless so noted. Outside normal working hours, school personnel will be paid their hourly rate, which may include time and a half.*

*Florida sales and use tax must be collected on facility use fees unless the user provides a current "Consumer Certificate of Exemption."*

## **CHAPTER 16**

### **SPECIAL REGULATIONS AND INTERPRETATIONS**

#### **16.1 Professional Uniform**

In order to exhibit quality professionalism in its highest standard, and to promote unity among coaching staff, each school, through its Principal, shall determine their own code of dress for work purposes. It shall then be the responsibility of each staff member to comply with that established standard.

#### **16.2 Radio and TV Agreements**

All radio and television coverage for any athletic event that takes place on the campus of a Citrus County public school must receive prior approval from the County Athletic Director.

#### **16.3 Hazing of Student/Athletes**

Hazing of athletes, including shaving of heads and other types of activities are not in the best interest of athletics in Citrus County. In the interest of all students, such activities must be eliminated, and every precaution taken to see that they did not occur.

#### **16.4 Off-Season Programs**

Pursuant to Florida High School Athletic Association (FHSAA) policy, student athletes are not required to participate in any off-season program. FHSAA policy states, "Participation shall be voluntary and shall not be required, either directly or indirectly, for membership on an interscholastic team." This includes but is not limited to the following outside agencies: AAU, USA, USOC, USGA, AJGA, FIFA, ASA, USSA, USS, NISCA, ASCA, CSCAA, FTA, USTA, ITF, USVBA, or any team affiliated with a school.

See appendix I.

#### **16.5 Spectators on the Field or Courts**

Spectators on the field/courts: before, during, or after contests.

Spectators are prohibited from entering the field, court, etc., following the conclusion of a contest. Pursuant to the FHSAA, storming the playing field, court, or pool by spectators and students at the conclusion of an athletic contest will subject the host school a fine assessment as outlined below (fines may be increased depending on the severity of the incident).

Indoor- \$250.00

Outdoor- \$500.00

#### **16.6 Playing of In-County Teams**

It is the expectation of the County Athletic Director that each of the three high schools compete against each other in a home and home contract format for sports where this practice is customary.

### **16.7 Video Exchanges**

It is the expectation of the Citrus County School district that, in sports where film exchange is customary, coaches of Citrus County exchange films between one another.

### **16.8 Wet Bulbs - WeatherStem Protocol**

For every practice or competition there should be an awareness of local weather conditions. It is the responsibility of the AD to ensure that the recommended guidance for Wet Bulb Global Temperature and the Distance to Lightning Action are monitored and followed by all coaches.

**All AD's and Coaches will:**

- Download the WeatherStem App. [Citrus.weatherstem.com](http://Citrus.weatherstem.com)
- Create, personalize, and maintain an account with necessary notifications.
- Monitor Wet Bulb Global Temperature and Distance to Lightning

<b>Flag Color</b>	<b>WBGT Range</b>	<b>Classification</b>	<b>Guidance</b>
	70°F to 82°F	Good Conditions for Normal Activities	Provide at least one rest break each half hour of the session with a minimum duration of 5 minutes each.
	82°F to 87°	Less Than Ideal Conditions. Use discretion for intense or prolonged exercise.	Watch at risk players carefully. Provide at least 3 separate rest breaks each hour with a minimum duration of 4 minutes each
	87°F to 90°F	Moderate Risk for Heat Illness. Maximum practice time is 2 hours.	Players are restricted to helmet, shoulder pads, and shorts during practice, and all protective equipment must be removed during conditioning activities. If the WBGT rises to this level during practice, players may continue to work out wearing football pants without changing to shorts. For All Sports: Provide at least four separate rest breaks each hour with a minimum duration of 4 minutes each.
	90°F to 92°F	High Risk for Heat Illness. Maximum practice time is 1 hour.	There must be 20 minutes of rest breaks distributed throughout the hour practice. No protective equipment may be worn during practice, and there may be no conditioning activities.
	92° to 140°F	Extreme Conditions, No outdoor training.	Cancel or delay practice until a cooler WBGT level is reached

<b>Distance to Lightning</b>	<b>Action</b>
<b>More than 30 Miles</b>	No action required
<b>30 Miles</b>	AD / Coach will be notified of potential impending severe weather

<b>15 Miles</b>	AD / Coach will issue a Watch – Notifying coaches of significant increase for hazardous weather
<b>10 Miles</b>	AD / Coach will issue a Warning – Activity will cease, and everyone will move to a safe location (see safe locations)
<b>6 Miles</b>	Everyone must be completely within the designated safe locations

## **16.9 Parent Complaint Process**

- Coach
- AD
- Principal
- County AD
- Personnel

\*\*\*Notification of parents and players\*\*\*

## **16.10 Ambulance Service**

Prior to the start of each football season, the County Athletic Director will send a letter, along with a master schedule of all football games that are scheduled to be hosted in Citrus County, to the Emergency Medical Services Provider, requesting the presence of an ambulance and /or paramedic at each football game hosted in Citrus County.

## **16.11 Protocol for Handling Unconscious Athletes**

In all situations where a student athlete loses consciousness, emergency medical personnel should be called.

## **16.12 Dressing Facilities**

In an effort to maintain a hospitable educational environment, in sports it is customary, all Citrus County School's that host an athletic contest must provide a dressing facility to the opposing team. The location and feasibility of use of the dressing facility must be considered when providing a dressing facility.

## **16.13 Sundays**

There shall be no events (practices, etc.) on Sundays.

## **16.14 Adding Sports to Athletic Programs**

No other sports shall be put into the athletic program without approval of the county administrative staff.

## **16.15 Implications of Athletics for Physical Education**



The regular physical education curriculum will be followed throughout the school year. It may include activities related to varsity athletics but will not receive any special emphasis according to individuals within the class. This would mean, primarily, that all athletes involved in physical education classes would carry on the same activities as other members of the class without any special emphasis on weightlifting, passing of the football, track events, basket shooting, etc., unless the whole class is participating in that phase of instruction.

### **16.16 Enforcement of Policy and Guidelines**

There shall be no circumventing of any regulation in this policy book. It will be the Principal's responsibility to ensure that the intent of established county policy concerning the exclusion of varsity athletics from the academic school day is enforced.

### **16.17 District Competition Ties**

Any Citrus County School who is chosen to be a district host for a sport that requires a tie between two or more teams to be broken by a coin flip or blind draw, will contact the County Athletic Director so that he/she can be present to verify the outcome of the coin flip or blind draw. Every attempt will be made by the Activities Director or Head Coach to contact the Head Coach or Activities Director of any Citrus County School to offer them the opportunity to be at the coin flip or draw.

### **16.18 Social Media Issues**

Coaches will place in their team rules, a rule that will address any type of social media issues that may arise before, during, or after the season is completed. This includes but not limited to Facebook, Instagram, text messages, emails, and any other type of social media that may be used that would bring negative feedback to the team, school, or district. Refer to Athletic Non-Negotiables.

### **16.19 Athletic Non-Negotiables**

#### Citrus County Schools Athletic Non-Negotiables

1. Any student athlete who is found to be in possession of or using any type of alcohol or illegal drugs on any school campus, will be suspended from any athletic participation for the remainder of that school year. The student will also be disciplined at the school level according to the Citrus County Student Code of Conduct.
2. Any student athlete who displays inappropriate behavior or acts, that represents the school or athletic team that is captured by a picture or displayed on social media avenues will be disciplined in the following ways:
  - a. First offense- athlete is suspended for two weeks
  - b. Second offense- athlete is suspended from any athletic participation for the

remainder of the school year.

3. Any student athlete who is found to be in possession of or using any type of tobacco products will be disciplined. That discipline will include but not be limited to suspension of games to dismissal from the team.
4. Any student athlete that receives a level 2 or higher ejection per FHSAA guidelines, will be handled at the school level according to the Citrus County Student Code of Conduct as if the infraction had occurred in school.

## **16.20 Athletes Who Quit during the Regular Season**

Any student athlete who quits the team they are participating on during the regular season will not be allowed to participate in another sport until the end of the regular season of the sport that they quit in.

## **16.21 High School Athletic Participation Priority Rule**

We value the role high school athletic season participation can contribute to a student-athlete's overall success, but it does not replace the equally important role being part of a high school team plays on the student-athlete. High school seasons are typically shorter commitments than year-round club participation, but high school seasons are a commitment.

All student-athletes that participate on non-school related teams (including, but not limited to AAU, USSSA, etc..) and/or clubs that choose to participate in a school sport **shall** make the school team their priority for the entire school sport season. If there is a conflict of a practice or game between the non-school team and the school team, the school team **shall** take priority. Any absence from the student athletes' school team practice or a competition (as a result of their participation in a non-school team or club), will result in an unexcused absence. Unexcused absences or chronic absenteeism **will** result in, but not limited to, forfeited playing time or dismissal from the team.

## **16.22 Mid-Season/Year Athletic Transfer Verification**

Any student-athlete who is authorized to transfer from one school to another must meet the following criteria and the eligibility of students who transfer is immediate, with certain limitations:

- School Districts, FHSAA, Charter Schools may NOT delay eligibility if student changes schools due to controlled open enrollment or choice. New controlled open enrollment provisions went into effect in 2019-2020.
- Students may not participate in the same sport in the same year at more than one school (see list of exceptions below that are clarifying language)
- Mid-season transfers may seek to immediately join a team under certain conditions:
  1. Roster for the sport has not reached maximum size
  2. Coach determines student has skill and ability
  3. May not participate if already participated in same sport at another school that same year unless they meet one of the items on the exception list below:
    - a. Children of active-duty military whose move resulted from military order
    - b. Children relocated due to foster care placement

- c. Children who move due to a court-ordered change in custody due to separation or divorce, or serious illness or death of a custodial parent.
- d. Authorized for good cause in district, private or charter school board policy.
  - 1. Move to a new residence from outside Citrus County Public Schools. The student moves to a new home address due to a move by the student and a person or person(s) with whom he/she has been previously living that makes it necessary for the student to attend a different school and the student meets all other eligibility requirements. A student cannot reside at more than one address, and only the student's current residence may be used for eligibility purposes.

*“Move” Defined. The following items are evidence of a move:*

- All personal belongings of those moving are moved from the former residence; and
- Mail of those moving is received at the new residence; and
- Driver's license, voter registration and/or other forms of legal documentation for those moving are changed to the new residence.

2. Reassignment by District School Board or Charter School Board.

3. Undue Hardship appeal which will require the Good Cause Review Committee to intervene (3 county high school athletic directors and CCSB county AD) and make a decision on a case led by the District Coordinator of Athletics. The following items will need to be submitted to the District Coordinator of Athletics upon enrollment (Copy of signed and notarized Citrus County Athletic Participation Form, copy of the FHSAA EL2, EL3, GA4, and GA7, and a letter of hardship stating the reason for the “Hardship” appeal, signed and dated by parent or guardian). Once all completed paperwork has been submitted, a decision by the committee will be given within 10 school days. All decisions are final. If approved, the school must still follow FHSAA policy 9.3.3.



# Athletic Programs Protocol

From the office of the Superintendent

Pursuant to recommendation of the Citrus County School Board, the Superintendent has developed and directs the implementation of the following Protocol in all Citrus County Schools effective immediately.

This Protocol for Athletic Programs is separated in three major sections:

- Coaches Code of Conduct
- Student-Athlete's Code of Conduct
- Spectator's Code of Conduct.

## **Part 1: COACHES CODE OF CONDUCT**

The coach/student-athlete relationship is a privileged one. Coaches play a critical role in the personal and athletic development of their students. Therefore, coaches are expected to model the fundamentally positive aspects of school sport. Coaches are responsible for their own behavior as well as their student-athletes.

- 1.1- Coaches shall recognize that athletes are students first. Coaches shall recognize that school sport is an extension of the classroom, with moral and legislative obligations required of the coach at all times.
- 1.2- Coaches shall comply with the regulations, policies, and procedures of the Florida High School Athletic Association and the Citrus County School Board.
- 1.3- Coaches shall actively uphold the rules of the sport, the spirit of the rules of the sport, and encourage student-athletes to do the same.
- 1.4- Coaches shall treat all participants fairly and equitably, by refraining from discriminating against any student-athlete.
- 1.5- Coaches shall respect the judgment and interpretation of officials and require student-athletes to do the same. The coach shall not engage in conduct which would incite players or spectators against officials.
- 1.6- Coaches shall not use foul, profane, harassing, or offensive language or gestures in the conduct of coaching duties.
- 1.7- Coaches shall not, either directly or indirectly, encourage a student to attend a particular school for the purpose of participating in interscholastic sports.
- 1.8- Coaches shall not, under any circumstances, endorse, recommend, or suggest the use of performance enhancing drugs or supplements by any student-athlete.
- 1.9- Coaches shall abstain from the use of tobacco products and alcohol while involved in coaching activities, and discourage their use by student-athletes.
- 1.10- Coaches shall not require or imply that a student-athlete must be involved in any summer program or club program as part of their obligation to participate on a school team.
- 1.11- Coaches shall not require or imply that a student athlete cannot or should not participate in any sport of their choice.
- 1.12- Coaches shall not start pre-season try outs or practices to the detriment of any in season sport.
- 1.13- Coaches shall place the safety and welfare of an athlete above any other consideration. Athletes should be closely monitored and appropriate care taken to provide adequate hydration and rest periods. The coach shall be responsible for notifying the Athletic Director, Principal, and Parents or Guardians of any safety or health-related incidents involving student athletes.
- 1.14- Every Head Coach shall have an emergency plan developed and communicated to his/her assistants.

## **Part 2: STUDENT ATHLETE'S CODE OF CONDUCT**

The actions of a student-athlete are a reflection of themselves, their parents, their team, their school and their community. A student-athlete's involvement in school sports, provides opportunities and experiences that are important to the development of a well-rounded student. However, student-athletes must understand that participation in school sports is not a right but a privilege, and a high standard of conduct will be demanded on and off the field. Student-athletes shall adhere to the Citrus County Schools Student Code of Conduct.

Student athletes shall:

- 2.1- Treat everyone with respect
  - A. Treat teammates, coaches, school staff, opponents, event organizers, and spectators with respect.
  - B. Respect and accept with dignity the decisions of officials.

- C. Be generous in winning and graceful in losing.
- 2.2- Exercise self-control at all times.
  - A. Remember that there is no place in sport for drugs, alcohol, or tobacco.
  - B. Refrain from the use of foul or profane language.
  - C. Refrain from the use of physical force outside of the rules of the game.
- 2.3- Play Fair
  - A. Play within the rules and the spirit of the rule of the game at all times.
  - B. Learn the safe practices of their sport and demonstrate those practices in competition.
- 2.4- Practice safety
  - A. Notify the coach in the event they witness a team member in physical distress, vomiting, loss of concentration, inability to walk correctly, or in a state of obvious disorientation.
  - B. Inform their coaches of any impairment in their physical condition immediately.

### **Part 3: SPECTATOR'S CODE OF CONDUCT**

Spectators are encouraged and welcomed to attend secondary school sporting activities.

#### **Spectators must:**

- 3.1- Treat everyone with respect.
  - A. Cheer in a positive manner.
  - B. Respect the decision of officials.
  - C. Not interfere with play or competition
  - D. Be courteous and respectful to other spectators, all competitors, coach's event organizers, and officials.
- 3.2- Exercise self-control at all times.
  - A. Respect the rules and regulations of facility.
  - B. Refrain from the use of foul or profane language.
  - C. Refrain from the use of physical force of any kind.

Failure to comply may result in a spectator being removed from the school facilities and banned from future events.

#### **DISTRIBUTION:**

Each coach will be given a copy of the Coach's Code of Conduct, signing that they have received such.

The Student-Athlete's Code of Conduct and the Spectator's Code of Conduct will become part of the permission to participate process that is signed by all athletes and parents. The Spectator's Code of Conduct will be placed in programs that are distributed at sporting events, and be displayed at athletic locations.

**SUPPLEMENT PAY SCHEDULE****High School:**

*Activities Director	3,883.00
*Head Football Coach	3,883.00
*Assistant Football Coaches	2,640.00
*Head Basketball Coach	2,640.00
*Assistant Basketball Coach	1,870.00
*Head Baseball Coach	2,640.00
*Assistant Baseball Coach	1,870.00
*Head Flag Football Coach	1,870.00
*Assistant Flag Football Coach	1,309.00
*Softball Coach	2,640.00
*Assistant Softball Coach	1,870.00
*Head Track Coach	2,640.00
*Assistant Track Coach	1,870.00
*Wrestling Coach	2,640.00
*Assistant Wrestling Coach	1,870.00
*Tennis Coach	1,870.00
*Golf Coach	1,870.00
*Volleyball Coach	2,640.00
*Assistant Volleyball Coach	1,870.00
*Cross Country Coach	1,870.00
*Head Weightlifting Coach	1,870.00
*Assistant Weightlifting Coach	0.00
*Cheerleader Coach	2,640.00
*JV Cheerleader Coach	1,870.00
Vocational Agriculture Teacher	2,097.00
*Yearbook Sponsor	2,097.00
*Band Director	2,640.00
*Drama Coach	2,097.00
*Choral	2,097.00
*Choral Breeze	2,097.00
*Auxiliary Marching Unit	1,870.00
*Soccer Coach	2,640.00
*Assistant Soccer Coach	1,870.00
*Swimming	1,870.00
*County Diving Coach	1,870.00
divide among three high schools	
School Newspaper	2,097.00
*Academic Quiz Coach	2,097.00
Department Heads Max 8 per School	1,210.00

9680.00 max payable to school  
 School Based Activity Per School 2,400.00

**Middle School:**

*Athletic Director	2,097.00
*Head Football Coach	2,097.00
*Assistant Football Coach	1,586.00
*Head Basketball Coach	1,586.00
*Assistant Basketball Coach	821.00
*Track Coach	821.00
*Cross Country	821.00
*Tennis Coach	821.00
*Golf Coach	821.00
*Volleyball Coach	1,586.00
*Assistant Volleyball Coach	821.00
*Cheerleader Coach	1,586.00
Vocational Agriculture Teacher	1,331.00
*Band Director	1,586.00
*Drama Coach	1,100.00
*Yearbook Sponsor	821.00
*Auxiliary Marching Unit	821.00
Intramurals	514.00
School Based Activity Per School	1,442.00
Department Heads	1,906.00

**Elementary/Crest/WTI:**

School Based Activity per school 1,442.00

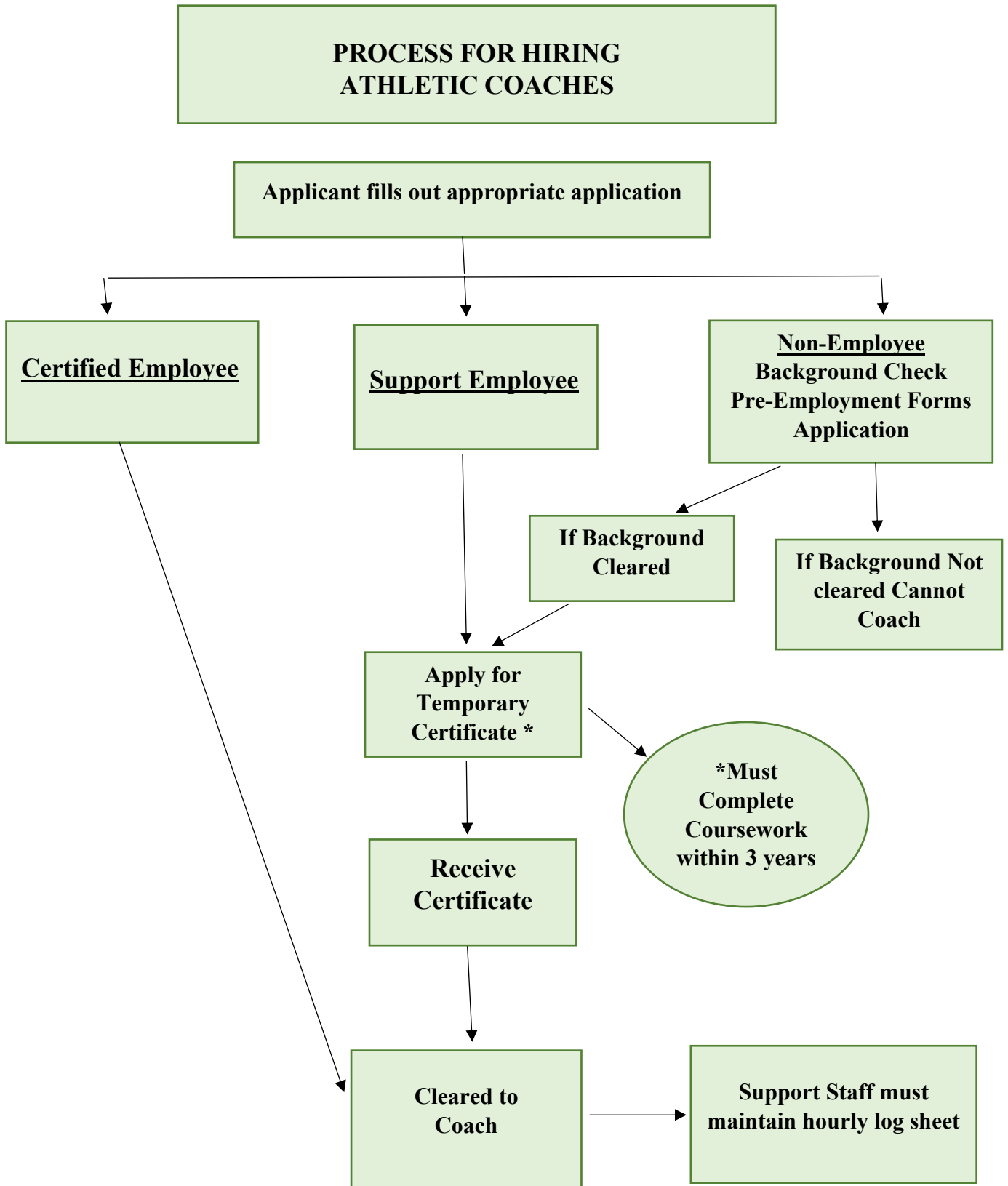
\*Experience Increment: The positions with the \* in front will receive the following increments for In-County experience in that position for bargaining unit members:  
 4-6 years- \$100 7-9 years- \$200 10-12 years- \$300 13-15 years-\$400 16-18 years-\$500 19-20 years-\$600

\*\* SCHOOL BASED ACTIVITY SUPPLEMENT: This supplement is for extra activities beyond the normal routine duties expected of teachers. The supplement may be given in whole or in part based upon the extent of the responsibilities. This supplement may not be added to an already existing supplement. In order to receive the supplement, the principal shall submit a plan to the Superintendent and CCEA. (Examples: Department Head, Team Leader, Safety Patrol, Senior/Junior Class Sponsors, etc.)

All supplemental positions except for School Based Activity Supplement, shall be posted in the same manner as all instructional positions.

Updated 6/7/2022







**Supplement Release Form**

Before any athletic supplement can be requested to be released, the following items must be completed and turned in to the Activities Director.

**Items to be Completed**

**Date Completed / Returned**

- Inventory List
- Awards List
- Game Results
- Equipment Stored and Secured

Coach's Signature \_\_\_\_\_ Date \_\_\_\_\_

Activities Director \_\_\_\_\_ Date \_\_\_\_\_



Citrus County School Board  
Policy 7.77

**Inventories and Property Records**

The Superintendent shall maintain property records for all property owned by the District, such as sites, new buildings, additions, equipment, buses and similar items.

- I. All equipment shall be listed that has a value or cost established by Florida Statutes or the amount allowable under State Board of Education rules.
- II. Property inventories shall be performed annually.
- III. The Superintendent shall prescribe the procedures for the accountability of property as defined in Chapter 274, Florida Statutes.
- IV. The Superintendent shall report annually to the School Board any property to be deleted from the inventory.



CITRUS COUNTY SCHOOLS

FUND RAISING / ACTIVITY REQUEST FORM

Name of club/sport \_\_\_\_\_

Type of event \_\_\_\_\_

Purpose of event \_\_\_\_\_

(what funds will be used for)

Location of Fundraiser \_\_\_\_\_

Date(s) from \_\_\_\_\_ 20\_\_ to \_\_\_\_\_ 20\_\_

Time(s) \_\_\_\_\_

Type of item to be sold \_\_\_\_\_ Selling price \$ \_\_\_\_\_

Vendor (purchase of resale items) \_\_\_\_\_

Number to be sold \_\_\_\_\_

Any other information \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**NOTE: Please attach sample copy of brochure or flyer distributed if applicable.**

Approved  Not approved  \_\_\_\_\_ / \_\_\_\_\_  
(Sponsor) (Date)

\_\_\_\_\_ / \_\_\_\_\_  
(Principal) (Date) (President of Organization) (Date)

\_\_\_\_\_ / \_\_\_\_\_  
(School) (Activities Director) (Date)

\_\_\_\_\_ / \_\_\_\_\_  
(Superintendent) (Date)

All money must be collected on an official Citrus County Receipt form and must be turned in daily.  
Fund Raising Activity Financial Report must be completed and turned in to Bookkeeper at the completion of the event.

An "approved" copy to (1) Bookkeeper (2) Activity Director (3) Sponsor (4) Club/Sport



**General Athletics**

**Revenue:** Gate Receipts, Athletic Passes, District Official Reimbursement and State Series.

**Expenditures:** Basics for each sport (Pre-set # of Awards Per Sport, Uniforms, Equipment, etc.)

<p style="text-align: center;"><b><u>Girls Basketball General</u></b></p> <p><b>Revenue:</b> Transfers from General Athletics</p> <p><b>Expenditure:</b> Necessities for Sport (Uniforms, equipment, etc.)</p>	<p style="text-align: center;"><b><u>Boys Basketball General</u></b></p> <p><b>Revenue:</b> Transfers from General Athletics</p> <p><b>Expenditure:</b> Necessities for Sport (Uniforms, equipment, etc.)</p>	<p style="text-align: center;"><b><u>Baseball General</u></b></p> <p><b>Revenue:</b> Transfers from General Athletics</p> <p><b>Expenditure:</b> Necessities for Sport (Uniforms, equipment, etc.)</p>	<p style="text-align: center;"><b><u>Football General</u></b></p> <p><b>Revenue:</b> Transfers from General Athletics</p> <p><b>Expenditure:</b> Necessities for Sport (Uniforms, equipment, etc.)</p>	<p style="text-align: center;"><b><u>Volleyball General</u></b></p> <p><b>Revenue:</b> Transfers from General Athletics</p> <p><b>Expenditure:</b> Necessities for Sport (Uniforms, equipment, etc.)</p>	<p style="text-align: center;"><b><u>Boys Weightlifting General</u></b></p> <p><b>Revenue:</b> Transfers from General Athletics</p> <p><b>Expenditure:</b> Necessities for Sport (Uniforms, equipment, etc.)</p>
<p style="text-align: center;"><b><u>Girls Basketball "Fundraiser"</u></b></p> <p><b>Revenue:</b> Concessions and Fundraising</p> <p><b>Expenditure:</b> Awards, Extras beyond necessities by General Athletics</p>	<p style="text-align: center;"><b><u>Boys Basketball "Fundraiser"</u></b></p> <p><b>Revenue:</b> Concessions and Fundraising</p> <p><b>Expenditure:</b> Awards, Extras beyond necessities by General Athletics</p>	<p style="text-align: center;"><b><u>Baseball Fundraiser</u></b></p> <p><b>Revenue:</b> Concessions and Fundraising</p> <p><b>Expenditure:</b> Awards, Extras beyond necessities by General Athletics</p>	<p style="text-align: center;"><b><u>Football Fundraiser</u></b></p> <p><b>Revenue:</b> Concessions and Fundraising</p> <p><b>Expenditure:</b> Awards, Extras beyond necessities by General Athletics</p>	<p style="text-align: center;"><b><u>Volleyball Fundraiser</u></b></p> <p><b>Revenue:</b> Concessions and Fundraising</p> <p><b>Expenditure:</b> Awards, Extras beyond necessities by General Athletics</p>	<p style="text-align: center;"><b><u>Boys Weightlifting Fundraiser</u></b></p> <p><b>Revenue:</b> Concessions and Fundraising</p> <p><b>Expenditure:</b> Awards, Extras beyond necessities by General Athletics</p>



Citrus County School Board Policy

7.70

Purchasing and Bidding

The purchase of products and services by the Citrus County School Board shall be authorized in accordance with Florida Statutes and State Board of Education rules.

**I. Definitions:**

The term “competitive solicitation” shall be defined for the purposes of this policy to include purchasing made through the issuance of an invitation to bid, request for proposals and invitation to negotiate.

- A. “Invitation to bid” shall be defined for the purposes of this policy as a written solicitation for competitive sealed bids. The invitation to bid is used when the district school board is capable of specifically defining the scope of work for which a contractual service is required or when the district school board is capable of establishing precise specifications defining the actual commodity or group of commodities required. A written solicitation includes a solicitation that is publicly posted.
- B. “Invitation to negotiate” shall be defined for the purposes of this policy as a written solicitation for competitive sealed replies to select one or more vendors with which to commence negotiations for the procurement of commodities or contractual services. The invitation to negotiate is used when the district school board determines that negotiations may be necessary for it to receive the best value. A written solicitation includes a solicitation that is publicly posted.
- C. The term “bidder” shall be defined for the purposes of this policy to include those vendors submitting bids or responses to a competitive solicitation.
- D. “Request for proposals” shall be defined for the purposes of this policy as a written solicitation for competitive sealed proposals. The request for proposals is used when it is not practicable for the district school board to specifically define the scope of work for which the commodity, group of commodities, or contractual service is required and when the district school board is requesting that a responsible vendor propose a commodity, group of commodities, or contractual service to meet the specifications of the solicitation document. A written solicitation includes a solicitation that is publicly posted.
- E. The term “superintendent” shall be defined for the purposes of this policy to mean “superintendent or designee.”
- F. The term “electronic auction service” shall be defined as a procurement conducted on a centralized internet website utilizing third party software and jointly managed by an approved vendor and an agency or government entity utilizing the procurement process set forth in Florida Statute 287.057 or other authorized means.

## **II. Authorization**

- A. The Superintendent is authorized to purchase commodities or contractual services without the bid process, where the total amount does not exceed the maximum amount allowed by law and does not exceed the applicable appropriation in the District budget.
- B. Assistants functioning under the supervision of the Superintendent may be authorized to perform these purchasing tasks. No person, unless authorized to do so by the Superintendent/designee, shall make any purchase or enter into any contract involving the use of District funds. No expenditures for any such unauthorized purchase or contract shall be approved by the School Board. The payment for any unauthorized purchase or contract shall be the sole responsibility of the person placing the order or entering into such contracts.
- C. Before making any purchase of commodities or contractual services, or before recommending any purchase to the Board, the superintendent shall, insofar as possible, propose standards and specifications. The Superintendent shall see that the commodities or contractual services conform to those standards and specifications, and shall take such other steps as are necessary to see that the maximum value is being received for any money expended.
- D. In each district in which the purchasing agent for any public agency is authorized by law to make purchases for the benefit of other governmental agencies within the county, the board shall have the option to purchase under the current contracts as may be established for any of the public agencies as set forth above at or below the unit price stated therein, if such purchase is to the economic advantage of the district, subject to conformance of the items of purchase to the standards and specification prescribed by the superintendent for the district.

## **III. Bids**

- A. Except as authorized by law or rule, competitive solicitations shall be requested from three (3) or more sources for any authorized commodities or contractual services exceeding the maximum amount allowed by law. The procurement of commodities or contractual services may not be divided to avoid this monetary threshold requirement.
- B. The district school board shall have the authority to reject any or all proposals submitted in response to any competitive solicitation and request new proposals or purchase the required commodities or contractual services in any other manner by this section.
- C. In acceptance of responses to invitations to bid, the district school board may accept the proposal of the lowest responsive, responsible bidders. In the alternative, the district school board may also choose to award contracts to the lowest responsive, responsible

bidder as the primary awarded vendor of a contract and to the next lowest responsive, responsible bidder(s) as alternate awardees from whom commodities or contractual services would be purchased should the primary become unable to provide all of the commodities or contractual services required by the district school board during the term of the contract. Nothing herein is meant to prevent multiple awards to the lowest responsive and responsible bidders when such multiple awards are clearly stated in the bid solicitation documents.

- D. In acceptance of responses to requests for proposals, the Board may award contracts to one or more responsive, responsible bidders in accordance with the selection criteria published in the request for proposal.
- E. Notice of a decision or intended decision concerning a solicitation, contract award, or exceptional purchase shall be by electronic posting. This notice shall contain the following statement: "Failure to file a protest within the time prescribed in section 120.57(3), F.S., or failure to post the bond or other security required by law within the time allowed for filing a bond shall constitute a waiver of proceedings under chapter 120, F.S."
- F. Sealed bids, proposals or replies in response to a competitive solicitation shall be exempt from public inspection or copying as provided in §119.071, F.S. When documents are no longer exempt, they may be inspected and copied. In no case may the original copies be removed from the custody of the purchasing department.

#### **IV. Exemptions**

- A. The requirement for requesting competitive solicitations for commodities or contractual services from three or more sources is hereby waived as authorized by law for:
  - 1. The purchase of professional services which shall include, without limitation, artistic services; academic program reviews; lectures by individuals; auditing services not subject to Section 218.391, F.S.; legal services, including attorney, paralegal, expert witness, court reporting, appraisal or mediator services; and health services involving examination, diagnosis, treatment, prevention, medical consultation or administration; and
  - 2. The purchase by district school boards of educational services and any type of copyrighted materials including, without limitation, educational tests, textbooks, printed instructional materials, computer software, films, filmstrips, videotapes, dvds, disc or tape recordings, digital recordings, or similar audio-visual materials, and for library and reference books, and printed library cards where such materials are purchased directly from the producer or publisher, the owner of the copyright, an exclusive agent within the state, a governmental agency or a recognized educational institution.
- B. In lieu of requesting competitive solicitations from three (3) or more sources, the Superintendent may use prices established by the Department of Management



Services, Division of Purchasing through its state contracts, agreements and price lists. The conditions for use shall be those imposed on state agencies.

- C. In lieu of requesting competitive solicitations from three (3) or more sources, the Superintendent may make purchases at or below the specified prices from contracts awarded by other city or county governmental agencies, other district school boards, community colleges, federal agencies, the public or governmental agencies of any state, or from state university system cooperative bid agreements, when the bidder awarded a contract by another entity defined herein will permit purchases by a district school board at the same terms, conditions, and prices (or below such prices) awarded in such contract, and such purchases are to the economic advantage of the district school board.
- D. The requirement for requesting competitive solicitations and making purchases for commodities and contractual services is hereby waived as authorized by Section 1010.04(4)(a), F.S., when the following conditions have been met:
  - 1. Competitive solicitations have been requested in the manner prescribed by this policy, and
  - 2. The district school board has made a finding that no valid or acceptable firm proposal has been received within the prescribed time.

When such a finding has been officially made, the district school board may enter into negotiations with suppliers of such commodities and contractual services and shall have the authority to execute contracts with such vendors under whatever terms and conditions as the district school board determines to be in its best interests.

- E. If less than two responsive proposals for commodity or contractual services are received, the district school board may negotiate on the best terms and conditions or decide to reject all proposals. The district school board shall document the reasons that negotiating terms and conditions with the sole bidder is in the best interest of the school district in lieu of resoliciting proposals.
- F. Commodities or contractual services available only from a single source may be exempted from the competitive solicitation requirements. When a district school board believes that commodities or contractual services are available only from a single source, the district school board shall electronically or otherwise publicly post a description of the commodities or contractual services sought for a period of at least 7 business days. The description must include a request that prospective vendors provide information regarding their ability to supply the commodities or contractual services described. If it is determined in writing by the district school board, after reviewing any information received from prospective vendors, that the commodities or contractual services are available only from a single source, the district school board shall provide notice of its intended decision to enter a single source contract in the manner specified

in Section 120.57(3), F.S., and may negotiate on the best terms and conditions with the single source vendor.

- G. District school boards may dispense with requirements for competitive solicitations for the emergency purchase of commodities or contractual services when the superintendent determines in writing that an immediate danger to the public health, safety, or welfare or other substantial loss to the school district requires emergency action. After the superintendent makes such a written determination, the district school board may proceed with the procurement of commodities or contractual services necessitated by the immediate danger, without requesting competitive solicitations. However, such an emergency purchase shall be made by obtaining pricing information from at least two prospective vendors, which must be retained in the contract file, unless the superintendent determines in writing that the time required to obtain pricing information will increase the immediate danger to the public health, safety, or welfare or other substantial loss to the school district.
  
- H. A contract for commodities or contractual services may be awarded without competitive solicitations if state or federal law, a grant or a state or federal agency contract prescribes with whom the district school board must contract or if the rate of payment is established during the appropriations process.
  
- I. A contract for regulated utilities or government-franchised services may be awarded without competitive solicitations.
  
- J. A district school board, when acquiring, whether by purchase, lease, lease with option to purchase, rental or otherwise, information technology, as defined in Section 282.0041(7), F.S., may make any acquisition through the competitive solicitation process as described herein or by direct negotiation and contract with a vendor or supplier, as best fits the needs of the school district as determined by the district school board.
  
- K. Except as otherwise required by statute, a district school board, when purchasing insurance, entering risk management programs, or contracting with third party administrators, may make any such acquisitions through the competitive solicitation process as described herein or by direct negotiations and contract.
  
- L. The district may, without requesting bids, purchase commodities and contractual services through pool purchase provisions described in F.S. 1006.27 and 6A-1.013 F.A.C.
  
- M. Food Products except milk may be exempt from bid requirements 5P-1.003(2)(i)2, FAC. Milk may be exempt under the following conditions:

1. The district has made a finding that no valid or acceptable firm bid has been received within the prescribed time or;
2. The district has made a finding that an emergency situation exists and may enter into negotiations with suppliers of milk and shall have the authority to execute contracts under whatever terms and conditions as the board determines to be in the best interest of the school system.

**V. Methods of Purchase**

- A. Insofar as practicable, all purchases shall be based on contracts, purchasing card systems, electronic procurements or purchase orders. Within limits prescribed by the board, the superintendent shall be authorized to approve purchases under policies set by the board, provided that in so doing, he or she shall certify that funds to cover the expenditures are authorized by the budget and have not been encumbered.
- B. Requisitions shall be properly financed, budgeted and committed prior to the issuance of a purchase order. The purchase order shall be approved by the superintendent. The purchase shall not precede the requisition date.
- C. The procurement of commodities or contractual services may not be divided to avoid the monetary threshold requirements set by law.
- D. The Superintendent may utilize any appropriate electronic methods, such as purchasing cards, to purchase commodities and contractual services as deemed to be in the best interest of the district and consistent with other parts of this policy. Selected staff will be eligible to use a district purchasing card upon approval by the Superintendent. Each cardholder is required to sign a Purchasing Card Agreement Form and must be properly trained on the appropriate use and the standards and procedures established for the purchasing card program. By signing the Purchasing Card Agreement Form, each cardholder acknowledges that the user will be required to reimburse the District for any misuse of the card and that any violation of those standards and procedures will be cause for discipline up to and including termination.
- E. District purchasing cards are encouraged for all minor amounts that are below the district's set dollar limit for fixed assets.
- F. In addition to the traditional competitive bid methods, electronic auction services may be used to acquire commodities or services when it is advantageous for the district and significant cost savings may be realized.



CITRUS COUNTY SCHOOLS

APPENDIX - I P 586965

**SIGNATURE SHEET**

REPORT OF MONIES COLLECTED

SCHOOL: \_\_\_\_\_

Account Number \_\_\_\_\_

Date Issued \_\_\_\_\_

Account Name \_\_\_\_\_

Activity or Purpose of Collection \_\_\_\_\_

ALL INFORMATION MUST BE IN INDIVIDUAL'S HANDWRITING

No.	Date	Signature	Ck./Cash	Amount
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				
22				
23				
24				
25				
26				
27				
28				
29				
30				

Received by: \_\_\_\_\_  
 Instructor/Sponsor

Total for Deposit: \_\_\_\_\_

Office Receipt #: \_\_\_\_\_

Bookkeeper: \_\_\_\_\_

Date: \_\_\_\_\_

Do Not Use Reverse Side. If More Space Is Needed,  
 Use Additional Pre-Numbered Sheets.



APPENDIX - J

**PURCHASE REQUISITION – INTERNAL ACCOUNTS - ATHLETICS**

DATE: \_\_\_\_\_

DATE NEEDED: \_\_\_\_\_

\* VENDOR: \_\_\_\_\_

MAIL P.O. to Vendor: Yes \_\_\_ No \_\_\_

ADDRESS: \_\_\_\_\_

FAX TO: (\_\_\_\_) \_\_\_\_\_

PHONE: \_\_\_\_\_

RETURN P.O. to Requestor: Yes \_\_\_ No \_\_\_

PURPOSE OF PURCHASE \_\_\_\_\_

**COMPLETE THIS REQUEST FORM AND RETURN TO ATHLETIC DIRECTOR  
DO NOT CONTACT A VENDOR BEFORE YOU RECEIVE APPROVAL.**

Qty	Stock #	Description	Unit Cost	Unit of Measure	Total Cost
Check Required _____ (Must provide Paid invoice or receipt)  Give check to requestor _____  Send check to Vendor _____			Sub Total		
			Freight		
			Tax		
			Total		

Coach/Sponsor Signature \_\_\_\_\_

Principal/Athletic Director \_\_\_\_\_

Account Name \_\_\_\_\_

Account No. \_\_\_\_\_

PO # \_\_\_\_\_

\* If this is a new vendor, please provide address and phone number. In order to use Internal Accounts funds, the vendor must accept school purchase orders and submit an invoice for payment when the order is received.



**How to complete a Report of Monies Collected**

(Items listed below correspond to number on sample Report of Monies Collected)

1. Fund # - The number and name of the internal account that the receipt will be credited to.
2. Source of collect – a description of the event that gave rise to the collection of the money, (Example: Swim Team Car Wash, Football concession 10/11/2019)
3. Description of the original method of collection: sale of ticket, writing of official receipts (include Book # and Receipt #), signature sheets, concession sale, etc.
4. Total of Deposit – Sum of all amounts listed.
5. Dates of collection.
6. Signature of the collector.
7. Date the money is turned in to the bookkeeper.
















# Emergency Action Plan Worksheet – Student Response Team


APPENDIX- O

Coach/Advisor Name:

Activity:


Level: **Varsity**

1 911 TEAM 		
<b>CALL 911</b>		
CALL 911. Explain emergency. Provide location.		
	PRACTICE	EVENTS
Closest Phone		
EMS Access Point		
Street Intersection		
Student 1		
Student 2		
MEET AMBULANCE at EMS Access Point. Take to victims.		
	PRACTICE	EVENTS
Entry Door/Gate		
Student 1		
Student 2		
CALL CONTACTS. Provide location and victim's name.		
	NAME	CELL
Athletic Trainer		
Athletic AD		
Student 1		
Student 2		

2 CPR/AED TEAM 	
<b>START CPR</b>	
<ol style="list-style-type: none"> <li>1. Position person on back.</li> <li>2. Put one hand on top of the other on middle of person's chest. Keeping arms straight, push hard and fast, 100 presses/minute. Let chest completely recoil after each compression.</li> <li>3. Take turns with other responders as needed.</li> </ol>	
Coach	
Student 1	
Student 2	
Student 3	
<b>WHEN AED ARRIVES, TURN IT ON AND FOLLOW VOICE PROMPTS</b>	
<ol style="list-style-type: none"> <li>1. Remove clothing from chest.</li> <li>2. Attach electrode pads as directed by voice prompts.</li> <li>3. Stand clear while AED analyzes heart rhythm.</li> <li>4. Keep area clear if AED advises a shock.</li> <li>5. Follow device prompts for further action.</li> <li>6. After EMS takes over, give AED to Athletic Administrator for data download.</li> </ol>	

3 AED TEAM 		
<b>GET THE AED</b>		
	PRACTICE	EVENTS
Closest AED		
Student 1		
Student 2		
<b>GET THE ATHLETIC TRAINER</b>		
Typical location		
Student 1		
Student 2		

**CALL 911 for all medical emergencies. If unresponsive and not breathing normally, begin CPR and get the AED.**

4 HEAT STROKE TEAM 		
	PRACTICE	EVENTS
Tub Location		
Water Source Location		
Ice Source Location		
Ice Towel Location		
Student 1		
Student 2		
<b>PREPARE TUB DAILY</b>		
	PRACTICE	EVENTS
Student 1		
Student 2		
<ol style="list-style-type: none"> <li>1. Remove equipment/excess clothing. Move to shade.</li> <li>2. Immerse athlete into cold ice water tub, stir water.               <ul style="list-style-type: none"> <li>*If no tub: cold shower or rotating cold, wet towels over the entire body.</li> </ul> </li> <li>3. Monitor vital signs.</li> <li>4. Cool First, Transport Second.               <ul style="list-style-type: none"> <li>a. Cool until rectal temperature reaches 102°F if ATC or MD is available.</li> <li>b. If no medical staff, cool until EMS arrives.</li> </ul> </li> </ol>		





## Incident/Accident Reports

### Instructions for Completion

**ANY REQUEST FOR COPIES OF THIS FORM MUST BE MADE IN WRITING TO THE RISK MANAGEMENT DEPARTMENT, IN COMPLIANCE WITH CHAPTER 119 REGULATIONS, AND MAY NEED TO BE APPROVED AT THE SCHOOL LEVEL.**

An incident report must be completed and sent to Risk Management when any of the following situations occur:

- Anytime 911 is called
- Anytime a student is sent to urgent care
- Anytime an injury is caused by a fight
- Anytime the injury related to the use of equipment/conditions
- Anytime any type of first aid is administered to the student

In addition to completing the report, anytime 911 is called or if significant situations arise, contact the Athletic Director by phone when they occur. The Athletic Director will contact Risk Management. Risk Management will then contact the Superintendent/designee as deemed appropriate.

Section 1 should be completed by person designated 'in charge' of the student at the time of the incident/accident.

Coaches should complete the Medical Section anytime first aid is administered to the student during practices or games. The original report should be turned into the Athletic Director within 24 hours.

The school Administrator signs all forms before the original is sent to Risk Management.

One copy of the form is to be kept at the school in an area designed by the Administrator.

**Florida High School Athletic Association EL2**

**Preparticipation Physical Evaluation**

PLEASE VISIT [HTTPS://FHSAA.COM](https://fhsaa.com) FOR THE MOST UP TO DATE FORMS\*

[https://fhsaa.com/documents/2020/3/26/el02\\_physical\\_2.pdf](https://fhsaa.com/documents/2020/3/26/el02_physical_2.pdf)

**Florida High School Athletic Association EL3  
Consent and Release from Liability Certificate**

PLEASE VISIT [HTTPS://FHSAA.COM](https://fhsaa.com) FOR THE MOST UP TO DATE FORMS\*

[https://fhsaa.com/documents/2020/8/10/el03\\_consent\\_2020\\_04.pdf](https://fhsaa.com/documents/2020/8/10/el03_consent_2020_04.pdf)





**APPENDIX- S**

**SANDRA "SAM" HIMMEL – SUPERINTENDENT OF SCHOOLS**

*"Where Learning is the Expectation  
And Caring is a Commitment"*

Citrus County School

Protocol for Off-Season Athletic Participation

**THOMAS KENNEDY**

DISTRICT 1

**VIRGINIA BRYANT**

DISTRICT 2

**DOUGLAS A. DODD**

DISTRICT 3

Pursuant to Florida High School Athletic Association (FFISAA) policy, student athletes are not required to participate in any off-season program. FHSAA policy states, "Participation shall be voluntary and shall not be required, either directly or indirectly, for membership on an interscholastic team." This includes but is not limited to, the following outside agencies; AAU, USA, USOC, USGA, AJGA, FIFA, ASA, USSA, USS, NISCA, ASCA, CSCAA, FTA, USTA, ITF, USVBA, or any team affiliated with a school.

By signing below, I attest that I understand my/my child's participation in any off-season program is entirely voluntary and has no implication for my/my child's participation on any Citrus County School interscholastic team.

\_\_\_\_\_  
Student Name (PRINT)

\_\_\_\_\_  
Parent Name (PRINT)

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Parent Signature



**Florida High School Athletic Association’s Policy 22**

**NON-SCHOOL TEAM AND/OR OFF-SEASON PARTICIPATION**

**22.1 Definitions.**

**22.1.1 Off-Season.** “Off-season” means the period of time during the regular school year but outside the defined sport season for a specific sport.

**22.1.2 Sports Season.** “Sports season” means the period of time for a specific school team in each respective sport that begins with the first permissible date of practice in that sport and ends either with

**22.1.2.1** the last permissible date for a regular season contest (if not participating in Florida High School State Championship Series competition) in that sport; or

**22.1.2.2** the date of the team’s elimination from Florida High School State Championship Series competition in that sport; or

**22.1.2.3** the state championship game in that sport, whichever first occurs for that team.

**22.1.3 Coach.** “Coach” means any person, regardless of whether he/she is employed by the school or volunteer, who instructs, supervises, or otherwise manages student-athletes in conjunction with a practice, tryout, drill, workout, evaluation or competitive activity.

**22.1.4 “Involved In Any Respect.”** “Involved in any respect” means engaged in anything to do with a non-school team, including but not limited to coaching, scheduling, transporting, officiating and the hiring of officials, training, taping, managing team expenses, purchasing of uniforms and equipment, etc.

**22.2** During the off-season, a coach shall not have contact with students outside the normal teacher-student classroom environment except to:

**22.2.1** make arrangements for and assist in the conduct of physical examinations; or

**22.2.2** explain eligibility regulations; or

**22.2.3** solve insurance problems; or

**22.2.4** review films; or

**22.2.5** conduct off-season conditioning as defined in “Off-Season Conditioning” as per Policy 21.

**22.3** A coach, prospective coach of any member school or any individual involved in any respect may not be involved with a non-school team in a sport unless the non-school team meets the following requirements:

**22.3.1** The team must be affiliated with an outside agency promoting athletic participation opportunities such as, but not limited to:

- Baseball – Babe Ruth, American Legion, city/county leagues
- Basketball – AAU, USA, USOC
- Football –USA Football
- Golf – USGA, AJGA
- Lacrosse – US Lacrosse
- Soccer – FIFA, Youth leagues
- Softball – ASA, USSSA
- Swimming & Diving – USS, NISCA, ASCA, CSCAA, AAU
- Tennis – FTA, USTA, USOC, ITF
- Track & Field – USA, AAU

- Volleyball – USVBA, USOC, USA, AVA
- Wrestling – USA, AAU

**22.3.2** Participation must include competition in the published scheduled events of the outside agency.

**22.3.3** Student athletes and coaches, where applicable, are not permitted to wear any portion of a school's athletic uniform.

**22.3.4** All fees or assessments, collected or paid for participation must be made to or from the outside agency.

**22.3.5** Participation shall be voluntary and shall not be required, either directly or indirectly, for membership on an interscholastic team.

**22.3.6** Member schools may make their gymnasiums and other athletic facilities available to outside groups or organizations provided a fully executed usage agreement is provided and available upon request.

**22.4** Failure to comply with this policy may result in the assessment of penalties including, but not limited to, the following as per Policy 46:

**22.4.1** Assessment of a minimum monetary penalty of \$2,500 per violation and/or other sanctions.

**22.4.2** Loss of permissible practice time.

**22.4.3** Loss of privilege to participate in a preseason jamboree or preseason classic with reimbursement of a minimum of \$500 to each affected school and the FHSAA.

**22.4.4** Reduced number of regular season home contests.

**22.4.5** Loss of privileges to participate in the Florida High School State Championship Series.

**Citrus County Resource Guide to  
Questions, Answers, and Scenarios Related to  
Athletic Gender Equity**



**Citrus County Resource Guide to  
Questions, Answers, and Scenarios Related to  
Athletic Gender Equity**

Title IX of the Educational Amendments of 1972 is the landmark legislation that bans sex discrimination in schools, whether it be in academics or athletics. Title IX states:

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

On March 20, 1998 interested coaches, athletic directors, physical education teachers, and administrators were invited to attend an athletic gender forum at Lecanto High School. The purpose of the forum was to identify Title IX issues as they are related to athletics in our district. Through the assistance of Jo Conti, Program Specialist for the Equal Educational Opportunity Program, an opportunity to discuss and clarify pages has captured the key questions that were

posed at the meeting. Through the assistance of Ms. Conti and the Citrus County Athletic Gender Committee, answers and scenarios for these questions have been developed.

The purpose of this guide is to begin to promote a greater understanding of the role Title IX plays in athletics. As a district we have made great strides in athletic gender equity. It is our hope that this guide will help to further our efforts.

A special thanks is extended to the following people for their assistance in developing this guide: Dianna Bandhauer (Lecanto Primary), Mark Brunner (Educational Services), Jo Conti (Department of Education), Sam Himmel (School Board Member), Bill Murray (Crystal River Middle School), Richard Sullivan (Community Member), Kelly Tyler (Educational Services), Carol Wynn (Community Member), and Pam Woznicki (Inverness Primary).



### **Question 1**

**Question:** If you have a successful team of one gender (i.e. undefeated, regional, district and state playoffs) can you reward them with such items as trophies, jackets, plaques, T-shirts?

**Answer:** Whatever you reward the boys' team for success you must have an equitable reward for the girls' team. This should be for the current school year or any future years.

**Scenario:** Middletown High School JV Football team went undefeated during regular season play and the athletic department purchased each player a T-shirt. In the spring the girls' varsity tennis team went undefeated through regular season play. The girls' team should also be provided with a T-shirt or something comparable.

### **Question 2**

Your school has six girls try out for softball causing the team to disband. Does the school have to drop a boys' program also?

**Answer:** No. The team should not be disbanded. Research shows that girls do want to play.

**Scenario:** If such a problem arises the school should examine four areas:

1. Values: Does the administration of the school value girls' athletics in terms of coaching supplements, facilities and budget, game schedules, administrative representation at events.
2. Coaching Problem: Is there a problem with the qualification of the coach?
3. Management of recruitment: Is there a problem in the way girls are recruited for a particular sport?
4. Team Visibility: Is there proper representation of the accomplishments of female athletes and teams? (i.e. Trophies, awards, recognition)

### **Question 3**

**Question:** The boys' coach (basketball) raises \$20,000 through his own efforts (league car washes, candy sales, etc.) The girls' coach (basketball) was the only applicant for the opening but told her Athletic Department that she, being a new teacher, could not afford to spend time to raise funds for her team. Can the boys' team keep all of his funds for his team's benefit only or does he have to give half of all funds to the girls program?

**Answer:** The law does not require departments or Booster Clubs to share the money equally nor does it require Booster Clubs to consolidate. However, doing so insures funding equity. Overall, the total budget for athletics should be equal. Whatever system the school uses to insure equity funding, they should consider five factors to determine equity. These factors are:

**Quality:** condition, age, durability, top-of-the-line, or cut rate.

**Suitability:** regulation, officially sanctioned, meets athletic association specification for balls, rackets, uniforms, net, and gymnastics equipment.

**Amount:** number i.e. Too many, adequate, too few, same number for each gender in similar sports. Count all types of equipment such as bats, balls, shoes, uniforms, pads, writs weights. This component includes consideration of shared equipment and equipment provided by the athletes.

**Maintenance:** maintenance services such as laundry, equipment storage, upkeep, and repair.

**Replacement:** schedules for replacement of uniforms, shoes, bats, balls; e.g. is replacement semiannual, annual, every two, three, four years; are old uniforms given to another team, if so which and under what conditions.

**Availability:** amount of time that equipment and supplies are accessible to athletes in each sport; e.g. always, not on Sunday's, restricted to hours not used by a particular team.

**Scenario:** At Middletown High School, the athletic funding was in favor of boys' sports. To help alleviate that problem, the administration decided to have one booster club for each like sport. The administration monitored program funding and included all sources of revenue when determining comparable funding.

### **Question 4**

**Question:** If parents provide a catered banquet for one sport do they have to do it for all sports?

**Answer:** This problem is created because there are individual sports banquets as opposed to all sports banquets. You can eliminate the problem by having one all sports banquet or seasonal banquet made up of both genders. However, if you chose to do individual banquets they must be similar in menus, fees, charges, location, etc. They must be equitable.

**Scenario:** The wrestling team has 28 players. They have a catered barbeque dinner at the Armory at a cost of \$7.00 per person, which includes the rental of the facility. Athletes are free. The girls' tennis team, consisting of 10 players have a local pizza party at Pizza Hut at a cost of

\$4.00 per person, Athletes are free. In order to make this situation equitable, the girls would need to plan a function that costs \$7.00 or the boys would need to plan a function that is reduced in cost. In addition any other factor that creates an inequity would need to be addressed.

#### **Question 5**

**Question:** If a boys' team wants to attend a holiday tournament and the girls' team does not want to attend, are the boys' permitted to attend?

**Answer:** Yes, if the reason the girls do not want to attend is a nondiscriminatory reason such as all the athletes are working. You will always have differences but the key is the reason for the differences. The reason has to be nondiscriminatory and must be seen in a larger context, (i.e. What teams are allowed to attend the tournaments, camps, or take extended trips?)

**Scenario:** There is a holiday tournament. SAT tests have been scheduled for the same day as the tournament. The boys have one athlete that will be taking the SAT. The girls have several. The boys are still permitted to participate in the tournament because SAT testing qualifies as a nondiscriminatory reason for nonparticipation.

#### **Question 6**

**Question:** What does the law mean by comparable funding?

**Answer/Scenario:** Title IX does not require equal expenditures, only equal benefits. You do not need to spend an equal amount of money. However, benefits cost money. So, if you provide new uniforms to your males each year but not to your females, you are not providing equal benefit. The only place where the actual number of dollars spent is of direct consequence (rather than benefit) is in college athletics in the area of financial assistance/scholarships. Comparable funding does not mean a dollar for dollar amount. It means benefit. The funding sources for these benefits include donations, booster clubs, fund raising, gate receipts, school/district allocations and any other approved funding sources, whether they be public or private.

#### **Question 7**

**Question:** Under Title IX, what are the guidelines for pre-game meals?

**Answer:** Title IX does not stop you from providing pre-game meals to players. However, it does require you to feed them acceptably based on a fairly applied criteria. You cannot provide pre-game meals for teams of only one gender.

**Scenario:** Middletown High School has established a rule that all teams that play after 5:30 will be provided a pre-game meal. This policy is equitable providing that all the benefits are equal. (i.e. what percentage of boy and girl teams play after 6:00? Are the meals equitable? Do the meals cost the same? Are all members of each team afforded the opportunity to participate? Are those participating in the meal a racially diverse group?)

#### **Question 8**

**Question:** If a male team chooses to purchase team shoes, bag, letter jackets (i.e. pride pack), etc. does the girl's team have to purchase the same or similar items for their team?

**Answer:** You do not have to provide exactly the same items but they should be comparable. However, if the items are provided free for the players of a particular team then a comparable number of teams must be provided with comparable free items. Some teams may choose to sell these items to the athletes. When asking students to purchase such items, how these items will be used should be taken into consideration. For example, if a team item is to be worn on the day of a game and a student cannot afford to purchase the item how will the coach reconcile this inequity? Whatever method you choose to resolve the inequity, you must use the same method

for all teams. You should take into consideration affordability and availability for all students when dealing with this issue.

**Scenario:** The Booster Club is going to provide the football team with a pride pack. This is acceptable. However if the girls do not have a Booster Club or if a Booster Club is unable to provide the pride pack for the girls, then the school must take action to insure that benefits and services are equitable for both sexes.

### **Question 9**

**Question:** Does Title IX require a no cut policy for girls' teams?

**Answer:** NO. However, Title IX does require proportional participation opportunities. The percentage of female athletes in the athletic program (number of athletes, not the number of teams) needs to match the percentage of girls in the student body. Team composition is a school-based decision.

**Scenario:** Twenty-seven girls try out for softball. The coach has been told there is a no cut policy. While Title IX encourages as many girls to participate as possible, it does not mandate a no cut policy. A no cut policy depends on many factors such as player/coach ration for safety and quality instruction, available monies for equipment, supplies and uniforms, availability of facilities and opportunities to participate. However, you can use other avenues to solve this situation. These could include freshman teams, developmental squads, and post exhibition games.

### **Question 10**

**Question:** Does Title IX require boys' teams to be reduced or eliminated?

**Answer:** NO. Title IX encourages equitable participation for all students.

**Scenario:** Participation numbers for girls does not match Title IX levels of expectation. The district recommends that boys wrestling be eliminated so that the boy/girl player ration would be more equitable. This strategy should not be considered because this does not meet the intent of Title IX, which is to increase participation of female athletes.

### **Question 11**

**Question:** Is there a way in which to obtain coaching assistance for safety and equality in regards to gender participation rate?

**Answer:** Yes, Currently the school is supporting coaching assistance.

**Scenario:** The Citrus County School Board, in an effort to support compliance with Title IX, has funded additional assistance in coaching for teams where gender participation rates are a concern. This assistance is based on participation numbers and coach to player ration. The procedure is as follows:

1. Coach contacts Athletic Director and justifies need.
2. Athletic Director contact Principal. Principal makes a written request to District athletic contact.
3. The District athletic contact facilitates this request to the school board.





**APPENDIX - V**

**SANDRA "SAM" HIMMEL – SUPERINTENDENT OF SCHOOLS**

*"Where Learning is the Expectation  
And Caring is a Commitment"*

**CITRUS COUNTY ATHLETICS  
PARENT AND STUDENT CONTRACT**

**THOMAS KENNEDY**  
DISTRICT 1

**VIRGINIA BRYANT**  
DISTRICT 2

**DOUGLAS A. DODD**  
DISTRICT 3

**SANDRA COUNTS**  
DISTRICT 4

**LINDA B. POWERS**  
DISTRICT 5

**Student Conduct:**

As members of athletic teams, students are high-profile representatives of Citrus County Athletics both on and off the field of play. All student athletes are expected to act in an appropriate manner. The following behavior is inappropriate and will not be tolerated:

- Fighting and/or Profanity
- Possession of, use of, or being under the influence of alcohol, tobacco, or drugs.
- Unsportsmanlike Conduct
  - Any act of unsportsmanlike or inappropriate conduct will be dealt with swiftly.
  - If the act occurs during an athletic contest, the student will be removed
  - from the contest.
  - A student who strikes, curses or threatens an official, coach, or opponent during a game or at any other time because of resentment over occurrences or decisions, or who fails to maintain a standard conduct satisfactory to the FHSAA and/or the school administration, shall be ineligible to participate in interscholastic athletics for a period of up to six weeks.
  - A student who is ejected from a contest for a flagrant foul or unsportsmanlike conduct cannot participate in any contest for a minimum of one week, or if no contests are scheduled during that week, the next two contests.
- Rude or disrespectful behavior toward any person (i.e. teacher, parent, coach, official)
- Taunting opponents or official.
- Any act of which moral turpitude or a criminal act is in question (Internet, Cyber Bulling, Theft, Harassment, etc...)
- Destruction of property

Students who exhibit any of the above behaviors may be suspended from athletic competition for a period of time as per FHSAA regulations. Additionally, the student may be permanently removed from the team, suspended from the team, or expelled from school and face disciplinary action per the Citrus County Schools Administrative due process.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date



**SANDRA “SAM” HIMMEL – SUPERINTENDENT OF SCHOOLS**

*“Where Learning is the Expectation  
And Caring is a Commitment”*

**THOMAS KENNEDY**

DISTRICT 1

**VIRGINIA BRYANT**

DISTRICT 2

**STUDENT-ATHLETE CODE OF CONDUCT**

The actions of a student-athlete are a reflection of themselves, their parents, their teams, their school and their community. A student-athlete's involvement in school sports provides opportunities and experiences that are important to the development of a well-rounded student. However, student-athletes must understand that participation in school sports is not a right but a privilege, and a high standard of conduct still be demanded on and off the field. Student athletes shall adhere to Citrus County Schools Student Code of Conduct.

**DOUGLAS A. DODD**

DISTRICT 3

Student-Athletes shall:

**SANDRA COUNTS**

DISTRICT 4

- Treat everyone with respect.
- Treat teammates, coaches, school staff, opponents, event organizers and spectators with respect.
- Respect and accept with dignity the decisions of officials
- Be generous in winning and gracious in losing.

Exercise self-control at all times.

**LINDA B. POWERS**

DISTRICT 5

- Remember that there is no place in sports for drugs, alcohol or tobacco.
- Refrain from the use of foul or profane language.
- Refrain from the use of physical force outside the rules of the game.

Play Fair

- Play within the rules and the spirit of the rules of the game at all times.
- Learn the safe practices of the sport and demonstrate those practices in competition.

Practice Safety

- Notify the coach in the event they witness a team member in physical distress or experiencing the following symptoms; vomiting, loss of consciousness, inability to walk correctly, or being in a state of obvious disorientation and confusion.

My signature verifies that I have read and will comply with The Citrus County Student-Athlete Code of Conduct.

---

Student Signature

**SPECTATOR'S CODE OF CONDUCT**

Spectators are encouraged and welcomed to attend secondary school sporting activities.

Spectator's must:

Treat everyone with respect.

- Cheer in a positive manner
- Respect the decisions of officials
- Not interfere with the play or competition
- Be courteous and respectful to other spectators, all competitors, coaches, event organizers and officials.

Exercise self-control at all times.

- Respect the rules and regulations of the facility
- Refrain from the use of foul or profane language.
- Refrain from the use of physical force of any kind.

Failure to comply may result in a spectator being removed from the school facilities and banned from future events.

My signature verifies that I have read and will comply with The Citrus County Spectators Code of Conduct.

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Parent Signature

**Parent and Spectator Conduct:**

Everyone associated with an athletic event plays an important role in seeing that standards of sportsmanship are upheld. Fans are reminded that their sportsmanship and behavior reflects upon the reputation of Citrus County Schools.

A Spectator should:

- Demonstrate good sportsmanship
- Respect, cooperate, and respond enthusiastically to cheerleaders.
- Censor fellow spectators who display negative behavior.
- Respect the property of the school and the authority of the school officials.
- Never heckle, jeer, or distract members of the opposing teams.
- Never criticize the athletes or coaches for the loss of a contest.
- Accept the decisions of the officials.

Parents and spectators, who do not adhere to sportsmanship guidelines, may be removed from an athletic contest(s) for a period of time as determined by School Administration.

X  
Parent Signature

\_\_\_\_\_  
Date

**Citrus County Schools Athletic Non-Negotiables**

1. Any student athlete who is found to be in possession of or using any type of alcohol or illegal drugs on any school campus, will be suspended from any athletic Participation for the remainder of that school year. The student will also be disciplined at the school level according to the Citrus County Student Code of Conduct.
2. Any student athlete who displays inappropriate behavior or acts on or off campus, that represents the school or athletic team that is captured by a picture or displayed on social media avenues will be disciplined in the following ways:
  - A. First offense- athlete is suspended for two weeks
  - B. Second offense- athlete is suspended from any athletic participation for the remainder of the school year.
3. Any student athlete who is found to be in possession of or using any type of tobacco products will be disciplined. That discipline will include but not be limited to suspension of games to dismissal from the team.
4. Any student athlete that receives a level 2 or higher ejection per FHSAA guidelines, will be handled at the school level according to the Citrus County Student Code of Conduct as if the infraction had occurred in school.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Parent Signature