

**BDS**  
**MIDDLE SCHOOL**  
**Extracurricular**  
**Activities**

**HANDBOOK**

**2023-2024**

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**BYLAWS OF THE BAY COUNTY  
MIDDLE SCHOOL ACTIVITIES ASSOCIATION**

**ARTICLE 1 - NAME**

1.1 This Association shall be known as the Bay County Middle School Activities Association and is made up of the public middle schools in Bay County.

**ARTICLE 2 - PRINCIPLES**

2.1 The primary objective of the Bay County Middle School Activities Association is to enhance the education system by offering a program of extracurricular activities that develops social skills, self-discipline, goal orientation, and a sense of self-esteem.

2.2 Although winning is important, it shall not be emphasized above the welfare of the participant in any activity.

2.3 All activities shall be part of, and contribute toward the entire educational program of the Bay County Public Middle Schools.

**ARTICLE 3 - MEMBERSHIP**

3.1 The membership of this Association shall be made up of the Principals of all the public middle schools in Bay County.

3.2 Member schools shall include: an interscholastic program in Boys Basketball, Girls Basketball, Football, Boys Soccer, Girls Soccer, Boys Track, Girls Track, Girls Volleyball, cheerleading, band and/or chorus, and academic clubs. Any student participating in any of the above activities must meet the requirements for participation set forth in the Middle School Activities Association Bylaws.

**ARTICLE 4 - OFFICERS**

4.1 The officers of this Association shall be as follows:

- A. Board of Directors: The Principal, or his Designated representative, of each public middle school in Bay County.
- B. Activities Committee: Shall be made up of the Athletic Directors of each public middle

- school in Bay County.
- C. Chairman: The Chairman of the Activities Committee shall be the County Athletic Director
  - D. Executive Secretary: The Executive Secretary of Both the Activities Committee and the Board of Directors shall be the County Athletic Director.

**ARTICLE 5 - BOARD OF DIRECTORS  
MEMBERS AND THEIR DUTIES**

5.1 Each middle school Principal shall be a member of the Board of Directors, and will have responsibility to see that the provisions of these bylaws are adhered to in his/her individual school. He/she shall attend meetings of the Board of Directors and shall have the right to vote on matters brought before the Board of Directors by the Activities Committee. The Board of Directors meetings shall be held when there is a need to meet.

5.2 The decision of the Board of Directors shall be subject to reversal only by the Superintendent or the School Board of Bay County.

5.3 The home team Principal is charged with the responsibility of making all decisions relative to the conducting of an activity event. In all cases the home team Principal should make sure that a responsible person is designated to be at the site for all decisions relative to a scheduled activity event.

5.4 The Principal may initiate a protest in writing and copies shall be sent to the Executive Secretary and each member of the Board of Directors.

**ARTICLE 6 - ACTIVITY COMMITTEE  
MEMBERS AND THEIR DUTIES**

6.1 Middle School Activities Committee Members will consist of an Athletic Director from each middle school.

6.2 The Committee will deal with problems submitted to it by Principals and will make recommendations for possible solutions.

6.3 The Committee will evaluate the Bay County Middle School Activities Program and make recommendations to the Board of Directors for improvement.

6.4 All actions of the Activities Committee are subject to approval by the Board of Directors.

6.5 A member of the Activities Committee shall not participate as a voting member of the Committee if a case involving his/her school is under consideration.

6.6 The Activities Committee shall meet when there is a need.

#### **ARTICLE 7 - EXECUTIVE SECRETARY HIS/HER DUTIES**

7.1 Executive Secretary shall be charged with the responsibility of keeping on file, and up-to-date, all papers and records that are necessary to conduct the business of the Association. These records shall include eligibility lists as submitted by Athletic Directors. He/she shall notify the Activities Committee of irregularities when eligibility lists are changed.

7.2 The County Athletic Director shall investigate all charges of violations of rules and make necessary interpretations thereof. Where there are no regulations covering a situation, he/she shall refer the matter to the Activities Committee and/or the Board of Directors.

7.3 The County Athletic Director shall call meetings of the Activities Committee for the purpose of scheduling activity events. He/she shall reproduce copies of the schedules and distribute them to the schools, and news media.

7.4 The meetings of the Activities Committee and/or Board of Directors when the business of the Association is being discussed, and shall keep records of the actions of these bodies.

7.5 All actions of the County Athletic Director should be reviewed by the Board of Directors.

7.6 The County Athletic Director shall send a copy of any school's eligibility sheet to any Principal requesting it.

7.7 All publicity regarding the Bay County Middle School Activities Association shall be handled through the office of the County Athletic Director.

#### **ARTICLE 8 - MEETINGS**

8.1 Meetings of the Board of Directors will be in conjunction with the Principals' meetings. It will be

necessary for 3/4 of the schools to be represented to establish a quorum. Official action can be taken by a simple majority vote of the quorum. A principal may assign a designee in case of absence.

8.2 Meetings of the Activities Committee shall be called by the County Athletic Director

#### **ARTICLE 9 - FINANCING OF ACTIVITY PROGRAMS**

9.1 Athletics, band, and chorus may be funded each year depending on county budget. Funds from the 2015 project may be obtained by completing county purchase orders. Each school will have 2015 funds placed in their cost center. These funds are to be expended only for athletics, band and chorus. The school will be responsible for keeping up with the balance of these accounts. If an account is overdrawn, the school will be expected to reimburse the county for the amount overdrawn.

#### **ARTICLE 10 - ATHLETIC OFFICIALS**

10.1 Athletics officials for all sports shall be hired and booked through the approval of the Athletic Directors. All schools will book the same official's association, if conditions permit.

10.2 Athletic officials will be paid according to the contract agreed between officials and schools.

#### **ARTICLE 11 - AUTHORITY AND RESPONSIBILITY**

11.1 The decision of the Board of Directors shall be subject to reversal only by the Superintendent or the School Board of Bay County.

11.2 Action of the Activities Committee is subject to approval of the Board of Directors.

11.3 Action of the County Athletic Director will be reviewed by the Board of Directors.

11.4 Each principal shall be charged with the responsibility of requiring strict adherence in his/her school to the Bylaws of the Association.

11.5 Principals, coaches, faculty and staff are charged with the responsibility for proper crowd control at

activity contests during school hours. After school hours it will be the responsibility of the principal, his/her designee(s), and coaches).

11.6 A faculty member shall be present and in charge at all activities.

11.7 The winning coach of any athletic event has the responsibility of contacting the news media and giving event results. This is extremely important for it allows the students to be given the proper recognition of athletic achievements.

#### 11.8 Athletic Safety Guidelines

##### A. Heat Related Illnesses

All teams will follow the current "Heat Acclimatization Policy" - Policy 41 -adopted by the FHSAA. During the entire season coaches will monitor all athletes for signs of any heat related illnesses. Coaches will make water accessible to players at all times. At any time if a player asks for water it must be given. Coaches will never withhold water as a disciplinary tool. If player shows signs of a heat related illness, they must be allowed water, rest, and immediate medical care as needed. Coaches will stress the importance of proper hydration to players in relation to pre-practice, practice, and post practice times. Water consumption should be mandatory during scheduled breaks. Athletic trainers have the authority to withhold any player from participation who shows signs of a heat related illness. If a player is suspected to be having a heat stroke emergency medical assistance (911) should be sought immediately while making every effort to cool the athlete's body temperature until emergency care arrives.

**Monitoring Heat Stress.** The following governs procedures for monitoring heat stress (§ 1006.165, F.S.): Each school must monitor heat stress. Heat stress is determined by measuring the ambient temperature, humidity, wind speed, sun angle and cloud cover at the site of the athletic activity. The following guidelines are to be adhered for the

following heat stress readings (as suggested by the FHSAA SMAC):

<b>Reading Permitted</b>	<b>Activity</b>
≤ 82.0	Normal activities.
82.1 - 87.0	Three (3) separate four (4) minute rest breaks per hour of activity.
87.1 - 90.0	Maximum two (2) hour activity time. Four (4) separate four (4) minute rest breaks per hour of activity. For football, student-athletes are restricted to helmet, shoulder pads and shorts during activity.
90.1 - 92.0	Maximum one (1) hour activity time. Five (5) separate four (4) minute rest breaks. No protective equipment permitted. No conditioning activities permitted.
≥ 92.1	No outdoor activities.

A Wet Bulb Globe Thermometer (WBGT) should be used to measure heat stress. A WBGT reading should be taken 30 minutes prior to any scheduled outdoor practice start time and then should be continually monitored at least every hour until the conclusion of practice to monitor for any indicated modifications to practice length, rest breaks, or equipment. Schools must complete the Heat Stress Measurement and Record Chart ( Appendix A ) for all outdoor activities. The Perry Weather site-specific WBGT reading shall be used to obtain reading. There should be at least one coach or athletic trainer assigned to monitor alerts from Perry Weather. If the Perry Weather site reading is unavailable school must make a manual reading. If at any point during an activity a school receives a heat stress alert from Perry Weather they should immediately make adjustments to comply with restrictions.

Cooling zones must be available for each outdoor athletic contest, practice, workout or conditioning session. Cooling zones must include the immediate availability of cold-water immersion tubs or equivalent and can also include the following: ice sponges and towels or tarps that can be filled with ice and wrapped around individuals to rapidly cool internal body temperature. The presence of an

employee or volunteer trained to administer cold-water immersion is required. Each school's emergency action plan must include a procedure for onsite cooling using cold-water immersion or equivalent means before a student-athlete is transported to a hospital for exertional heatstroke. Coaches must adopt a heat injury prevention philosophy by promoting unrestricted access to water at all times and a student-athlete should never be denied access to water. Student-athletes who participate in activities that last for an extended amount of time or multiple activities in a day should be provided electrolytes to assist in rehydration. Rest breaks must involve unlimited hydration intake and rest without any activity involved. Each athletic coach involving outdoor practices or events shall annually complete training in exertional heat illness identification, prevention and response, including the effective administration of cooling zones.

B. Concussions

Any player who is suspected to have suffered a concussion may not re-enter participation until cleared in writing by an approved medical professional. A player who has suffered a concussion should follow a graduated protocol as prescribed by the health care provider.

C. Emergency Action Plans

Each sport coach will work with the school's athletic director to develop an emergency action plan for use with an injured or unconscious team member. Each plan should include the location of AED, contact information for local EMS, address and site information to relay to EMS, identify key personnel and their responsibilities with a designated chain of command, and actions that must be completed post emergency. For outdoor sports the plan must include plans for handling heat related illnesses. This plan needs to be posted and practiced. This plan must be filed with the school's principal or athletic director. This plan must be updated annually.

Schools must have an Emergency Action Plan for each home venue. The plan should be on file with the principal or athletic director, shared with all athletic staff, and Key steps of the plan must be posted at each venue.

D. Sudden Cardiac Arrest

**Cardiopulmonary Resuscitation (CPR).** It is strongly recommended that all coaches, whether paid or volunteer, are regularly trained in CPR. Training is encouraged through agencies that provide hands-on training and offer certificates that include an expiration date. In accordance with § 1006.165, F.S., each member school must adhere to the following requirements for Automatic External Defibrillators (AEDs):

**Automatic External Defibrillator (AED).** Automatic external defibrillators (AEDs) must be available in a clearly marked and publicized location for any athletic contest, practice, workout or conditioning session, including those conducted outside of the school year.

A school employee or volunteer with current training in cardiopulmonary resuscitation and use of a defibrillator must be present at each athletic event during and outside of the school year, including practices, workouts and conditioning sessions. All employees or volunteers who may be reasonably expected to use a defibrillator must complete training in cardiopulmonary resuscitation or a basic first aid course that includes cardiopulmonary resuscitation training. Each individual required to complete the training must be notified annually of the location of each defibrillator on the school grounds.

E. Lightning Safety and Severe Weather

These guidelines should be followed by all groups holding outdoor activities (PE classes, practices, events, or games).

1. Staff should monitor local weather conditions before and during all outdoor activities.
2. Have an evacuation plan that includes a nearby safe area where all members of activity can relocate if the need arises.
3. Criteria for suspension or resumption of outdoor activities:
  - a). When thunder is heard or lightning is seen, the leading edge of the thunderstorm is close enough to strike your location with lightning. Suspend play for at least 30 minutes and vacate the outdoor activity to a previously designated safer location.
  - b). 30 Minute Rule: Once play has been suspended, wait at least 30 minutes after the last thunder is heard or lightning is witnessed\* prior to resuming play. Any subsequent thunder or lightning after the beginning of the 30-minute count will reset the clock and another 30-minute count should begin.
  - c). Lightning detection devices and aids: When lightning detection devices or mobile phone apps are available, this technology could be used to assist in making a decision to suspend activity if a lightning strike is noted to be **within 10 miles** of the event location. However, hearing thunder or seeing lightning\* should always take precedence over information from a mobile app or lightning detection device. For all outdoor activities, there must be at least one staff/faculty member subscribed to and monitoring weather alerts from Perry Weather through BDS. Principals and school athletic directors shall ensure that all appropriate staff/faculty members are subscribed to Perry Weather. For locations that have an onsite lightning warning system in place: All outdoor activities must be suspended and outdoor facilities vacated when a Lightning Warning is signaled. No activities shall resume until All Clear is signaled.
  - d). Coaches, officials, and administrators have the authority to stop play at any time in which lightning is determined to pose a threat.
    - At night, under certain atmospheric conditions, lightning flashes may be seen from distant

storms. In these cases, it may be safe to continue an event. If no thunder can be heard and flashes are low in the horizon, the storm may not pose a threat. Independently verified lightning detection information would help eliminate any uncertainty.

Note: These guidelines are aligned to those of the National Federation of State High School Associations.

## **ARTICLE 12 - CONTESTS WITH NON-MEMBER SCHOOLS**

12.1 Member schools are not allowed to participate in activity contests with middle schools outside Bay County, nor are they permitted to schedule activity events with non-member schools within the County unless prior approval has been obtained from the Board of Directors.

## **ARTICLE 13 - ADMISSION TO ACTIVITY CONTESTS**

13.1 The price of admission to regular season activity contests shall be \$3 maximum for students and \$4 for adults. Tickets for the football jamboree or regular season games scheduled at Tommy Oliver Stadium, Bozeman Stadium, and Mike Gavlak Stadium shall be \$4 maximum for students and \$5 for adults. All pre-season and post season contest tickets will be \$4 maximum for students and \$5 for adults. The admission price shall be charged for all athletic events unless circumstances approved by the Principal warrant the waiver of the admission price.

13.2 Staff of participating schools, coaches with VIP cards and their family shall be admitted free when an admission price is charged. Pre-school children will be admitted free.

13.3 Chaperones and bus drivers who transport players and/or cheerleaders to games shall be admitted free when a charge is in effect.

13.4 Schools who host tournaments or jamborees will be responsible for any financial losses but will retain all profits associated with tournaments.

13.5 Football attendance policy for Tommy Oliver Stadium: Students of the schools participating in the event must show their school ID to enter if unaccompanied by a parent / guardian. Host school will notify visiting schools of this policy. If participating schools do not issue student ID's, administration should have a plan in place to

identify those students. A parent / guardian MUST accompany students from non-participating schools. There are no exceptions to this rule.

### 13.6 District Stadium Rules

- Spectators are not allowed on the playing field before or after a game/match.
- All ticket sales are subject to stadium rules.
- Spectators are not permitted to leave the stadiums and re-enter during the same event.
- When ticket gates are closed, no more entrants are permitted.
- All persons entering the stadium may be searched.
- All packages are subject to inspection.
- No alcoholic beverages will be allowed.
- Glass containers are not permitted.
- Excessively loud or disturbing noise makers ( air horns, radios, Televisions, whistles, etc.) will not be permitted.
- Bicycles and skateboards are prohibited.
- Persons who throw objects from the stands will be subject to removal from the stadium.
- Animals are not permitted within the stadium.  
EXCEPTION: Mascots that are escorted by attendants, and service animals.
- Food or beverages may not be brought into the stadium.  
Exception: authorized persons such as cheerleaders, band, athletic team, etc.
- Spectators are prohibited from loitering under the bleachers, around the concession stand, in restrooms, or in the parking lots.
- At the conclusion of the event, all spectators should make their way to the exits and leave the property. Loitering in the parking lot after the event is prohibited.

## **ARTICLE 14 - SCHEDULING OF ACTIVITIES**

14.1 The County Athletic Director shall call a meeting of the Activities Committee in the spring of each school year as soon as the school calendar for the following year has been approved by the School Board of Bay County. The purpose of this meeting shall be to schedule activity contests for the following school year. All schools shall

have representation at this meeting. There will be no scheduled activity contests on Saturday (unless an approved tournament), Sunday, or any student holiday.

14.2 Before the first regular season contest in any sport, a school may request a change in a specific playing date or time. Both Principals must agree to the change in playing date or time. After the first regular season game has been played, all remaining games will be played as scheduled. Games may also be postponed by consent of the two participating Principals for other justifiable reasons, except conflict with another school activity. The Athletic Director of the home school will be responsible for contacting the County Athletic Director, news media and officials to report a postponed game. The Principals of the participating schools will agree on a rescheduled date. In case the game/match cannot be rescheduled, it will be rated not having been scheduled.

14.3 In the event of inclement weather on the day of an athletic event, each school's principal and athletic director will make the decision on playing or postponing all games.

14.4 Home team shall be indicated on all athletic schedules.

14.5 No athletic tournaments will be allowed unless approved by the Board of Directors.

14.6 Each school will be allowed to host one female and one male athletic event annually to be played before the student body. Each school will decide which two athletic events they want to schedule for their student body. The two events will be held on activity day scheduling. There will be free admission to all students.

14.7 The host team of all athletic events will keep all gate receipts.

14.8 Clock and scorebook personnel who work contests will be assigned at the discretion of the host school. However, it is recommended that adults be used to operate basketball clocks, but students who are qualified may be assigned at the discretion of the host school.

14.9 OFF SEASON GUIDELINES - The starting date of practice and the last game of the season is considered as in-season for all sport areas. Off-season is defined as any time during the school year in which that sport is not in-season. No practices shall take place during the off-season. Coaches may hold conditioning sessions and may

supervise open facilities sessions during the off-season for students who have all athletic forms on file and have viewed the three required safety courses on nfhslearn.com. School principal must give approval for activities. Coaches may not offer any skill instruction during the off-season.

14.10 SUMMER ATHLETICS - Summer is defined as the period of time from the last day of school until the first day of school. Schools with the approval of the Principal may open their gymnasiums and other athletic facilities for recreational and athletic activities to include any middle school student assigned to that school for upcoming school year. Coaches may offer athletic skill instruction during the summer. Students must have all athletic forms on file and have viewed the three required safety courses on nfhslearn.com.

14.11 SUMMER CLINICS - Coaches may conduct athletic clinics for students or allow students to attend other clinics within the county, upon approval of the Principal and the Superintendent. If a clinic is conducted on a school site, the host school must inform all other middle school athletic directors of the time, place and date of the clinic. Clinics may include a registration fee. All clinic participants must complete and sign the Bay District Schools Athletic Summer Camp Student Permission Form for District Sponsored Camp. The school sponsoring the camp must keep a copy of this form.

14.12 Scrimmage between schools is strictly prohibited. Scrimmaging between schools is not considered practice but is defined as a competitive game between two schools.

## **ARTICLE 15 - CONTRACTS**

15.1 No official written contracts are required for activity contests; however, each Principal is required to check the composite schedule sent to him/her by the County Athletic Director for conflicts, deletions, or additions in his/her schedule. If a mistake is found, the Principal shall notify the County Athletic Director so that the necessary corrective measures may be taken.

## **ARTICLE 16 - SUPPLEMENTS AND ALLOTMENT OF COACHES**

16.1 Supplements shall be paid according to the supplement schedule approved by the School Board of Bay County. Only certified instructional personnel or FLDOE certified athletic coaches may be paid a supplement. Each Middle

School will be allowed an Athletic Director plus eleven (11) coaching positions. The following coaching positions for each sport area are presented as a suggested list. Each school may assign coaches to individual sport areas as needed, with the maximum total number being eleven (11) coaches and one (1) Athletic Director.

Boys Basketball:	One head coach
Girls Basketball:	One head coach
Football:	One head coach and Two assistant coaches
Boys Soccer:	One head coach
Girls Soccer:	One head coach
Boys Track:	One head coach
Girls Track:	One head coach
Volleyball:	One head coach
Cheerleading	One head coach
Total Coaches.....	11
Athletic Director.....	1
Total supplements allowed for each Middle School....	12

### 16.2 Volunteer Coaching Policies

Any person who wishes to donate services as a volunteer coach must meet the following Bay District guidelines. The Athletic Director should direct the prospective coach through the following guidelines:

A volunteer coach who donates his or her services to any Bay District Athletic Department must meet the following guidelines:

- A. The instructional staff coach should obtain approval from the principal to allow a volunteer coach to assist.
- B. Upon approval by the Principal, the Athletic Director should give the prospective applicant a School Volunteer Application Form.
- C. Once the principal has signed off on volunteer form, the school should enter the applicant on their Google Athletic Coaching Roster Sheet. The volunteer coach applicant should bring the completed Volunteer Form to the Safety and Security Department located at 520 School Ave. to have fingerprints electronically processed. Questions concerning fingerprinting can be directed to 767-5531.

- D. After fingerprints are processed, if an unfavorable application is returned the individual seeking to volunteer coach may appeal to a review committee (this committee will be formulated through the Director of Personnel) to hear and rule on their request to work with students.
- E. The application for volunteer coach should be kept on file in the Athletic Director's office and a copy sent to the District Personnel Department. THE APPLICATION FOR VOLUNTEER COACH AND FINGERPRINTS MUST BE UPDATED ANNUALLY.
- F. Any volunteer coach who is ejected from a contest for gross unsportsmanlike conduct will be suspended for the remainder of the sport season. Future volunteer coaching assistance by the coach will be reviewed by the Principal and Athletic Director.
- G. No Volunteer Coach should be allowed to have contact with students until cleared by fingerprinting and issued a current volunteer coach district badge.
- H. Volunteer Coaches who do not have state certification may not supervise students without a state certified teacher or coach present.

#### **ARTICLE 17 - COACHES CERTIFICATION / REQUIREMENTS**

17.1 Coaches of interscholastic teams who receive supplements or receive payment to coach from a booster club shall be certified teachers or non-instructional who have completed the qualifications to become a certified athletic coach. These coaches must annually view and show proof of completing the three required safety courses on [www.nfhslearn.com](http://www.nfhslearn.com). Courses are titled: "Concussion in Sports", "Heat Illness Prevention", and "Sudden Cardiac Arrest". All head football coaches and supplemented football coaches are required to view the NFHS "Football Tackling" course every four years, only if updates are published and endorsed by the FHSAA SMAC Committee. No contact with athletes shall take place prior to completing these courses. Athletic Director shall keep on file proof of course completion for each coach. Coaches who do not have state certification may not supervise students without a state certified teacher or coach present. All volunteer non-paid coaches must meet the guidelines as printed in Article 16.2.

#### **ARTICLE 18 - ELIGIBILITY LISTS AND REPORTS**

18.1 Three (3) school days prior to the first regularly scheduled contest, the Athletic Director of each school shall forward the eligibility list (must be signed by the school Principal and Athletic Director) of all students who

are competing in that sport area, to the County Athletic Director. It shall be the responsibility of each athletic director to verify the date of birth by reviewing the student's birth certificate, a certified copy of the birth certificate or reviewing the student's permanent record. Verification of date of birth shall be done only once, but each year the student's name must be reported on an eligibility form to the office of the County Athletic Director.

In order to be eligible for participation in post-season contests and the county track meet students must have been on the sport roster prior to the last regular season competition. No roster changes may take place after the last regular season contest.

18.2 Age must be determined prior to participation. Proof of age must be determined prior to allowing a student to tryout or practice. Extenuating circumstances will be presented to the Activities Committee for action.

#### **ARTICLE 19 - ELIGIBILITY**

19.1 In order to establish eligibility for the first 9 weeks of each school year a student must be regularly promoted from the previous year, with either a minimum 2.0 grade point average from the previous year end of course grades or a minimum 2.0 grade point average for the 4th 9 weeks of the previous year. Exception: first time 6<sup>th</sup> graders are automatically eligible for the first nine weeks. After eligibility has been established a student who fails more than one (1) subject, or has less than a 2.0 grade point average from a nine weeks grading period is ineligible for interscholastic or extracurricular activities for the next nine weeks grading period. Eligibility status can only be changed at the end of each nine weeks period and is based on all grades first reported for those classes. Exception: A student who completes work due to an extended illness, supported by a physician's report, or other excused absence may have his/her eligibility status changed once all work is completed and course grade is changed. A student who experiences a change in eligibility status will become eligible or ineligible on the sixth school day of the new grading period. These rules apply to all extracurricular activities.

19.2 A student who fails and did not participate in athletics (was not turned in on an eligibility sheet) during the failure year, would be eligible the second nine weeks grading period of the repeat year provided the student has a 2.0 grade point average, with no more than one F and meets all other requirements.

19.3 A student who attends a regularly organized summer school under the direction of or approved by the Bay County School Board and successfully passes work failed during the regular school year, and thus regularly promoted, shall be declared eligible for the first nine weeks of the coming school year provided all requirements of 19-1 are met.

19.4 Students who are "held back" by parents due to maturity, age, etc., may participate (athletically) at each grade level for one year only.

19.5 In order to represent a school in any branch of athletics a player must be a bona fide student of that school...bona fide meaning one who is regularly enrolled and in regular attendance.

**Exceptions: Non-Traditional Students**

- A. Home School Students:** Home schooled students may participate in sports at the District public school for which they are zoned or at the non-capped District public school to which they could attend under controlled open enrollment provisions. **Home school students must register with the Director of Student Services, and must complete form EL7.** To participate with a non-zoned public school, FHSAA form EL14 must be completed by the BDS Home School Office and taken to the school of choice to register for athletic participation.
- B. District Alternative and Special Schools:** Bay Virtual School, New Horizons Learning Center, and Rosenwald High School. Students enrolled in these schools may participate with any District public school. Student must reside within the school district.
- C. Private Schools that are not members of the FHSAA with 200 or fewer students.** Students may participate in sports which their school does not offer at any District public school. These students must meet the same eligibility requirements as students in other District Schools.
- D. District Approved Charter Schools.** Students may participate in sports which their school does not offer at the District public school for which they are zoned or at the non-capped District public school to which they could attend under controlled open enrollment provisions. To participate with a non-zoned District public school, FHSAA form EL14 must be completed by the BDS School Choice Office and taken to the school of choice to register for athletic participation. These students must meet the same eligibility requirements as students in other District Schools.

**E. District Public Schools not offering all sports.**

Students enrolled in these schools may participate with any District public school for sports not offered by their school. Student must reside within the school district.

**F. Florida Virtual School-Full Time.** Students may participate in sports at the District public school for which they are zoned or at the non-capped District public school to which they could attend under controlled open enrollment provisions. To participate with a non-zoned District public school, FHSAA form EL14 must be completed by the BDS School Choice Office and taken to school of choice to register for athletic participation. These students must meet the same eligibility requirements as students in other District Schools.

19.6 Age of Students. A student may participate in interscholastic athletic competition at the middle school level if they have not turned 15 before July 1. Students who reach the age of 15 prior to July 1 become permanently ineligible for interscholastic athletics at the middle school level.

19.7 Student Forms and Course Requirements. A student athlete must have the following two forms completed and on file with the Athletic Director prior to any athletic participation: **EL2** Pre-participation Physical Evaluation Form, **MSEL3** Consent and Release from Liability Certificate. Each form is good for one calendar year. The completed physical form (EL2) should be filed in the student's permanent folder. **Required Courses:** Students must view the following three courses on [www.nfhslearn.com](http://www.nfhslearn.com): "Concussion in Sports", "Heat Illness Prevention", and "Sudden Cardiac Arrest". No student will be allowed to participate in any off season conditioning, summer athletic programs, open facilities, a tryout, practice, or an athletic contest prior to turning in all required athletic participation forms and viewing the required courses.

19.8 Insurance: All students participating in the interscholastic programs (includes cheerleaders) shall be required to meet the insurance requirements set forth in the athletic participation form. Students without insurance or with insurance coverage under the required limits will be required to purchase School Insurance.

19.9 Residence and Transfers: Any student who is attending a school in his attendance area, is assigned to the school by the School Board of Bay County, or is approved to attend the school through BDS Choice Policy (or approved to participate as a non-traditional student) is eligible to

participate in the sports programs provided they have not participated in that sport at a previous school during the current school year. Students who enter a school after the start of a sport season may seek to join a team under the following condition: They must not have participated in that sport at previous school, they meet all eligibility requirements, the team has not reached its maximum size, and the coach determines student has the skill and ability for the sport. **Students who transfer schools after playing the sport at a previous school during the current school year MAY NOT participate in that sport at the new school UNLESS they meet on of the following exceptions:** 1. Children of active duty military whose move resulted from military orders. 2. Children relocated due to foster care placement in a different school zone. 3. Children who move due to a court-ordered change of custody due to separation or divorce, or the serious illness or death of a custodial parent. 4. Authorized for Good Cause in district policy 8.801.

If the student participated in a sport at their previous public school, the student could continue to participate in that sport at that school for the remainder of the school year.

If a student voluntarily quits or is removed from a sport due to discipline reasons, and moves or transfers (Board waive) to another school within the county, that student will be ineligible to compete in that sport, but may become eligible after that sport is completed. Note: Attending a tryout or a practice session is considered playing the sport.

19.10 Suspension: From the time that the decision to place a student on out-of-school suspension, he/she shall be ineligible to participate in any activity. Following their return to normal status, they shall be eligible to participate. Students assigned to in-school suspension will be eligible to participate in extracurricular activities provided they meet the standards of in-school suspension.

19.11 If an ineligible student participates in an activity contest, the contest will be forfeited. (Dressing out shall be considered participating).

19.12 Ejections: A student ejected from an athletic competition shall not participate in the remainder of that contest and shall not participate in the next competition in that sport. If the ejection occurs in the last contest for that sport season the student shall be suspended from the first competition in the next sport of participation.

19.13 Sixth grade students will be allowed to participate in any interscholastic sport, as a player, manager or scorekeeper.

19.14 Athletic uniforms will be in school colors and with appropriate numbers.

19.15 Players transported to away games/matches/meets must return to the home school on the bus with the team and the coach. Exception: parents may pick up students at the away match site upon a personal and verbal request to the coach. If a student is to be transported by another parent/relative, proper permission has to be obtained. Proper permission must be completed in advance of the trip. Proper permission is defined as: the student must bring a consent note, signed by a parent/guardian and naming the person who has permission to pick up the student. The note must be presented to the coach. Upon approval by the coach, the coach will allow the student to be transported by the person named on the note.

19.16 Practices will be allowed on Saturday and any student holidays. No practices, team meetings, or competitions shall take place on Sunday.

19.17 Any coach who violates the rules of the Bay District Middle School Activities Association will be subject to the following:

A. The Principal will receive official notice from the Executive Secretary outlining the details of the violation.

B. The Principal will take appropriate action to resolve the matter.

19.18 Citizenship Standards. Students who participate in extracurricular activities are subject to the regulations as proposed in School Board Policy 8.801, Citizenship Standards. Students who violate this policy will be penalized according to policy. (SEE APPENDIX B)

19.19 Accommodations for New District Students  
Students of Military Families who transition into our area after tryouts have occurred in a given sport will be given the opportunity to try out in compliance with section 6.101 of the Interstate Compact Agreement. Other non-military affected families who move into our area will also be given the opportunity to try out whenever possible (the principal after meeting with the coach will make this determination). These students should notify the coach or athletic director

of their interest in participating on a team as soon as they know they will be relocating to our district. These students will be judged using the same criteria as in original tryouts and their scores must meet or exceed the cut off level of those previously selected. No student selected during regular tryouts will be dismissed from a team based on additional members added at a later tryout. Principals can decide to not offer late tryouts if it is determined that the season would be over before the student could be integrated into the team. Students should understand that factors such as uniform production is not under the control of the school and could further delay the student's ability to participate fully.

#### 19.20 Dual Participation by Student

If a student wishes to participate in two or more activities in the same season the student must work out an agreement in advance with all the coaches / sponsors / directors involved. If agreements cannot be reached then the student must decide which activity they will participate in. It should be understood that participation in multiple activities is not always possible during the same season. If a student participates in two or more sports that overlap in time the coach of the sport which started first has the option of allowing the student to participate prior to their sport ending or withholding the student until the completion of their season.

#### 19.21 "Dropping Out" of an Activity

If a student "drops out" of one activity in a specific area (Athletics, band, chorus, and academic) he/she cannot try out for another activity until the conclusion of the first activity. "Dropping out" shall be defined as a voluntary absence from the team (Involuntary action would be for medical reasons only). Any exceptions would have to be approved by the Athletic/Band/Choral Directors and Principal.

#### 19.22 COMBINATION SCHOOLS (Grades k -12 or 6-12)

Students in grades 6<sup>th</sup> - 8<sup>th</sup> at combination schools may not participate in both middle and high school athletic programs. Participation includes open facilities, offseason conditioning, practices and competitions. If a student in grades 6<sup>th</sup> -8<sup>th</sup> participates in a high school athletic program at a combination school they will be prohibited from participating in all middle school competitive athletic programs at that school while in grades 6<sup>th</sup> - 8<sup>th</sup>. Middle school teams and high school teams may not practice together, but may share facilities.

Exceptions:

Try outs. Students in grades 6<sup>th</sup> - 8<sup>th</sup> who participate in a high school tryout may return to middle school play if they do not make the high school team. The tryouts must not last more than two days. After the first two days the student and the school must decide at which level the student is going to participate. If participation goes beyond two days the student must play only at the high school level. Note: If the middle school season starts first, students may not try out for the middle school team and then move up to high school level.

## **ARTICLE 20 - TRANSPORTATION**

20.1 Each district public middle school will be provided transportation allocation funds for athletics, band, and chorus events.

20.2 Sport areas will share buses in the following sports:

A. Boys basketball will share a bus with girls' soccer. It will be the responsibility of the visiting girls' soccer coach to submit the bus request.

B. Boys soccer will share a bus with girls' basketball. It will be the responsibility of the visiting boys' soccer coach to submit the bus request.

## **ARTICLE 21 - UNDUE HARDSHIP CASES**

21.1 Any Principal who feels that the Bylaws of this Association inflict undue hardship (except the age limit and academic reasons) on one of his/her pupils may submit a proposal in writing to the County Athletic Director, requesting the Bylaws of the Association be set aside. (See Appendix A) The Board of Directors will rule on all hardship cases.

## **ARTICLE 22 - BASKETBALL REGULATIONS**

22.1 Boys and girls teams will play a regular season schedule consisting of one game versus each participating school, a pre-season jamboree, and a post-season tournament.

22.2 All regular season games will have a 4:00 p.m. starting time. Visiting teams should be dressed and ready to play.

22.4 Basketball will have four six (6) minute quarters with a ten (10) minute half. The three-point shot rule will apply. Official National Federation of State High School Associations rules will apply. Boys and girls team will use a 28.5" basketball. A running clock will begin when there is a 30 point spread and cannot be reversed.

22.5 If the starting time of a game is delayed, adequate warm-up time must be given to each team. The amount of warm-up time will be agreed upon by the host and visiting coaches.

### **ARTICLE 23 - FOOTBALL REGULATIONS**

23.1 The football season shall consist of a Jamboree in which each school will play two ten-minute quarters, and a regular season schedule consisting of one game versus each participating school.

23.2 Acclimatization Period: Helmets only for the first two days of practice. Shoulder pads added on days 3-5. Full gear and body contact on day 6. Six practice days are required before any player may participate in a contest. During the first 5 days of practice arm shields, tackling and blocking dummies, sleds, and other devices can only be used for teaching - deliberate body-to-body contact is prohibited.

23.3 Practice Contact Limitations: Live contact is when players run a drill in game-like situations and is the only time when players are taken to the ground. From the 6<sup>th</sup> day of practice until the week of the first regular season game schools must limit live contact in practices to no more than 40 minutes per day and on no more than 2 consecutive days. Starting the week of first regular season contest live contact in practices must be limited to no more than 30 minutes per day, no more than three days per week, on no more than two consecutive days, and 80 min max per week. Written practice plans should be prepared in advance by head coach prior to every practice and must be kept on file with the school athletic director for at least 12 months. Practice plans shall be made available upon request.

23.4 All regular season games played at the school sites shall start at 4:00 p.m. unless noted on the schedule.

23.5 All games will consist of four ten-minute quarters.

23.7 Rules governing football will be those covered in the National Federation of State High School Association.

23.8 Upon approval of the Principal, each middle school has the option to have three days in May, after track season, to work out in shorts and shirts only. These workouts may last for one and half hour each day.

23.9 If the starting time of a game is delayed, adequate warm-up time must be given to each team. The amount of warm-up time will be agreed upon by the host and visiting coaches.

23.10 Points after touch down will be 1 point for extra point kick or 2 points for running it in.

23.11 Mercy Rule: There will be a running clock if a team reaches a 25-point lead.

#### **ARTICLE 24 SOCCER REGULATIONS**

24.1 Boys and Girls Soccer will play a regular season schedule consisting of one game versus each participating school, a pre-season jamboree, and a post-season tournament.

24.2 Soccer will have two 25-minute halves in the regular season matches and 30-minute halves in the pre-season jamboree matches. All official High School Rules apply. Halftime will be ten minutes.

24.3 All games will begin at 4:00 p.m.

24.4 If the starting time of a game is delayed, adequate warm-up time must be given to each team. The amount of warm-up time will be agreed upon by the host and visiting coach.

24.5 The following tiebreaker procedure will be used for the post-season tournament: There will be a maximum of two five-minute sudden victory periods. The first goal scored in sudden victory overtime shall terminate the game. If tie remains after the two sudden victory periods then tie will be broken using penalty kick procedures.

Penalty Kick Procedures: The head coaches and team captains for both teams will meet with the officials at the halfway line to review the procedure for penalty kicks as follows: (1) The referee will choose the goal at which all of the kicks from the penalty line will be taken. (2) Each

coach will select any five players, including the goalkeeper, on or off the field (except those who may have been disqualified) to take the penalty kicks. (3) A coin toss will be held. The team winning the toss will have the choice of kicking first or second. (4) Teams will alternate kickers. There is no follow-up on the kick. (5) The defending team may change the goalkeeper prior to each penalty kick. (6) The team scoring the greatest number of these kicks will be declared the winner. (7) Add one goal to the winning team score and credit the team with a victory. If the score remains tied after each team has had five penalty kicks: (8) Each coach will select five different players than the first five who already have kicked to take the kicks in a sudden victory situation, wherein if one team scores and the other team does not score, the game is ended without more kicks being taken. If a team has fewer than 10 available players at the end of the first set of kicks from the penalty mark due to either injuries or disqualification, the coach must use all players who have not participated in the first five kicks. The coach may choose additional players from the first five kickers to ensure that five different players participate in the second set of kicks. (9) If the score remains tied, continue the sudden victory kicks with the coach selecting any five players to take the next set of alternating kicks. If a tie remains, repeat (8).

## **ARTICLE 25 TRACK REGULATIONS**

25.1 The track schedule shall consist of three regular season meets and one county championship track and field meet involving each middle school track team.

25.2 All rules outlined in the Track and Field Rule Book will be adhered to with the following additions:

- A. A participant may enter a maximum of five events: Limited to three running events and two field events.
- B. One relay team per school per relay race.
- C. All participants must remain in the stands when not participating. It will be the responsibility of each team's coach to enforce this rule. The meet director shall issue a warning the first time and each successive warning shall accompany a one-point penalty.
- D. The meet director will have the authority for assigning all personnel to judge events. Noise

should be held to a minimum before the start of each event. The meet director shall enforce this rule.

- E. Any disqualifications must be made by the meet director. Those having special assignments may make recommendations to the meet director.
- F. Shoes must be worn by all contestants and hats must not be worn during any event. Hats may be worn in the stands to help eliminate the direct exposure to the sun.
- G. Two representatives from each school must be present to help officiate.
- H. Only two persons per school may participate in an event during the regular season with the exception of the 800 meter run and the 1600 meter run which are unlimited.
- I. The number of participants that may be entered in the county meet will be two persons per school in all events, except in the 800 and 1600 meter runs in which each school may enter a maximum of (6) six participants in each of these events.
- J. Once a high jump athlete is called to attempt a jump, they will have one minute to attempt the jump. The jump will be scratched if the jump is not attempted within the one-minute time limit. High jump starting height is 4' for girls; 4'10" for boys during the regular season meets. The starting height for girls during the county meet will be 4'2" and boys will be 5'. The bar progresses 1" for girls during the regular season and county meet until a winner is declared and 2" for boys until a height of 5' is reached. Progression is 1" after that.
- K. There will be a rules/judging procedures meeting prior to the track season. Attendance is required for boys and girls track coaches. A scratch meet will be held prior to the county meet. This is a mandatory meeting for all girls and boys track coaches. The purpose of this meeting is to organize the heat assignments and other events. Track coaches will fax or bring to the host school by 12:00 noon on the day before the county meet all their participants in each event.

- L. Scoring: Each school should bring a score keeper to each meet. Make sure all times are sent in for every running event for the County Meet.

<u>No. of Teams</u>	<u>Individual</u>	<u>Relay</u>
3	5-3-2-1	10-6
4	6-4-3-2-1	10-7-4
5	7-5-4-3-2-1	10-8-6-4
6	7-5-4-3-2-1	10-8-6-4-2
7 & 8	8-6-5-4-3-2-1	12-10-8-6-4-2
9 & 10	9-7-6-5-4-3-2-1	14-12-10-8-6-4-2

- M. Two timers will be assigned first place and one timer to the following places. Lane judges will be placed in the curves on races of 200 meters or longer. Timers and judges should be instructed in the following areas by the meet director prior to the meet:

1. Fouls to look for.
2. What to do when you see a violation.
3. Look for smoke.
4. Stay in your lane.
5. Make sure relay teams are in same lane.
6. County meet: two (2) lane judges in each exchange zone.

- N. Order of events - Track:

100 meter dash  
1600 meter run  
400 meter relay  
400 meter run  
800 meter run  
200 meter dash  
1600 meter relay

Order of events - Field: girls' events first.

High jump

Long jump

Shot put: boys - 8 lb. girls - 6 lb.

**NOTE: Each Shot put will be weighed at the county meet prior to competing.**

Discus: 1kg weight and 18cm diameter for both genders. **NOTE: The discus must be smooth and free of grooves. Each discus will be weighed at the county meet prior to competition.**

- O. A relay team member or individual who false starts for the second time will be disqualified.

- P. At all middle school track meets: all field events will be completed before any running

events will be started.

25.3 All meets are scheduled to start at 3:00 p.m.

25.4 All participants should remain off the football field.

25.5 The school resource officer of the host school competing in a track meet at will be present for security reasons.

25.6 All participants are required to have a school identifying jersey or shirt while competing in the county meet in the following colors: Jinks-Green; Surfside - Black; Merritt Brown-Orange; Mowat-White; Bay Haven-Dark Blue, Breakfast Point-Gold, Palm Bay - Teal, Rutherford - Yellow, Tyndall -Red, and University - Grey.

25.7 Tommy Oliver Stadium Track Rules

- DIRECTIONS FROM SCHOOL DISTRICT PERSONNEL MUST BE FOLLOWED.
- RUNNING SHOES WITH SPIKES ARE LIMITED TO 1/8 INCH (3MM) PIN OR PYRAMID SPIKES ONLY.
- JOGGERS - PLEASE USE OUTSIDE 3 LANES ONLY.
- LIFT AND CARRY ANY EQUIPMENT. DO NOT DRAG ITEMS ON TRACK.
- NO VEHICLE TRAFFIC.
- NO ATHLETIC CLEATS OR HARD SOLED FOOTWEAR.
- NO FOOD OR BEVERAGES.
- NO ALCOHOL OR TOBACCO PRODUCTS.
- NO CHEWING GUM.
- NO ROLLER SKATES, ROLLER BLADES, SKATE BOARDS, STROLLERS, SCOOTERS, BICYCLES, OR OTHER WHEELED VEHICLES OR CARTS.
- NO SPECTATORS ON TRACK.
- NO PETS.
- NO UNAUTHORIZED USE.

## **ARTICLE 26 - VOLLEYBALL REGULATIONS**

26.1 The volleyball schedule shall consist of a regular season schedule consisting of one match versus each participating school, a pre-season jamboree, and a post-season tournament.

26.2 Matches will be decided by a "best out of five" games. The first team to win three games will be declared the winner of the match.

26.3 Practice shall begin on the first day of school for students.

26.4 All matches are scheduled to start at 4:00 p.m.

26.5 Official high school rules will be followed.

26.6 Upon approval of the Principal, each middle school has the option to have three days in May, after track season, to work out. These workouts may last one and half hours each day.

26.7 If the starting time of a game is delayed, adequate warm-up time must be given to each team. The amount of warm-up time will be agreed upon by the host and visiting coaches.

#### **ARTICLE 27 - BAND REGULATIONS**

27.1 Depending upon available funds, the county will allocate each district public middle school an amount which is not in lieu of individual school funding. The county funds may be used for the following:

1. Summer salary of band director to sustain the summer band program.
2. Music, supplies, FBA assessment fees, etc.
3. Instrument repair.
4. Substitute pay, and travel expenses to State FBA Conference.

27.2 Summer band program may consist of: A maximum of 80 hours to be paid according to the salary schedule and Master Contract (16.9 - A). The Principal and Band Director of each school will formulate their summer band schedule.

27.3 The purchase of custom tailored/commercial uniforms is prohibited. Students may purchase dress slacks, shirts, ascot/tie, and cummerbund, in the appropriate school colors.

27.4 Auxiliary units are prohibited.

27.5 The Principal and Band Director will develop a list of performances that the band will participate in for the coming school year.

27.6 The Principal and Band Director shall meet to determine if their school will participate in FBA contest for the coming year.

## ARTICLE 28 - CHEERLEADING REGULATIONS

28.1 Cheerleading sponsor will be responsible for coordinating all cheerleading groups within the school.

28.2 The principal shall determine which cheerleading groups will be established at his/her school.

28.3 Squad size will be determined by the Principal and the sponsor.

28.4 Cheerleaders will cheer at home events, all games played at Tommy Oliver Stadium /Mike Gavlak Sports Complex and post season contests. Cheerleaders will not cheer at the regular season away events or at away indoor jamborees.

28.5 All cheerleading sponsors will meet during the last week of January to agree on a standard design for cheerleading uniforms. The cost of the uniform will be within reasonable cost limits. If the uniform is different, the middle school activities committee will meet the first week of February to present a recommendation to the Board of Directors (principals) for approval. The principals shall meet the second week of February to take action on the recommendation. The process of selecting cheerleading uniforms shall be completed by the first Monday in March.

NOTE: NO UNIFORM OR PARTS THEREOF WILL BE ORDERED UNTIL THE FIRST MONDAY IN MARCH.

28.6 A middle school cheerleading uniform will consist of the following: two-piece with lettering, briefs, shoes, socks, body suit (shirt), hair bows, pompons, wind suits and camp wear. Each school may only purchase the above-mentioned items. All other items are prohibited.

28.7 Instructional certified staff or a FLDOE certified coach must be employed to coach cheerleading groups.

28.8 Cheerleaders may attend summer camps within or outside of the county but attendance at camps will be not be required

28.9 Cheerleading sponsors or a designee of the principal must be present at all practices and games.

28.10 All cheerleaders are required to turn in all three athletic participation forms and view the three required safety courses on nfhslearn.com prior to any participation including tryouts (see 19.7).

28.11 Students may not be suspended from cheerleading due to a lack of funds for cheerleading uniform items.

28.12 Cheerleading shall be considered an athletic sport having all the same eligibility requirements as other sports. Cheerleading coaches are responsible for conducting tryouts and selecting a team. Selecting cheerleaders will be based on criteria established by the coach and approved by the Athletic Director and Principal. The criteria will be presented to parents at a mandatory meeting at least two weeks prior to the tryout dates. If a parent does not attend this meeting they must get permission from the principal to tryout. Parents and students should only attend the parent meeting and tryout at the school for which the student will be attending the following school year. Any out of state, out of county or out of zone student who wishes to tryout for a cheerleading team must provide the coach a school choice placement letter prior to tryouts. If school choice placements have not been finalized prior to tryouts, parents and students should understand that the selection of a student to a cheerleading team does not have any bearing on school placement. Selection to a team will be voided if a student is not accepted to attend the school. Acceptance to one school's cheerleading team does not guarantee placement on another school's cheerleading team. The requirement to attend practices for out of state or out of county students who are approved by school choice and were selected to the team may be waived by the Principal prior to tryouts See Section 19.20 regarding students who move into area after tryouts have occurred. From the first day of tryouts to the final day of selecting the team, there shall be a minimum of four (4) school days of practice and preparation of working toward the final day of selecting the team.

28.13 Teacher recommendations will not be used as a part of the final evaluation for selection of cheerleaders.

28.14 It shall be permissible for schools to organize and participate in a county cheerleading competition. It shall also be permissible for cheerleaders to participate in other competitions which are held in Bay County.

## **ARTICLE 29 - CHORUS REGULATIONS**

29.1 Depending upon county funds, the county will allocate each district public middle school an amount which is not in lieu of individual school funding.

The county funds may be used for the following:

Supplies, FVA assessment fees, music, etc. Substitute teacher pay and travel expenses to attend the State FVA Conference.

### **ARTICLE 30 - SCHOOL CLUBS**

30.1 School clubs will meet after school unless there is an activity period provided during the school day.

### **ARTICLE 31 - DANCES**

31.1 No more than two night-time dances to begin after 6:00 p.m. and ending no later than 9:30 p.m. will be allowed each year. Casual attire preferred.

### **Sports Offered 2023-2024**

FOOTBALL  
VOLLEYBALL  
GIRLS BASKETBALL  
BOYS SOCCER  
BOYS BASKETBALL  
GIRLS SOCCER  
BOYS AND GIRLS TRACK

## 2023-24 MIDDLE SCHOOL SPORTS CALENDAR

<b>SPORT</b>	<b>FIRST PRACTICE</b>	<b>FIRST REGULAR SEASON CONTEST</b>	<b>LAST REGULAR SEASON CONTEST</b>	<b>PRE-SEASON JAMBOREE</b>	<b>POST SEASON TOURNAMENT</b>
FOOTBALL	First Day of School Aug.10	September 5	October 17	August 29 Host is Breakfast Point	October 24
Volleyball	First Day of School Aug.10	August 30	October 2	August 28 Host is Mowat	October 4 & 6
Girls Basketball	October 16	November 2	December 7	October 30 Host is Surfside	December 12 & 14
Boys Soccer	October 16	November 2	December 7	October 28 Host is Jinks	December 12 & 14
Girls Soccer	January 9	January 23	February 20	January 20 Host is Palm Bay	February 22 & 27
Boys Basketball	January 9	January 23	February 20	January 18 Host is Merritt Brown	February 22 & 27
Boys and Girls Track	February 26	March 11	April 2	NONE	April 8 County Track Meet T.O.S Host: Bay Haven

MIDDLE SCHOOL FOOTBALL SCHEDULE  
2023-2024

DATE

SCHOOLS

Tue. Aug. 29	Jamboree @ Tommy Oliver Stadium Starting @ 4:30, Host is Breakfast Point. 1 <sup>st</sup> Half: Breakfast Point vs Rutherford 2 <sup>nd</sup> Half: Merritt Brown vs Surfside 3 <sup>rd</sup> Half: Jinks vs Bay Haven 4 <sup>th</sup> Half: Mowat vs Bozeman
Tue. Sept. 5	<ul style="list-style-type: none"> <li>• Bay Haven vs. Merritt Brown</li> <li>• Mowat vs Breakfast Point</li> <li>• Surfside vs Jinks</li> <li>• Rutherford vs Bozeman</li> </ul>
Tue. Sept. 12	<ul style="list-style-type: none"> <li>• Mowat vs Bay Haven</li> <li>• Breakfast Point vs Merritt Brown</li> <li>• Surfside vs Rutherford</li> <li>• Bozeman vs Jinks</li> </ul>
Tue. Sept. 19	<ul style="list-style-type: none"> <li>• Breakfast Point vs Surfside</li> <li>• Rutherford vs Merritt Brown</li> <li>• Jinks vs Mowat</li> <li>• Bay Haven vs Bozeman</li> </ul>
Tue. Sept. 26	<ul style="list-style-type: none"> <li>• Bay Haven vs Surfside</li> <li>• Mowat vs Rutherford</li> <li>• Merritt Brown vs Jinks</li> <li>• Bozeman vs Breakfast Point</li> </ul>
Tue. Oct. 3	<ul style="list-style-type: none"> <li>• Bay Haven vs Breakfast Point</li> <li>• Rutherford vs Jinks</li> <li>• Merritt Brown vs Mowat</li> <li>• Surfside vs Bozeman</li> </ul>
Tue. Oct. 10	<ul style="list-style-type: none"> <li>• Rutherford vs Bay Haven</li> <li>• Jinks vs Breakfast Point</li> <li>• Surfside vs Mowat</li> <li>• Bozeman vs Merritt Brown</li> </ul>
Tue. Oct. 17	<ul style="list-style-type: none"> <li>• Jinks vs Bay Haven</li> <li>• Breakfast Point vs Rutherford</li> <li>• Merritt Brown vs Surfside</li> <li>• Bozeman vs Mowat</li> </ul>
Tue. Oct. 24	<ul style="list-style-type: none"> <li>• Seed 1 hosts 2 Championship Game</li> </ul>

Home team listed first.

**MIDDLE SCHOOL VOLLEYBALL SCHEDULE  
2023-2024**

**DATE**

**SCHOOLS**

Mon., Aug. 28	Pre-Season Jamboree. Host is Mowat.
Wed. Aug. 30	Bay Haven vs Mowat Breakfast Point vs Bozeman Rutherford vs Surfside Jinks vs University Academy
Wed., Sept. 6	Bay Haven vs Breakfast Point Mowat vs. Rutherford Bozeman vs Jinks Surfside vs Merritt Brown
Mon., Sept.11	Rutherford vs Bay Haven Breakfast Point vs Jinks Merritt Brown vs Mowat Surfside vs University Academy
Wed., Sept. 13	Jinks vs Bay Haven Rutherford vs Merritt Brown Mowat vs University Academy Bozeman vs Surfside
Mon., Sept. 18	Bay Haven vs Merritt Brown Rutherford vs University Academy Surfside vs Breakfast Point Mowat vs Bozeman
Wed., Sept. 20	Merritt Brown vs University Academy Jinks vs Surfside Bozeman vs Rutherford Breakfast Point vs Mowat
Mon., Sept. 25	Bay Haven vs University Academy Merritt Brown vs Bozeman Mowat vs Jinks Rutherford vs Breakfast Point
Wed. , Sept. 27	Surfside vs Bay Haven Bozeman vs University Academy Breakfast Point vs Merritt Brown Jinks vs Rutherford
Mon. , Oct.2	Bay Haven vs Bozeman Surfside vs Mowat Breakfast Point vs University Academy Merritt Brown vs Jinks

**POST SEASON TOURNAMENT**

Wed., Oct. 4	Semi-Finals played at #1 and #2 seeded schools. Best 3 out of 5.
Fri., Oct. 6	Finals played at higher seeded school. Best 3 out of 5.

**Home Team Listed First.**



**MIDDLE SCHOOL BOYS SOCCER SCHEDULE  
2023-2024**

<b>DATES</b>	<b>SCHOOLS</b>
Sat., Oct.28	Pre-season Jamboree. Host is Jinks. Play 25-minute halves (9am start).
Thur., Nov. 2	University Academy vs Merritt Brown Surfside vs Jinks Palm Bay vs Tyndall Mowat vs Breakfast Point
Tue., Nov. 7	Bay Haven vs University Academy Merritt Brown vs Tyndall Jinks vs Mowat Breakfast Point vs Palm Bay
Thur., Nov. 9	Bay Haven vs Surfside University Academy vs Tyndall Merritt Brown vs Breakfast Point Jinks vs Palm Bay
Tue., Nov. 14	Bay Haven vs Tyndall Surfside vs Mowat Breakfast Point vs University Academy Jinks vs Merritt Brown
Thur., Nov. 16	Mowat vs Bay Haven Breakfast Point vs Tyndall Surfside vs Palm Bay University Academy vs Jinks
Tue., Nov. 28	Breakfast Point vs Bay Haven Mowat vs Palm Bay Jinks vs Tyndall Merritt Brown vs Surfside
Thur., Nov. 30	Palm Bay vs Bay Haven Jinks vs Breakfast Point Mowat vs Merritt Brown Surfside vs University Academy
Tue., Dec. 5	Bay Haven vs Jinks Palm Bay vs Merritt Brown University Academy vs Mowat Surfside vs Tyndall
Thur., Dec.7	Merritt Brown vs Bay Haven Palm Bay vs University Academy Breakfast Point vs Surfside Mowat vs Tyndall
	<b>POST SEASON TOURNAMENT</b>
Tue., Dec. 12	Post Season Semi-Finals played at #1 and #2 seeded schools.(3:30pm start)
Thur., Dec. 14	Finals played at higher seeded school. (3:30pm start)

**Home team listed first.**

**MIDDLE SCHOOL BOYS BASKETBALL SCHEDULE  
2023-2024**

**DATES**

**SCHOOLS**

Thur., Jan. 18 Pre-season Jamboree. Host is Merritt Brown.  
Play two 8-minute quarters.

Tue., Jan. 23 Bay Haven vs Mowat  
Breakfast Point vs Bozeman  
Rutherford vs Surfside  
Jinks vs University Academy

Thur., Jan. 25 Bay Haven vs Breakfast Point  
Mowat vs Rutherford  
Bozeman vs Jinks  
Surfside vs Merritt Brown

Tue., Jan. 30 Rutherford vs Bay Haven  
Breakfast Point vs Jinks  
Merritt Brown vs Mowat  
Surfside vs University Academy

Thur., Feb. 1 Jinks vs Bay Haven  
Rutherford vs Merritt Brown  
Mowat vs University Academy  
Bozeman vs Surfside

Tue., Feb. 6 Bay Haven vs Merritt Brown  
Rutherford vs University Academy  
Surfside vs Breakfast Point  
Mowat vs Bozeman

Thur., Feb. 8 Merritt Brown vs University Academy  
Jinks vs Surfside  
Bozeman vs Rutherford  
Breakfast Point vs Mowat

Tue., Feb. 13 Bay Haven vs University Academy  
Merritt Brown vs Bozeman  
Mowat vs Jinks  
Rutherford vs Breakfast Point

Thur., Feb. 15 Surfside vs Bay Haven  
Bozeman vs University Academy  
Breakfast Point vs Merritt Brown  
Jinks vs Rutherford

Tue., Feb. 20 Bay Haven vs Bozeman  
Mowat vs Surfside  
Breakfast Point vs University Academy  
Merritt Brown vs Jinks

**POST SEASON TOURNAMENT**

Thur., Feb. 22 Post Season Semi-Finals played at #1 and #2 seeded schools.

Tue., Feb. 27 Finals played at higher seeded school.

**Home team listed first.**

**MIDDLE SCHOOL GIRLS SOCCER  
2023-2024**

**DATES**

**SCHOOLS**

Sat., Jan. 20

Pre-season Jamboree. Host is Palm Bay.  
Play 25-minute halves (9am start).

Tue., Jan. 23

Bay Haven vs Mowat  
Breakfast Point vs Tyndall  
Surfside vs Palm Bay  
Jinks vs University Academy

Thur., Jan. 25

Bay Haven vs Breakfast Point  
Palm Bay vs Mowat  
Jinks vs Tyndall  
Surfside vs Merritt Brown

Tue., Jan. 30

Bay Haven vs Palm Bay  
Breakfast Point vs Jinks  
Merritt Brown vs Mowat  
University Academy vs Surfside

Thur., Feb. 1

Jinks vs Bay Haven  
Merritt Brown vs Palm Bay  
Mowat vs University Academy  
Surfside vs Tyndall

Tue., Feb. 6

Bay Haven vs Merritt Brown  
Palm Bay vs University Academy  
Surfside vs Breakfast Point  
Mowat vs Tyndall

Thur., Feb. 8

Merritt Brown vs University Academy  
Jinks vs Surfside  
Palm Bay vs Tyndall  
Breakfast Point vs Mowat

Tue., Feb. 13

University Academy vs Bay Haven  
Merritt Brown vs Tyndall  
Mowat vs Jinks  
Breakfast Point vs Palm Bay

Thur., Feb. 15

Surfside vs Bay Haven  
University Academy vs Tyndall  
Breakfast Point vs Merritt Brown  
Palm Bay vs Jinks

Tue., Feb. 20

Bay Haven vs Tyndall  
Mowat vs Surfside  
University Academy vs Breakfast Point  
Merritt Brown vs Jinks

**POST SEASON TOURNAMENT**

Thur., Feb. 22

Post Season Semi-Finals played at #1 and #2 seeded schools.

Tue., Feb. 27

Finals played at higher seeded school.

**Home team listed first.**

MIDDLE SCHOOL BOYS AND GIRLS TRACK  
2023-2024

Date	Schools
1 <sup>st</sup> Day of practice: Monday February 26, 2024	
Mon., March 11	Breakfast Point, Jinks, Palm Bay, Rutherford, University Academy.  At Tommy Oliver Stadium
Tue., March 12	Merritt Brown, Bay Haven, Mowat, Tyndall, Surfside.  At Tommy Oliver Stadium
Mon., March 25	Jinks, Bay Haven, Breakfast Point, Merritt Brown, Tyndall  At Tommy Oliver Stadium
Tue., March 26	Surfside, University Academy, Palm Bay, Rutherford, Mowat.  At Tommy Oliver Stadium
Mon., April 1	Mowat, Jinks, Surfside, Breakfast point, Tyndall.  At Tommy Oliver Stadium
Tue., April 2	University Academy, Bay Haven, Palm Bay, Rutherford, Merritt Brown.  At Tommy Oliver Stadium
Mon., April 8	County Meet @ 1 p.m. Bay Haven is the host.  At Tommy Oliver Stadium  Rain date is Tue. April 9

\* All regular season meets will start at 3:00 p.m.  
**Host Team Listed First**

Rules and procedures clinic will be held at T.O.S. on Wednesday, Feb. 28, 2024 at 3:45 p.m. All boys and girls track coaches should reschedule track practice on this day as attendance is required.

## Appendix A

### **APPEALS PROCESS FOR FORMAL PROTESTS**

#### Step 1

The Principal shall submit in writing an explanation of the protest, within seven (7) working days from the date of the incident, to the Executive Secretary and each member of the Board of Directors. The Executive Secretary will schedule a meeting of the Board of Directors within seven (7) working days, upon receipt of the protest. The Board of Directors shall examine the protest and shall indicate the disposition of the protest in writing, to the Principal, within seven (7) working days of such meeting.

#### Step 2

If the Principal is not satisfied with the disposition of the protest made by the Board of Directors or if no disposition is made within seven (7) working days of such a meeting, the Principal shall submit the protest to the Superintendent, or his or her designee. Within seven (7) working days, the Superintendent, or his or her designee shall meet with the Principal and indicate the disposition of the protest in writing, to the Principal, within seven (7) days of such meeting.

#### Step 3

If the Principal is not satisfied with the disposition of the protest by the Superintendent or his or her designee, or if no disposition is made within seven (7) working days upon receipt of the protest, the Principal shall submit the protest to the Bay County School Board. The Board shall meet with the Principal concerning the protest not later than the next regular Board meeting. The disposition of the protest in writing by the Board, to the Principal, shall be made no later than seven (7) working days after such meeting.

**BAY DISTRICT SCHOOLS  
CITIZENSHIP STANDARDS FOR PARTICIPATION IN  
EXTRACURRICULAR ACTIVITIES**

**SECTION I INTRODUCTION AND PURPOSE**

**INTRODUCTION**

Extracurricular activities are defined as activities or events which do not fall within the scope of the regular curriculum, which are officially recognized and sanctioned by the School Board, and for which students do not receive academic credit. Performing groups that receive academic credit, i.e., band, chorus, and drama are not included within this policy.

Student participation in extracurricular events is a privilege. Extracurricular activities are important components of our total educational program. In order to maintain eligibility, each student is expected to exhibit good citizenship and abide by all State, School Board, School team/club, and the rules and regulations included in the BDS Middle School Extracurricular Activities Handbook.

**PURPOSE**

1. To provide minimum citizenship standards among all Bay District Schools (includes high and middle schools) for participation in school sponsored extracurricular activities.
2. To encourage the importance of a sense of responsibility as a positive role model.
3. To enhance the growth of good citizenship among participants in school sponsored extracurricular activities.
4. To recognize and assist those students who have demonstrated an inability to comply with guidelines set forth herein.

**SECTION II.**

**APPLICATION OF STANDARDS**

These standards apply to all extracurricular activities as defined above, whether they are school sanctioned or School Board approved. These standards apply to the participant in any activity for the duration of the activity season, whether it occurs prior to the start of the school year or after the close of the school year, including summer. Students shall also comply with the conduct required by the Bay District School Board (The Student Code of Conduct and Discipline) and the regulations contained in the individual school's Student Handbook.

**SECTION III.  
CITIZENSHIP STANDARDS**

Students who participate in extracurricular activities are expected to abide by the following list of citizenship standards. Sanctions for noncompliance are shown.

**1. CITIZENSHIP STANDARD: BDS RULES**

A student who participates in extracurricular activities will not violate any rules or regulations as set forth in the BDS Middle School extracurricular activities handbook.

**SANCTION**

The student will be penalized according to the rules administered by the Bay County Middle School Activities Association.

**2. CITIZENSHIP STANDARD: TEAM/CLUB RULES**

A student who participates in extracurricular activities will not violate team/club rules as established for participation in an activity. It shall be the responsibility of the coach or sponsor to formulate written rules with appropriate sign-off procedures and distribute them to the parents and students.

**SANCTION**

The coach or sponsor may suspend the student from participation. This may be for one event or for the duration of the activity season. This shall be at the discretion of the coach or sponsor based upon the severity of the offense and the rules established.

**3. CITIZENSHIP STANDARD: SCHOOL ABSENCE**

A student who participates in extracurricular activities must be in classroom attendance at least two hundred (200) minutes on the day of the event.

**SANCTION**

At the discretion of the Principal, the student may be able to participate, in the event, on the day the student is absent from school.

**4. CITIZENSHIP STANDARD: IN SCHOOL SUSPENSIONS**

A student who participates in extracurricular activities and is assigned to in-school suspension will be eligible to participate.

## **SANCTION**

The student may participate if he or she meets the requirements of in-school suspension.

### **5. CITIZENSHIP STANDARD: OUT OF SCHOOL SUSPENSION**

A student who participates in extracurricular activities will not violate school rules that result in out of school suspension.

## **SANCTION**

Under School Board policy, a suspended student is prohibited from participating in, or attending any school sponsored extracurricular activities during the time of the suspension.

### **6. CITIZENSHIP STANDARD: EXPULSION / Alternative Placement in lieu of Expulsion**

Students who have been expelled from Bay District Schools or received an Alternative Placement in lieu of Expulsion may not participate in extracurricular activities. Eligibility to participate in extracurricular activities is restored upon completion of the original terms or length of the alternative placement period or pending the outcome of a rehearing.

### **7. CITIZENSHIP STANDARD: CRIMINAL EPISODES**

This policy refers to criminal episodes committed by students while in grades 6-12. A criminal episode is one or more felony criminal acts occurring within a twenty-four (24) hour period. Sanctions imposed on students will begin when the Principal of the school makes a formal determination that a criminal episode has been committed by the student. Formal determination is defined as receiving a copy of the disposition papers that states the charge and the court sanctions imposed on the student. It will be the responsibility of the student to present disposition papers (court documents) to the principal.

A student who participates in extracurricular activities will not commit any felony criminal episodes on or off school board property. Proof of a felony criminal episode shall include but not be limited to: the student's plea of guilty or nolo contendere to a crime or delinquent act which would have been a crime if the student were an adult or the student's participation in a pre-trial intervention program.

It is the responsibility of the student to inform school officials of any criminal offenses that may be pending or have been processed by the justice system. Students who are juvenile offenders will have the

responsibility of providing the necessary court documentation (disposition statements) detailing the legal actions taken by the justice system. Juvenile offenders who have been processed (have disposition statements) by the justice system will not be allowed to participate until the disposition statements have been presented to the principal so that the student's case may be processed by school officials.

## **SANCTION**

If the student participates in a felony criminal episode, the student will be suspended from participating in all school sponsored extracurricular activities for one (1) calendar.

## **IMPOSITION OF SANCTIONS**

Prior to the imposition of any sanctions, the Principal shall give the parents and student an opportunity to be heard regarding the alleged violation and the appropriate sanctions to be imposed.

The balance of any unfulfilled sanction shall be completed, if necessary, in the following school year.

## **APPEAL PROCESS**

The student and the parents or guardian shall be notified as soon as possible regarding any sanctions imposed on a student. The student or parent/guardian shall have ten (10) days after receiving written notification to file a written appeal with the appropriate authority. All appeals of decisions by the coach or sponsor regarding team/club rules shall be to the Principal, whose decision shall be final. All appeals of decisions by the Principal regarding criminal acts shall be to the Superintendent through the Extracurricular Activities Appeal Committee. During any appeal process, the sanctions shall abate pending the outcome of the appeal.

## **EXTRACURRICULAR ACTIVITIES APPEAL COMMITTEE**

An Appeals Committee shall be appointed annually by the Superintendent and shall consist of the following members:

County Athletic Director, Chairman  
Community Representative  
Middle School Principal  
Secondary Teacher  
Supervisor of School Resource Officers

The committee shall act as a fact-finding authority only. It shall make a report to the Deputy Superintendent regarding the student and the violation of the citizenship standard.

## **CONSIDERATIONS: FOR APPEALS COMMITTEE AND PRINCIPALS**

The Extracurricular Activity Appeals Committee and the Principals shall consider the following factors:

- A. The nature of the violation;
- B. Whether a weapon was involved;
- C. If a crime was charged, whether the court withheld adjudication of guilt;
- D. The student's disciplinary record;
- E. The student's overall character;
- F. Whether the student recognizes the seriousness of the conduct;
- G. Whether the student cooperated with law enforcement, and if so, how;
- H. The student's present attitude toward the offense;
- I. School and community recommendations or reactions.

The Appeals Committee shall submit its findings of fact to the Deputy Superintendent within thirty (30) days of the filing of the appeal. The Deputy Superintendent shall within ten (10) days thereafter make a recommendation to the Superintendent. The Superintendent's decision shall be made within fifteen (15) days thereafter and shall be final. The Superintendent has the authority to reduce the sanctions as deemed appropriate. The final action shall state with particularity the reasons for the decision.

Any student who has been permanently suspended from participating in extracurricular activities, might on an annual basis, appeal to the Committee for a reduction in the sanction. A written request must be received before August 15 for the upcoming school year. The Committee will review the matter within the first two weeks of school and report to the Deputy Superintendent for a recommendation to the Superintendent as outlined above.

## **GUIDELINES FOR IN-COUNTY AND OUT-OF-COUNTY SCHOOL SPONSORED TRIPS**

### 1. Guidelines for In-County School Sponsored Trips

It is the intent of these guidelines to provide the sponsor with a list of duties and responsibilities that will be expected of him/her in order to participate in a school sponsored trip. The following procedures must be adhered to when participating on an in-county school sponsored trip.

\*NOTE: Athletes do not have to complete these forms for team events since all athletes are required to complete the Consent and Release from Liability Certificate (MSEL3). It is the responsibility of the sponsor to see that the following guidelines have been followed:

#### A. Each student must complete the following form(s):

1. Student Permission Form for School Sponsored Trip.
2. Student Emergency Information Card Form

#### B. Sponsor Must Complete The Following Forms:

1. Transportation Request form if using a school bus. This form must be in the transportation office at least seven (7) days in advance of the trip. Failure to have this request in the transportation office at least seven (7) days in advance may result in your form being canceled. The sponsor should initiate this form at least fifteen (15) days before the trip to allow for processing through your administration. Your Principal must sign this request.
2. Temporary Duty Assignment Form - Must be completed only if a substitute teacher is required. If your classes are taught by other teachers you do not need to file a Temporary Duty Assignment form.
3. Chaperones: Must be approved in writing as a volunteer by principal using the School Volunteer Application Form. Chaperones must be cleared by VECHS Level II fingerprint screening in the BDS Safety and Security Office, fee paid by chaperon. If serving as a driver of a private or rental vehicle an MVR Form must be completed ten working days prior to trip to gain clearance.

### 2. Guidelines for Out-Of-County School Sponsored Trip

NOTE \* Athletes do not need to complete these forms for athletic event travel since all athletes have completed a Consent and Release from Liability Certificate (MSEL3).

- A. Each student must complete the following forms:
1. Student Permission Form for School Sponsored Trip.
  2. Student Emergency Information Card form.
- B. The sponsor must complete the following forms/procedures:
1. Request for Student Out-Of-County Travel Form. Any activity that travels out of county must complete this form and maintain the original copy in the school. This form is to be sent to the Deputy Superintendent for his/her signature. In order to obtain the Deputy Superintendent's signature you should allow at least six (6) working days from the time the form is sent to her office. A copy of this form must be attached to the Transportation Request to show the Transportation Department that the Deputy Superintendent has approved this trip. This applies to all activities that travel out of county. Failure to attach this form in the aforementioned instances may result in your bus request being canceled.
  2. Transportation Request Form. This form must be completed if using a school bus. This form must be in the Transportation Department seven (7) days in advance of the trip. The Out Of County Travel Form must be attached to this form so that the Transportation Department is aware of the Deputy Superintendent's approval. If a trip is going to be taken in private vehicles, you must make sure the name(s) of the driver(s) are on the back of the Student Permission Form for School Sponsored Trip. Students are not allowed to drive private vehicles. **STUDENTS MAY NOT BE TRANSPORTED IN PRIVATE OR RENTAL VANS UNLESS APPROVED BY THE SUPERINTENDENT OR THE VAN IS LISTED ON THE APPROVED LIST. VEHICLES DESIGNED TO CARRY MORE THAN TEN PEOPLE ARE STRICTLY PROHIBITED FOR STUDENT TRANSPORTATION.**
  3. Temporary Duty Assignment form must be submitted at least seven (7) days in advance.
  4. On the back of the Request for Student Out Of County Travel Form, the names of the chaperones and a list of the students going on the trip should be completed.
  5. Make sure you have the Student Emergency Information Card forms for each student. **THESE FORMS ARE TO BE IN YOUR POSSESSION WHILE ON THE TRIP.**
  6. Students who travel to a destination on a school sponsored trip, with district approved transportation may be given permission to return with their parent(s) after an activity when requested by the parent(s) to the principal or sponsor/coach.
  7. Chaperones: Must be approved in writing as a volunteer by principal using the School Volunteer Application Form. Chaperones must be cleared by VECHS Level II fingerprint screening in the BDS Safety and Security Office, fee paid by chaperon. If serving as a driver of a private or rental vehicle an MVR Form must be completed ten working days prior to trip to gain clearance.

C. Reimbursement Procedures - When a trip is completed and sponsor/coach is to be reimbursed for expenses, he/she should obtain a Reimbursement Voucher for Temporary Duty Expenses. This form has complete instructions on the back, for proper completion. Your Principal must sign this form under approved by administrator, (lower left side). This form should be returned to the school bookkeeper for processing.

3. Travel to Local Event Sites

Where it becomes necessary for a group or groups to use facilities not located on school grounds but within the county it will be permissible to allow an individual to travel with his or her parent(s) to the game site.

4. Meals

Activity funds (2015) may be used to provide meals for approved groups traveling outside Bay County with prior approval of the Principal. Maximum meal limits are as follows:

Breakfast	\$6.00
Lunch	\$10.00
Dinner	\$12.00

NOTE: IF A SCHOOL USES INTERNAL ACCOUNT FUNDS TO PAY FOR MEALS, ALL ACTIVITY GROUP MEMBERS MAY BE PAID AT THE STATE APPROVED RATE NOT TO EXCEED \$39.00 PER DAY.

The individual school may choose to provide a smaller amount depending upon the specific situation.

5. Group Meal Arrangements

Group meal arrangements must be made in advance by the coach or sponsor through the school bookkeeper.

6. Meal Money for Group Travel

Meal money for activity travel may be paid by reimbursement procedures or advanced payment through internal accounts by completing the Student Meal Voucher Form.

7. Housing for Overnight Trips

Procedures for acquiring group housing will be as follows:

- A. Approval - Request approval from the Athletic Director and Principal for group housing.
- B. Arrangements - Contact housing facilities in the area to acquire the best possible rates.
- C. Finalization - Made in advance with a purchase order issued and signed by Principal. You must have written or oral confirmation of your reservation before a purchase order will be issued.
- D. Termination - After trip is completed, send final housing bill to school bookkeeper for processing.

8. Bay County School Board Employee Travel

Out-of-County policies pertaining to travel expenses for employees paid from county activity funds (Project 2015) are the same as all travel forms. The following budget numbers are to be used for substitute teachers and travel when using Project 2015 funds:

Substitute teachers            5100-750-2015

Travel                            5100-330-2015

The Principal must sign the Temporary Duty Assignment form.

In-State Travel limited to actual cost of trip.

Out-of-State Travel limited to actual cost of trip.

9. Standardized Travel Procedures

Airline Tickets

An accounting clerk within the District Finance Office (phone number 767-5285) will be assigned the responsibility for purchasing all airline tickets for approved travelers. The traveler will be responsible for furnishing a copy of the approved Temporary Duty Leave Form to the accounting clerk before the ticket can be purchased. The accounting clerk will purchase the ticket and coordinate with the traveler to assure that the traveler has the ticket at a reasonable time before scheduled departure.

Vicinity Travel

Vicinity travel will be paid only when approved in advance of travel and only for travel that is in the interest of the school system and in pursuit of official duties. Vicinity travel will not be paid for travel from hotels to restaurants or to entertainment or shopping centers. Also, vicinity mileage will not be paid between hotels unless the traveler is unable to get a reservation in the conference hotel.

Automobile Rentals

Automobile rentals may be approved when it is in the best interest of the traveler and the school system.

Hotels/Motels

Travelers must stay at the conference site hotel or motel if accommodations are available unless there is a financial advantage for the traveler to stay at a less expensive hotel/motel.

Privately Owned Vehicles

When more than one traveler is going to the same destination, reimbursement of automobile expenses will not be authorized at less than a ratio of one vehicle to two travelers unless the Superintendent grants an exception in writing. The approving supervisor should give consideration to a higher ratio if the approved automobile can comfortably accommodate more than two travelers.

## 10. Overnight Travel Prior to the Event

No overnight travel may be permitted before an activity event unless circumstances warrant such travel.

## 11. Lodging Arrangements

Many school-sponsored trips require overnight stays at distant locations. The following are guidelines for making lodging arrangements during school-sponsored trips.

- A. Place no more than 4 students per room. Rooms with two double beds should be reserved for 4 students.
- B. Record the room number and names of all students staying in each room. Request adjoining rooms on one floor of the hotel. This will facilitate easy room checks.
- C. Teachers or chaperones should NEVER share rooms with students.
- D. If a parent is serving as a chaperone, they may be allowed to share a room with their child.
- E. At least one male and one female chaperone should be on all trips if students of both genders are participating.
- F. All students should be given the room number and phone number for all chaperones on the trip.

## Appendix D Seeding and Bracketing

**Bracket Seeding.** Each school shall be seeded and placed on the bracket for the county tournament according to the following provisions:

1. In the sports of basketball, and volleyball each school shall be seeded based on its win-loss record from the regular season. The school with the best record shall be seeded No. 1; the school with the second-best record shall be seeded No. 2; etc.
2. In the sport of soccer, each school shall be seeded based on the points it accumulates in the games played during the regular season. Five (5) points shall be awarded for each victory. Two (2) point shall be awarded for each tie. The school with the most points shall be seeded No. 1; the school with the second-most points shall be seeded No. 2; etc.
3. In the event two or more schools are unable to play all scheduled contests due to inclement weather or other unforeseen and unavoidable situations which are deemed acceptable by the County Athletic Director, all schools shall be seeded according to the percentage of contests won (average of points accumulated in soccer). The school with the highest percentage of contests won (average points in soccer) shall be seeded No. 1; the school with the Second-highest percentage of contests won (average points in soccer) shall be seeded No. 2, etc.
4. **Two Schools Tied.** When two schools are tied for a seed, the following procedure shall be used in the following order until the tie is broken:
  - (a) Won-loss results of head-to-head competition between the two schools;
  - (b) Won-loss record (points in soccer) in competitions of the two schools versus the highest-seeded school (and proceeding through the lowest-seeded school, if necessary);
  - (c) Number of victories (points in soccer) on the road;
  - (d) Number of victories (points in soccer) at home; and
  - (e) Coin toss or blind draw by the Athletic Director of the school hosting the tournament.
5. **Three (or more) Schools Tied.** When three or more schools are tied for a seed, the following procedure shall be used in the following order until the tie has been reduced to two schools, then the two-school tiebreaker formula shall be used:
  - (a) Total won-loss record (points in soccer) of contests played among the tied schools;
  - (b) Won-loss record (points in soccer) in competition of the tied schools versus the highest-seeded school (and proceeding through the lowest seeded school, if necessary);
  - (c) Number of victories (points in soccer) on the road;
  - (d) Number of district victories (points in soccer) at home; and
  - (e) Coin toss or blind draw by the Athletic Director of the school hosting the Tournament.



