

THE SCHOOL DISTRICT OF  
PALM BEACH COUNTY, FLORIDA

OFFICE OF INSPECTOR GENERAL  
3318 FOREST HILL BLVD., C-306.  
WEST PALM BEACH, FL 33406  
(561) 434-7335 FAX: (561) 434-8652  
www.palmbeachschools.org  
Hotline: (855) 561-1010

LUNG CHIU, CIG, CPA  
INSPECTOR GENERAL

SCHOOL BOARD  
FRANK A. BARBIERI, JR, ESQ, CHAIRMAN  
CHUCK SHAW, VICE CHAIRMAN  
MARCIA ANDREWS  
KAREN M. BRILL  
BARBARA McQUINN  
DEBRA L. ROBINSON, M.D.  
ERICA WHITFIELD

DONALD E. FENNOY II, Ed.D., SUPERINTENDENT

## MEMORANDUM

**TO:** Honorable Chair and Members of the School Board  
Dr. Donald E. Fennoy, Superintendent  
Chair and Members of the Audit Committee

**FROM:** Lung Chiu, Inspector General *KLC*

**DATE:** May 18, 2019

**SUBJECT:** Transmittal of Final Investigative Report *Case # 18-729/18-734 - Potential Conflict of Interest - Palm Beach County Athletic Conference*

---

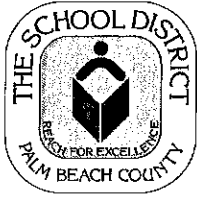
In accordance with *School Board Policy 1.092*, we hereby transmit the findings of the above-referenced final investigative report.

The report addresses the following allegations:

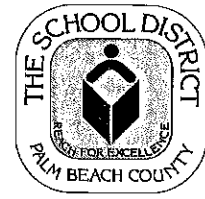
1. Instructional Specialist is performing duties for private organizations during her working hours at the School District. ***Unsubstantiated.***
2. Instructional Specialist is being compensated by private schools. ***Unfounded.***
3. Instructional Specialist manages funds paid by District high schools to the Palm Beach County Athletic Conference that could create a potential conflict of interest. ***Substantiated.*** However, the OIG concluded Ms. Greene did this in conformance with the historical practices of the Palm Beach Athletic Conference, based upon the testimony of the School Principals.
4. Instructional Specialist loaned the Conference's funds to East Coast Volleyball Officials Association. ***Substantiated.*** However, the OIG concluded this act was done because the District did not pay the officials in a timely manner.

The report is finalized and will be posted on the Inspector General's website; [https://www.palmbeachschools.org/departments/inspector\\_general\\_s\\_office](https://www.palmbeachschools.org/departments/inspector_general_s_office).

Cc: Peter Licata, Assistant Superintendent of Choice and Innovation



**SCHOOL DISTRICT OF PALM BEACH  
COUNTY  
OFFICE OF INSPECTOR GENERAL**



Donald E. Fennoy, II, Ed. D.  
Superintendent

**INVESTIGATIVE REPORT**

K. Lung Chiu, CPA  
Inspector General

**Case Numbers:**

18-729  
18-734

**Date of Complaints:**

February 14, 2018  
February 23, 2018

**Complainants:**

Valerie Miyares, Athletic Manager  
Anonymous

**Subject:**

Yetta Greene, Instructional Specialist  
Palm Beach County Athletic Conference

**Witnesses:**

Hugh Brady, Retired School Principal  
Larry Clawson, Former<sup>1</sup> Principal, Palm Beach Gardens High School  
Nathan Collins, Retired School Principal  
Robert Hatcher, Principal, Western Pines Middle School  
Moises Santiago, Treasurer, East Coast Volleyball Officials Association

**Type of Report:**

FINAL

**AUTHORITY**

*School Board Policy 1.092* provides for the Inspector General to receive and consider complaints, and conduct, supervise, or coordinate such inquiries, investigations, or reviews, as the Inspector General deems appropriate.

This investigation was conducted by Senior Investigator Veronica Vallecillo in compliance with the *Quality Standards for Investigations, Principles and Standards for Offices of Inspector General*, promulgated by the Association of Inspectors General.

**INTRODUCTION**

On February 14 and 23, 2018, the Office of Inspector General (OIG) received two complaints regarding Instructional Specialist Yetta Greene. The complainants alleged Ms. Greene manages

<sup>1</sup> As of February 6, 2019, Mr. Clawson is no longer the Palm Beach Gardens High School Principal.

funds paid by District schools to the Palm Beach County Athletic Conference, loaned funds to official's associations, is compensated by private schools, and performs duties for private organizations during her working hours.

During the course of the investigation, additional issues were identified pertaining to the Palm Beach Athletic Conference. Consequently, the OIG conducted additional investigative work during March and April 2019 pertaining to the Conference's organizational and operational documentation, use of the School District's Federal Tax ID; and the lack of supervisory/independent oversight of the Conference's bank account. Our conclusions of these additional issues are presented in Section 2 of this report, while the results of the investigation for the February 14 and 23, 2018 complaints are presented in Section 1.

## BACKGROUND

### *Secondary Education Athletics Department*

The Secondary Education Athletics Department provides secondary school students with opportunities to develop higher standards for mental, moral, social and physical fitness through participation in extracurricular athletic programs. At the time the complaint was submitted, the Athletic Department was under the direction of Former Student Services, Equity, Access Assistant Superintendent Eddie Ruiz. As of September 2018, the Athletic Department is under the direction of Choice and Innovation Assistant Superintendent Peter Licata.

### **Retired School Principal Hugh Brady during a telephone interview, provided the following information:**

Mr. Brady stated the Suncoast Conference was established by school principals in Martin, Saint Lucie and Palm Beach Counties. Mr. Brady was the Executive Secretary for the Conference. Mr. Brady recalls the membership fee was \$350-\$400. The fees were collected at the beginning of the school year and deposited into an external bank account. Mr. Brady recalls Wells Fargo Bank being the last bank he dealt with. Mr. Brady stated as Executive Secretary some of his responsibilities were to administer the bank account for the Conference. Some of the Conferences' expenditures included his salary, the salary of a clerical position, refreshments during meetings, and awards for students and coaches.

Mr. Brady stated there were bylaws in place for the Conference and a Board that was comprised of school Principals. Mr. Brady does not have a copy of the bylaws.

Mr. Brady explained that former Palm Beach County School District Superintendent Thomas Mills suggested that Palm Beach County Schools separate from the other counties due to disputes that were occurring at the time with other schools outside of Palm Beach County. As a result, Suncoast Conference was dissolved and renamed Palm Beach County Athletic Conference. Mr. Brady noted the same bylaws and bank account were used when the name was changed. Mr. Brady stated the bank account reflected the school district's tax identification number. Mr. Brady doesn't recall who approved the use of the District's tax identification number or for how long it was used. Mr. Brady said the bylaws were written by the school principals.

Mr. Brady stated that the Conference was considered an independent organization even though the school principals made up the Conference. The Conference was set up as an external organization due to the fact that other counties were involved.

Mr. Brady noted he does not have any knowledge of the Conference being registered as an organization in the State of Florida.

Mr. Brady stated that in 1981, Ms. Greene became the Executive Secretary of the Conference. Even though the Conference budget included the salary of an Executive Secretary, Mr. Brady does not know if Ms. Greene was compensated for her duties as Executive Secretary. Mr. Brady noted he and Ms. Greene went to the bank to add her name as a signor to the bank account when she became the Executive Secretary.

**Retired School Principal Nathan Collins during a telephone interview, provided the following information:**

Mr. Collins began coaching at the Palm Beach County School District in 1967. In 1975, Mr. Collins became the head football coach at Lake Worth High School and at that time the Suncoast Conference (Conference) existed. Mr. Collins explained that various counties such as Martin and St. Lucie, were part of the Conference. Mr. Collins noted that the Conference included private and public schools. The Conference assisted member schools with the scheduling of games and also incentivized other high schools to join the Conference since there were not many high schools in the Palm Beach County School District.

There was a fee to join the Conference, but Mr. Collins does not recall what the amount was. Palm Beach County Schools would use athletic funds to pay for the membership. Mr. Collins recalls that the fee revenues collected by the Conference were used to purchase and distribute awards to the players and coaches. Mr. Collins noted the Conference had bylaws in place. Mr. Collins does not have a copy of the bylaws. If Mr. Collins is able to locate the bylaws he will provide them to the OIG. As of the publication of this investigative report, the OIG has not received the bylaws from Mr. Collins.

Mr. Collins recalls meeting Yetta Greene in the early 1980's. Ms. Greene assisted Mr. Hugh Brady (retired Principal for the School District) with the scheduling of games. Mr. Collins explained that Ms. Greene started to help out a lot with the Conference and became very involved.

Mr. Collins explained that as other School Districts began to build more schools and grow, the Conference members from other Districts began to branch off. As a result, Palm Beach County remained and the name of the Conference was changed to "Palm Beach County Athletic Conference." Private schools in Palm Beach County were also a part of the Conference. Mr. Collins noted Cardinal Newman High School was always a part of the Conference. Mr. Collins is not sure of the date the name was changed. Mr. Collins said he is not sure if the Conference, whether as Suncoast or Palm Beach County Athletic, was ever registered as an organization in the state of Florida.



Mr. Collins became the Principal at Palm Beach Lakes High School in 1992. In 1994 or 1995 he became the President of the Palm Beach County Athletic Conference.

Mr. Collins stated he did not have any dealings with the financial aspect of the Conference. Ms. Greene handled the Conference funds and meetings. Mr. Collins believes the bank account for the Conference was established by someone else and not Ms. Greene.

Mr. Collins stated he retired from the School District in 2011 and at that time Mr. Larry Clawson, Principal of Palm Beach Gardens Community High School, became the President of the Conference.

**CLARIFICATION NEEDED TO ADDRESS ISSUES BEYOND THE CONTROL OF  
THE SUBJECT EMPLOYEE**

This investigation involved four allegations related to the subject, Instructional Specialist Yetta Greene, and the Conference. However, the investigation led to other additional issues the School District has to address. Those issues were beyond Ms. Greene's control and predated her work with the Conference. As such, the results of the investigation are presented in two sections. Section 1 is for Allegations and Findings (Pages 4 through 10); while additional issues with Palm Beach County Athletic Conference are discussed in Section 2 (Pages 11 through 13).

**SECTION 1: ALLEGATIONS AND FINDINGS<sup>2</sup>**

1. Instructional Specialist Yetta Greene is performing duties for private organizations during her working hours at the School District. *Unsubstantiated.*
2. Instructional Specialist Yetta Greene is being compensated by private schools. *Unfounded.*
3. Instructional Specialist Yetta Greene manages funds paid by District high schools to the Palm Beach County Athletic Conference that could create a potential conflict of interest. *Substantiated.* However, the OIG concluded Ms. Greene did this in conformance with the historical practices of the Palm Beach Athletic Conference, based upon the testimony of the School Principals.
4. Instructional Specialist Yetta Greene loaned the Conference's funds to East Coast Volleyball Officials Association. *Substantiated.* However, the OIG concluded this act was done because the District did not pay the officials in a timely manner.

**GOVERNING DIRECTIVES**

- **Florida Statute 1011.07 Internal Funds.**
- **Florida Statute 1011.19 Sources of District School Fund.**

---

<sup>2</sup> The OIG findings were determined using the standards that appear on the signature page at the end of this report.

- Florida Department of Education Financial and Program Cost Accounting and Reporting for Florida Schools - Chapter 8.
- School Board Policy 3.02 Code of Ethics.
- School Board Policy 6.07 Internal Accounts.
- District Internal Accounts Manual – Chapter 1.
- 2017-18 Florida High School Athletic Association Officials Guidebook.

<b>ALLEGATION 1: EVIDENCE &amp; TESTIMONY</b>
---

*Allegation: Instructional Specialist Yetta Greene is performing duties for private organizations during her working hours at the School District. Unsubstantiated.*

### **Complaint Information**

The complainant stated that Ms. Greene assists private schools with the assignments of sports officials.

### **Testimony of Yetta Greene, Instructional Specialist**

Ms. Greene stated some of her job responsibilities include: working with both middle and high schools to ensure athletic schedules are prepared, coordinating with the various sports associations especially for any last minute changes or emergencies, ensuring coaches are properly certified, coordinating CPR training and certification, coordinating with facilities and risk management, and ensuring proper background clearance checks are performed for coaches.

Ms. Greene confirmed she does not prepare the schedules for officials for the private schools, except for Cardinal Newman High School. Ms. Greene collects the private schools' schedules once completed and provides them to the appropriate sports official association.

Ms. Greene stated she is the Executive Secretary for the Palm Beach County Athletic Conference (Conference). Ms. Greene explained that as the Executive Secretary she oversees the scheduling and equity for the games and officials, coordinates awards, collects annual dues, and is responsible for the Conference's bank account. Ms. Greene said the Conference's bank account is in the name of the Conference, resides at Wells Fargo Bank, and she is the only signor on the bank account. Ms. Greene stated she is not compensated by the Conference.

### **Documentation Reviewed**

Athletic Manager of the Support Services Department, Valerie Miyares, provided the OIG with a list of 13 private schools in Palm Beach County. The OIG spoke to an athletics representative from seven (54%) of the private schools provided. The information provided by each athletic representative revealed that sports schedules are submitted directly to Ms. Greene once they have been completed by each respective school.

Ms. Greene's current job description does not provide a clear understanding of her job responsibilities with regard to athletics. The current job description is geared towards academic instruction (**Exhibit 1**).

Based on Ms. Greene's testimony, Ms. Greene serves as a liaison between the sports officials associations and schools (public and private). While Ms. Greene does assist the associations, ultimately the assignor of each sport official's association prepares the assignments.

PeopleSoft reflects that Ms. Greene is a salaried District employee working various hours during the week, that may include working beyond regular hours and weekends.

Based on Ms. Greene's testimony, her responsibilities include assistance to the private schools, associations, District schools, and the duties related to the Palm Beach County Athletic Conference. Ms. Greene does not keep record of the time spent working on each. The services that Ms. Greene is currently providing for the private and public schools and the Conference are comingled.

There is no District policy or procedure in place prohibiting Ms. Greene from providing assistance to private schools in assigning sports officials. Based on testimony obtained and documentation reviewed, the OIG determined that the allegation that Instructional Specialist Yetta Greene is performing duties for private organizations during her working hours at the School District was *Unsubstantiated*.

It is **recommended** the Assistant Superintendent of Choice and Innovation (a) review and update Ms. Greene's job responsibilities to coincide with athletics, and (b) review best industry practices to determine if it is beneficial for a District employee to be a liaison that provides assistance to private schools and sports officials associations.

## ALLEGATION 2: EVIDENCE & TESTIMONY

*Allegation: Instructional Specialist Yetta Greene is being compensated by private schools. Unfounded.*

### **Testimony of Yetta Greene, Instructional Specialist**

Ms. Greene denied she is compensated by any private schools. Ms. Greene said that she does work with private schools by making sure officials are equally available to all schools as it is a benefit to both the public and private schools.

### **Documentation Reviewed**

Athletic Manager Valerie Miyares provided the OIG with a list of 13 private schools in Palm Beach County. The OIG spoke to an athletics representative from seven (54%) of the 13 private schools. The information provided by each athletic representative revealed that Ms. Greene is not compensated by the private schools. Private schools pay fees directly to the various sports officials associations.

Based on testimony obtained and documentation reviewed, the OIG determined that the allegation that Yetta Greene is being compensated by private schools was *Unfounded*.

**ALLEGATION 3: EVIDENCE & TESTIMONY**

*Allegation: Instructional Specialist Yetta Greene manages funds paid by District high schools to the Palm Beach County Athletic Conference that could create a potential conflict of interest. Substantiated. However, the OIG concluded Ms. Greene did this in conformance with the historical practices of the Palm Beach Athletic Conference, based upon the testimony of the School Principals.*

**Testimony of Yetta Greene, Instructional Specialist**

Ms. Greene stated the Palm Beach County Athletic Conference was originally established in the 1960-70's and was formerly known as the Suncoast Conference. The Suncoast Conference included public and private schools from Palm Beach, Martin and St. Lucie Counties. Ms. Greene explained the purpose of Suncoast Conference was to facilitate game schedules for officials. Ms. Greene stated that at some point Palm Beach County separated from the other Counties and became the Palm Beach County Athletic Conference. Ms. Greene noted she did not have any involvement with the establishment of the Conference. Ms. Greene explained the Conference has elected officers that currently include Palm Beach Gardens High School Principal Larry Clawson as President. Ms. Greene does not believe there is currently a Vice President. Ms. Greene stated she is the Executive Secretary for the Conference. Ms. Greene explained that as the Executive Secretary, some of her duties include, collecting annual dues from the schools and she is responsible for the Conference's bank account. Ms. Greene said the Conference's bank account is in the name of the Conference, resides at Wells Fargo, and she is the only signor on the bank account. Ms. Greene stated she is not compensated by the Conference.

Ms. Greene stated high schools pay \$500 in annual membership dues to the Conference. Ms. Greene said she set up a post office box at the local post office to receive the dues. Ms. Greene noted the dues cover expenses including awards, meals/refreshments for meetings, trophies, and plaques for coaches. Ms. Greene stated Cardinal Newman High School is the only private school that is currently a member of the Conference.

**Testimony of Larry Clawson, Former Principal, Palm Beach Gardens High School**

Mr. Clawson stated he has been the President of the Palm Beach County Athletic Conference for approximately nine years. Mr. Clawson said he took over for Nate Collins, a retired School Principal. Mr. Clawson stated he is not aware how the Conference was started or if it's registered. Mr. Clawson said he is the only officer for the Conference, but is not compensated by the Conference. Mr. Clawson stated he does not have access to the Conference's bank account.

Mr. Clawson stated Ms. Greene is the person that runs point for the Conference by organizing two meetings during the school year where coaches are recognized for their efforts, a meal known as the "chicken dinner" is served, and necessary information/updates/changes regarding athletics are provided. Mr. Clawson stated his responsibilities as President include assisting Ms. Greene

with handing out trophies during meetings and providing athletic related information/updates/ changes during the District’s Principal monthly meetings, if necessary.

**Documentation Reviewed**

The OIG reviewed the Conference’s bank statements from July 1, 2017 – April 30, 2018 (**Exhibit 2**). During the period reviewed, there were four withdrawals and three bank fees as follows:

Date <sup>3</sup>	Payee	Amount
7/12/17	Neff Company <sup>4</sup>	\$1,715.66
7/31/17	Bank Fee	\$2.00
8/18/17	Yaha Chicken	\$2,035.42
8/31/17	Bank Fee	\$2.00
3/14/18	East Coast Basketball Association (Loan)	\$13,860.00
3/27/18	Bakers Trophy Case	\$1,408.00
3/30/18	Bank Fee	\$2.00
<b>TOTAL</b>		<b>\$19,025.08</b>

The review also revealed there were two deposits made on January 2, 2018, totaling \$21,410: One deposit totaling \$11,000 in annual conference dues from 21<sup>5</sup> District high schools and one private school; According to Ms. Greene, the second deposit was from the East Coast Umpires Association in the amount of \$10,410. The remaining balance in the Conference account was \$27,513.46 as of April 30, 2018.

Ms. Greene confirmed that she loaned a total of \$13,860 from the Conference account to the East Coast Umpires Association on March 14, 2018. Ms. Greene added that she lends funds from the Conference bank account to some sports officials associations and the associations because of the untimely payments by the School District. The associations later pay back the total loan amount after they receive payment from the School District.

As stated in Ms. Greene’s testimony, she oversees the scheduling and equity for the games and officials, and also collects the annual membership dues from schools. Ms. Greene performs these duties as both a District employee and as the Executive Secretary of the Conference.

*School Board Policy 3.02 Code of Ethics* states “each employee agrees and pledges to avoid conflicts of interest or any appearance of impropriety.”

Based on testimony obtained and documentation reviewed, the OIG determined that the allegation that Instructional Specialist Yetta Greene manages funds paid by District high schools to the Palm Beach County Athletic Conference that could create a potential conflict of interest was **Substantiated**. However, the OIG concluded Ms. Greene did this in conformance with the

<sup>3</sup> Date the check was paid by the bank

<sup>4</sup> Supplier of school awards, apparel, patches, jackets

<sup>5</sup> There is a total of 22 District high schools that are Conference members, at the time the deposit was made one high school had not submitted their annual conference dues.

historical practices of the Palm Beach Athletic Conference, based upon the testimony of the School Principals.

96% of the funds are provided by District schools and benefit Conference members.

*Chapter 8 of the Florida Department of Education Financial and Program Cost Accounting and Reporting for Florida Schools* states

- All funds handled by district school board employees during normal working hours shall be included in, and become part of, the internal funds of the school unless accounted for in the district-level accounting system.

Because of the above requirement, it is **recommended** that the Conference funds be administered through the District's Internal Fund accounts, similar to the Middle School Athletic Association. (Please see details on page 11 of this report). The procedures should include details of what the funds can be used for and prevent potential conflicts of interest.

To further avoid any liability and confusion, it is **recommended** that the name "Palm Beach County Athletic Conference" be reviewed as to how it should be associated with the School District.

#### ALLEGATION 4: EVIDENCE & TESTIMONY

*Allegation: Yetta Greene loaned the Conference's funds to East Coast Volleyball Officials Association. Substantiated. However, the OIG concluded this act was done because the District did not pay the officials in a timely manner.*

#### Complaint Information

The anonymous complainant did not provide specifics as to the amount that was loaned.

#### Testimony of Yetta Greene, Instructional Specialist

Ms. Greene noted East Coast Volleyball Officials Association officials is one of the athletic associations the District deals with. Ms. Greene stated that in the past she loaned her personal funds, not District funds, to the various sports organizations including East Coast Volleyball Officials Association. Ms. Greene explained she loaned the associations her personal funds because the schools take a long time to process payments to the officials. Ms. Greene said once the schools paid the association, the association would reimburse her.

Ms. Greene stated that she has not loaned her personal funds to any of the associations after the OIG issued a report on September 13, 2016, (*Case #16-431 Payments to Soccer Referees*) regarding payments to the soccer referee's association. Ms. Greene explained that now when funds are loaned to the various sports officials associations, the funds come from the Palm Beach County Athletic Conference bank account.



### **Testimony of Moises Santiago, Treasurer, East Coast Volleyball Officials Association**

Mr. Santiago stated he has been the Treasurer for East Coast Volleyball Officials Association (ECO) since August 2017. Mr. Santiago stated ECO provides public and private schools with volleyball officials for all middle and high school volleyball games. Mr. Santiago explained that each school is responsible for compensating the specific officials for each game.

Mr. Santiago stated that since August 2017, the Conference or Ms. Greene have not loaned funds to ECO. Mr. Santiago said that when he took over as Treasurer in August 2017, he performed an audit of the account and noted that there were two instances where the Palm Beach County Athletic Conference loaned funds to ECO. Mr. Santiago stated the reason for the loans may have been related to timing delays with schools compensating officials.

### **Documentation Reviewed**

The OIG verified that there are no specific District athletic budget line items where Ms. Greene would have access to funds for the loans. As explained by Ms. Greene, funds are loaned from the Conference's bank account. The ECO Treasurer provided the OIG with documentation from their bank reflecting a check dated March 4, 2016 in the amount of \$3,682 payable to Palm Beach County Athletic Conference. The back of the check reflects the Conference's name, the Conference's account number and "for deposit only".

The Conference has an external bank account which the District has no control or oversight, although the funds come from the annual membership dues paid by District high schools and one private school. The high schools that are members of the Conference complete a Check Requisition requesting the school pay the annual dues from the respective athletic fund accounts. The payments are made to the Conference. Ms. Greene, a District employee, is the person that administers those funds, which are for the benefit of the District schools and its employees. The OIG determined the funds are still considered District funds.

Based on testimony obtained and documentation reviewed, the OIG determined that the allegation that Yetta Greene loaned the Conference's funds to East Coast Volleyball Officials Association was **Substantiated**. However, the OIG concluded this act was done because the District did not pay the officials in a timely manner.

*Chapter 1 of the District's Internal Accounts Manual* states that:

"Collecting and expending of school internal account funds shall be in accordance with the Florida Constitution, Florida Statutes, State Board of Education rules, and school board rules. Sound business practices should be observed in all transactions."

"Internal funds shall not be used to cash checks to accommodate individuals, make any kind of loans or extend credit to school district employees, students or other persons."

It is **recommended** that the School District adheres to the Prompt Payment Act to ensure payments made to game officials by schools are made timely.

**SECTION 2: ISSUES WITH PALM BEACH COUNTY ATHLETIC CONFERENCE**

**Process Predated Subject.** Based on the information the OIG obtained, Ms. Greene has been the point person delegated to handle the Conference funds, but she was not the person that established the Conference or its bank account. Ms. Greene took over a process that was in place years prior to her becoming involved. Consequently, Ms. Greene performed her duties which are related to the Athletic Conference and officials, in conformance with the historical practices.

Although former School Principal Mr. Hugh Brady, indicated that the Conference has been historically considered an external organization, District Administration should ensure proper oversight of the funds since the Conference funds should have been considered District funds.

**This investigation also produced the following conclusions:**

**Conference is not a Legal Entity.** Based on the historical information obtained, the Suncoast Conference was originally established to assist multiple counties with game schedules for the various sports. It is not clear when the Suncoast Conference's name was changed to the Palm Beach County Athletic Conference.

The OIG performed a search using the Division of Corporations, the State of Florida's official business entity index and commercial activity website (Sunbiz.org), for registration of the Palm Beach County Athletic Conference and Suncoast Conference as nonprofit or fictitious name. The search did not return any matching results.

**No Organizational and Operational Documentation.** The Conference is operating without organizational and operational documents. Although Mr. Collins and Mr. Brady indicated that the Conference has a set of bylaws; they were not able to provide the OIG with the constitution, bylaws, or articles of incorporation were not provided to the OIG.

**Testimony of Yetta Greene, Instructional Specialist**

**Middle School Athletic Association (MSAA).** Ms. Greene stated there is an association for the middle school athletics. Ms. Green explained the middle school association has a different process and she is not responsible for collecting the dues from middle schools. Ms. Greene noted the association's account is administered through an internal account that resides at Western Pines Middle School.

**Testimony of Robert Hatcher, Principal, Western Pines Middle School**

**MSAA Functions Within Western Pines Middle School.** Mr. Hatcher explained that he has been involved with MSAA for approximately 19 years. Although there is no official governing board for the association, Mr. Hatcher would be considered the chairperson. Mr. Hatcher noted that prior to him becoming involved, MSAA was already in existence. Mr. Hatcher stated a fee is collected from all middle schools on an annual basis. The fee, also known as "dues" are based on the 11-day count of each school and then multiplied by \$.20 per student. The dues are used for

expenditures related to rule books, championship game officials, trophies for students and schools, and assigning fees.

Mr. Hatcher said the Treasurer at Western Pines Middle School is responsible for depositing the dues collected from each school, processing expenditures as needed, and communicating with Ms. Greene regarding assigning fees.

The Support Services Department in the District's website includes the MSAA's Constitution and Bylaws.

The OIG's review of the MSAA account at Western Pines Middle School during Fiscal Year 2017/18 reflected approximately \$7,000 in deposits and \$5,000 in expenditures.

*Chapter 4 of the District's Internal Accounts Manual* states that such account is used to account for the district wide activities of the MSAA. Custody of the account may rotate from school to school, and generally resides in the home school of the Treasurer of the organization. Revenues are generally in the form of dues from member schools, and expenditures are made to pay the costs associated with providing district wide athletic competitions.

**96% of Conference Members are District Schools.** Information provided to the OIG revealed, one of the Conference's main objectives is to assist with the coordination of sports game schedules. Twenty-two District High Schools (96%) and one private school (4%) are paying a membership fee that provides assistance with the coordination of game schedules for various sports, meetings, and awards. These services are provided by a District employee that is also the Conference's Executive Secretary.

**President and Executive Secretary of Conference are District Employees.** The Conference has been operated by District employees. The OIG did not find direct evidence during its review that the President or Executive Secretary have been compensated by the Conference, but as stated by previous Conference staff, the Executive Secretary is entitled to a salary. Without the organization's bylaws, the OIG cannot confirm what positions should have received a salary.

Although the previous Executive Secretary asserted that the Conference is an external entity and separated from the District, these are District employees facilitating athletic activities that occur on school premises and benefit member schools. The Conference should be integrated as part of the School District activities.

**Use of School District Federal Tax Identification Without Approval.** The OIG found no record of a Federal State Identification number for the Conference or registration with the State of Florida. Wells Fargo Bank verbally confirmed to the OIG that the School District's Federal State identification number is not on record or associated with the Conference's bank account. The OIG determined that purchases reflected above from Bakers Trophy and Neff Company were tax exempt. It appears the tax exemption was provided as part of the School District's tax exemption without the District's authorization.

**No Supervisory Oversight of Bank Account.** The Conference has an external bank account with Wells Fargo Bank. The account was left to be handled solely by the Executive Secretary, who is

not an officer. The Executive Secretary is the sole authorized check signor, and can loan funds to officials from the Conference bank account without independent or supervisory oversight.

## RECOMMENDATIONS

The District needs to properly address the Conference's role and responsibilities, and how they affect the District.

The OIG recommends the District:

- Revisit the Conference's constitution and bylaws and consider using MSAA procedures and bylaws as a guidance for the high schools. Additionally, ensure proper safe keeping of official documents.
- Review the use of the name "Palm Beach County Athletic Conference" and determine how it should be associated with the School District to avoid any liability and confusion.
- Require the Conference funds be handled through the District's internal funds, similar to the MSAA. The external bank account will convert into a District internal account. The Conference's Federal Tax Identification will not be needed.
- School District adhere to the Prompt Payment Act to ensure payments made to game officials by schools are made timely.
- Conduct a comprehensive review of the Athletics Program and its practices to ensure the Program is operating efficiently and effectively.

The OIG recommends that the Assistant Superintendent of Choice and Innovation:

- Review and update Ms. Greene's job description to align with her responsibilities.
- Review best industry practices to determine if it is beneficial for a District employee to be a liaison and provide assistance to private schools and sports officials associations.
- Ensure timely payments to sports officials by schools.

Implementation of the above recommendations will address and clarify most of the issues in Section 2.

Additionally, it should be noted that the OIG issued a report on September 13, 2016, (*Case #16-431 Payments to Soccer Referees*) regarding payments to the soccer referee's association. The OIG recommended that District management and athletic staff work together with the appropriate athletic organizations to develop a workable solution that ensures a reasonably prompt payment to referees who provide services during District tournaments. If the District implemented an effective solution regarding payments to officials, Ms. Greene would not have a need to resolve the matter by loaning the Conference funds to alleviate delayed payments.

## AFFECTED PARTY NOTICE

In accordance with *School Board Policy 1.092 (8)(b)(iv)*, on March 5, 2019, Ms. Yetta Greene was notified of the investigative findings and provided with an opportunity to submit a written

response to the findings in Section 1. The OIG met with Ms. Greene on two occasions to discuss the draft report. On April 16, 2019, the OIG received a response from Ms. Greene. Ms. Greene's response, in its entirety, is attached (**Exhibit 3**).

Ms. Greene's response included documents from the bank reflecting a Federal Tax Identification. The OIG performed a search for the Federal Tax Identification in the Division of Corporations, the State of Florida's official business entity index and commercial activity website (Sunbiz.org). The search reflects the number is associated with Florida Not for Profit Corporation, Mascotte Elementary Parent-Teacher Organization, Inc. The record also reflects a date filed of May 30, 1975.

Based on the fact that this investigation led the OIG to new issues regarding the Conference (Section 2), a copy of this report was provided to Mr. Clawson, Mr. Brady, and Mr. Collins on March 5, 2019, for written response to our conclusions. On March 6, 2019, Mr. Brady submitted clarifications/additions to his testimony as attached in its entirety (**Exhibit 4**). On March 7, 2019, Mr. Clawson submitted a response as attached in its entirety (**Exhibit 5**).

No response was received from Mr. Collins.


Upon review of all responses submitted, the OIG determined the findings of this report will remain the same.

<b>DISTRIBUTION</b>
---------------------

Palm Beach County School Board Members  
Donald E. Fennoy, Superintendent  
Audit Committee Members  
Peter Licata, Assistant Superintendent

**Investigation Conducted by:**

Veronica Vallecillo, CIGI

  
\_\_\_\_\_  
5.17.19  
Date

**Investigation Supervised by:**

Oscar Restrepo, CIGI, Director of Investigations

  
\_\_\_\_\_  
5-17-19  
Date

**Investigation Approved by:**

K. Lung Chiu, CIG, Inspector General

  
\_\_\_\_\_  
5-17-19  
Date

*The evidentiary standard used by the School District of Palm Beach County OIG in determining whether the facts and claims asserted in the complaint were proven or disproven is based upon the preponderance of the evidence. Preponderance of the evidence is contrasted with “beyond a reasonable doubt,” which is the more severe test required to convict a criminal and “clear and convincing evidence,” a standard describing proof of a matter established to be substantially more likely than not to be true. OIG investigative findings classified as “substantiated” means there was sufficient evidence to justify a reasonable conclusion that the actions occurred and there was a violation of law, policy, rule, or contract to support the allegation. Investigative findings classified as “unfounded” means sufficient evidence to justify a reasonable conclusion that the actions did not occur and there was no violation of law, policy, rule, or contract to substantiate the allegation. Investigative findings classified as “unsubstantiated” means there was insufficient evidence to justify a reasonable conclusion that the actions did or did not occur and a violation of law, policy, rule, or contract to support the allegation could not be proven or disproven.*



**TITLE: SPECIALIST - INSTRUCTIONAL**



**QUALIFICATIONS:**

1. Master's degree in education with specialization in related field.
2. Valid teaching certificate required at level of responsibilities and in subject area.
3. Successful teaching experience at level and in subject area of responsibilities including experience in articulating with other areas and levels.
4. Successful experience in curriculum development and implementation at level and in subject area of responsibilities.
5. Demonstrated ability to work with diverse groups, and effectively communicate, both orally and in writing.
6. Knowledge of current computing technologies and software applications appropriate to the position's job responsibilities.

**PERFORMANCE RESPONSIBILITIES:**

**Essential Functions:**

1. Coordinates the development and implementation strategies of District and State mandated programs for area/District-wide utilization at a designated level and/or subject area.
2. Assists in disseminating and implementing the District curriculum at the level and/or subject area required by the position.
3. Coordinates and monitors the utilization of project resources, and assists in coordinating and monitoring project budgets.
4. Assists with staff development activities, and the planning and implementation of the in-service training for project-related activities.
5. Assists in the preparation and collection of evaluative data and in the dissemination of evaluation results.

**Additional Job Functions:**

1. Follows adopted policies and procedures in accordance with School Board priorities.
2. Conducts oneself in the best interest of students, in accordance with the highest traditions of public education and in support of the District's Mission Statement.
3. Performs other duties as assigned.

New: 6/93

Revised: 12/00

Salary Level: 2

Bargaining Unit: S

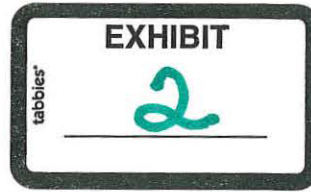
Responsible to:

Responsible to: Program Planner/Manager

Capable of lifting/carrying 20 lbs. and occasionally up to 50 lbs.; some physical activity required.

# Wells Fargo Business Choice Checking

Account number: [REDACTED] July 1, 2017 - July 31, 2017 Page 1 of 4



EODCKCJT2 001968  
Palm Beach County  
Athletic Conference  
C/O YETTA J GREENE  
PO BOX 18664  
WEST PALM BEACH FL 33416-8664

### Questions?

Available by phone 24 hours a day, 7 days a week:  
Telecommunications Relay Services calls accepted  
**1-800-CALL-WELLS** (1-800-225-5935)  
TTY: 1-800-877-4833  
En español: 1-877-337-7454  
Online: wells Fargo.com/biz  
Write: Wells Fargo Bank, N.A. (287)  
P.O. Box 6995  
Portland, OR 97228-6995

## Your Business and Wells Fargo

Cash flow is a key indicator of the financial health of your business. Find tips and strategies for effective cash flow management at wells Fargo works.com.

## Account options

A check mark in the box indicates you have these convenient services with your account(s). Go to wells Fargo.com/biz or call the number above if you have questions or if you would like to add new services.

- Business Online Banking
- Online Statements
- Business Bill Pay
- Business Spending Report
- Overdraft Protection

## Other Wells Fargo Benefits

Apply for a Commercial Equity Line of Credit and enjoy a low rate of Prime + 0% on your balance through December 31, 2018. Whether you are planning to make property improvements, expand your business, or purchase either property or large equipment, we want to help you with your financing. Small business owners and real estate investors can get up to \$500,000 in commercial real estate financing that starts as a 5-year, Prime-based revolving equity line after which the balance converts to an adjustable 15-year amortized loan for a total term of 20 years.

- Key benefits of our real estate secured financing:
- No application fee, and no appraisal fee
  - Low 1% origination fee due at closing

To learn more, or apply for this great offer, please call: 1-866-416-4320, Monday - Friday, 8:00 a.m. to 5:00 p.m. Pacific Time.

Note: All financing is subject to credit approval. Some restrictions may apply.

EODCKCJT2 001968 NNNNNNNNNNNNNNNNN 001 003 287 016997 20497027.2



**Activity summary**

Beginning balance on 7/1	\$25,128.54
Deposits/Credits	0.00
Withdrawals/Debits	- 1,717.66
<b>Ending balance on 7/31</b>	<b>\$23,410.88</b>
Average ledger balance this period	\$24,021.66

Account number: [REDACTED]  
 PALM BCH COUNTY  
 ATHLETIC CONFRENCE  
 Florida account terms and conditions apply  
 For Direct Deposit use  
 Routing Number (RTN): 063107513  
 For Wire Transfers use  
 Routing Number (RTN): 121000248

**Overdraft Protection**

This account is not currently covered by Overdraft Protection. If you would like more information regarding Overdraft Protection and eligibility requirements please call the number listed on your statement or visit your Wells Fargo store.

**Transaction history**

Date	Check Number	Description	Deposits/ Credits	Withdrawals/ Debits	Ending daily balance
7/12	441	Check		1,715.66	23,412.88
7/31		Monthly Check Return/Image Stmt Fee		2.00	23,410.88
<b>Ending balance on 7/31</b>					<b>23,410.88</b>
<b>Totals</b>			<b>\$0.00</b>	<b>\$1,717.66</b>	

The Ending Daily Balance does not reflect any pending withdrawals or holds on deposited funds that may have been outstanding on your account when your transactions posted. If you had in sufficient available funds when a transaction posted, fees may have been assessed.

**Summary of checks written (checks listed are also displayed in the preceding Transaction history)**

Number	Date	Amount
441	7/12	1,715.66

**Monthly service fee summary**

For a complete list of fees and detailed account information, please see the Wells Fargo Fee and Information Schedule and Account Agreement applicable to your account or talk to a banker. Go to [wellsfargo.com/feeFAQ](http://wellsfargo.com/feeFAQ) to find answers to common questions about the monthly service fee on your account.

Fee period 07/01/2017 - 07/31/2017	Standard monthly service fee \$14.00	You paid \$0.00
<b>How to avoid the monthly service fee</b>	<b>Minimum required</b>	<b>This fee period</b>
Have any ONE of the following account requirements		
• Average ledger balance	\$7,500.00	\$24,022.00 <input checked="" type="checkbox"/>
• Qualifying transaction from a linked Wells Fargo Business Payroll Services account	1	0 <input type="checkbox"/>
• Qualifying transaction from a linked Wells Fargo Merchant Services account	1	0 <input type="checkbox"/>
• Total number of posted Wells Fargo Debit Card purchases and/or payments	10	0 <input type="checkbox"/>
• Enrollment in a linked Direct Pay service through Wells Fargo Business Online	1	0 <input type="checkbox"/>
• Combined balances in linked accounts, which may include	\$10,000.00	0 <input checked="" type="checkbox"/>
- Average ledger balances in business checking, savings, and time accounts		
- Most recent statement balance in eligible Wells Fargo business credit cards and lines of credit, and combined average daily balances from the previous month in eligible Wells Fargo business and commercial loans and lines of credit		
- For complete details on how you can avoid the monthly service fee based on your combined balances please refer to page 7 of the Business Account Fee and Information Schedule at <a href="http://www.wellsfargo.com/biz/fee-information">www.wellsfargo.com/biz/fee-information</a>		

016986





**Account transaction fees summary**

<i>Service charge description</i>	<i>Units used</i>	<i>Units included</i>	<i>Excess units</i>	<i>Service charge per excess units (\$)</i>	<i>Total service charge (\$)</i>
Cash Deposited (\$)	0	7,500	0	0.0030	0.00
Transactions	1	200	0	0.50	0.00
<b>Total service charges</b>					<b>\$0.00</b>

 **IMPORTANT ACCOUNT INFORMATION**

Periodically, it is necessary to update selected sections of the disclosures you received when you opened your account. These updates provide you with the most up to date account information and are very important; so please review this information carefully and feel free to contact us with any questions or concerns.

We updated the Business Account Agreement ("Agreement"). In the section titled "Available balance, posting order, and overdrafts," the following question about our standard overdraft coverage was added:

**What is Wells Fargo's standard overdraft coverage?**

Our standard overdraft coverage is when, at our discretion, we pay checks or automatic payments (such as ACH payments) into overdraft rather than returning them unpaid. You can request to remove our standard overdraft coverage from your account by speaking to a banker.

**Important:** If you remove our standard overdraft coverage from your account, the following will apply if you do not have enough money in your account or accounts linked for Overdraft Protection to cover a transaction:

- We will return your checks and automatic payments (such as ACH payments) and assess a non-sufficient funds/NSF returned item fee and you could be assessed additional fees by merchants.
- We will not authorize transactions such as ATM withdrawals or everyday debit card purchases into overdraft.
- We will not authorize certain transactions (such as cashed checks, recurring debit card transactions, or Bill Pay transactions) into overdraft. However, if these transactions are authorized when your account has enough money but are later presented for payment when your account does not have enough money, we will pay the transaction into overdraft and charge an overdraft fee.

All other aspects of the Agreement remain the same. If there is a conflict between the language above and the Agreement, this language will control.

If you remove our standard overdraft coverage and your account is enrolled in Debit Card Overdraft Service, Debit Card Overdraft Service will be removed and we will not authorize transactions such as ATM withdrawals or everyday debit card purchases into overdraft.

To learn more about tools that Wells Fargo offers to help you avoid overdraft and/or returned item fees, visit [wellsfargo.com/biz/checking/quickstart/overdraft-protection](http://wellsfargo.com/biz/checking/quickstart/overdraft-protection), speak with a local banker or call the phone number on the top of your statement. Thank you for being a Wells Fargo customer. As a valued Wells Fargo customer we hope you find this information helpful.





Online banking customers can view and print check images that have cleared since their last statement.

# Check Images

Palm Beach County Public Conference P.O. Box 1866 West Palm Beach, FL 33416		441 441171566
Pay to the order of <u>Neff Company</u>		\$ 1715 <sup>66</sup> / <sub>100</sub>
<u>Resentance Business Equipment</u>		DATE: 6/28/17
WACHOVIA Member FDIC		044170000171566

REF#8427270550 CK# 441 1715.66

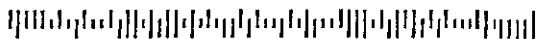


# Wells Fargo Business Choice Checking

Account number: [REDACTED] ■ August 1, 2017 - August 31, 2017 ■ Page 1 of 4



EODCKCDTML 024569



PALM BCH COUNTY  
ATHLETIC CONFRNCE  
C/O YETTA J GREENE  
PO BOX 18664  
WEST PALM BEACH FL 33416-8664

## Questions?

Available by phone 24 hours a day, 7 days a week:  
Telecommunications Relay Services calls accepted  
**1-800-CALL-WELLS** (1-800-225-5935)

TTY: 1-800-877-4833

En español: 1-877-337-7454

Online: [wellsfargo.com/biz](http://wellsfargo.com/biz)

Write: Wells Fargo Bank, N.A. (287)  
P.O. Box 6995  
Portland, OR 97228-6995

## Your Business and Wells Fargo

Cash flow is a key indicator of the financial health of your business. Find tips and strategies for effective cash flow management at [wellsfargoworks.com](http://wellsfargoworks.com).

## Account options

A check mark in the box indicates you have these convenient services with your account(s). Go to [wellsfargo.com/biz](http://wellsfargo.com/biz) or call the number above if you have questions or if you would like to add new services.

- |                          |                                     |
|--------------------------|-------------------------------------|
| Business Online Banking  | <input checked="" type="checkbox"/> |
| Online Statements        | <input type="checkbox"/>            |
| Business Bill Pay        | <input type="checkbox"/>            |
| Business Spending Report | <input checked="" type="checkbox"/> |
| Overdraft Protection     | <input type="checkbox"/>            |

## Other Wells Fargo Benefits

Apply for a Commercial Equity Line of Credit and enjoy a low rate of Prime + 0% on your balance through December 31, 2018. Whether you are planning to make property improvements, expand your business, or purchase either property or large equipment, we want to help you with your financing. Small business owners and real estate investors can get up to \$500,000 in commercial real estate financing that starts as a 5-year, Prime-based revolving equity line after which the balance converts to an adjustable 15-year amortized loan for a total term of 20 years.

Key benefits of our real estate secured financing:

- No application fee, and no appraisal fee
- Low 1% origination fee due at closing

To learn more, or apply for this great offer, please call: 1-866-416-4320, Monday - Friday, 8:00 a.m. to 5:00 p.m. Pacific Time.

Note: All financing is subject to credit approval. Some restrictions may apply.

EODCKCDTML 024569 NNNNNNNNNN NNN NNN 001 003 287 193549 20529121.1



**Activity summary**

Beginning balance on 8/1	\$23,410.88
Deposits/Credits	0.00
Withdrawals/Debits	- 2,037.42
<b>Ending balance on 8/31</b>	<b>\$21,373.46</b>
 Average ledger balance this period	 \$22,491.65

Account number: [REDACTED]

**PALM BCH COUNTY  
ATHLETIC CONFERENCE**

*Florida account terms and conditions apply*

For Direct Deposit use  
Routing Number (RTN): 063107513

For Wire Transfers use  
Routing Number (RTN): 121000248

**Overdraft Protection**

This account is not currently covered by Overdraft Protection. If you would like more information regarding Overdraft Protection and eligibility requirements please call the number listed on your statement or visit your Wells Fargo store.

**Transaction history**

Date	Check Number Description	Deposits/ Credits	Withdrawals/ Debits	Ending daily balance
8/18	442 Check		2,035.42	21,375.46
8/31	Monthly Check Return/Image Stmt Fee		2.00	21,373.46
<b>Ending balance on 8/31</b>				<b>21,373.46</b>
<b>Totals</b>		<b>\$0.00</b>	<b>\$2,037.42</b>	

*The Ending Daily Balance does not reflect any pending withdrawals or holds on deposited funds that may have been outstanding on your account when your transactions posted. If you had insufficient available funds when a transaction posted, fees may have been assessed.*

**Summary of checks written (checks listed are also displayed in the preceding Transaction history)**

Number	Date	Amount
442	8/18	2,035.42

**Monthly service fee summary**

For a complete list of fees and detailed account information, please see the Wells Fargo Fee and Information Schedule and Account Agreement applicable to your account or talk to a banker. Go to [wellsfargo.com/feefaq](http://wellsfargo.com/feefaq) to find answers to common questions about the monthly service fee on your account.

Fee period 08/01/2017 - 08/31/2017      Standard monthly service fee \$14.00      You paid \$0.00

**How to avoid the monthly service fee**      Minimum required      This fee period

Have any ONE of the following account requirements		
• Average ledger balance	\$7,500.00	\$22,492.00 <input checked="" type="checkbox"/>
• Qualifying transaction from a linked Wells Fargo Business Payroll Services account	1	0 <input type="checkbox"/>
• Qualifying transaction from a linked Wells Fargo Merchant Services account	1	0 <input type="checkbox"/>
• Total number of posted Wells Fargo Debit Card purchases and/or payments	10	0 <input type="checkbox"/>
• Enrollment in a linked Direct Pay service through Wells Fargo Business Online	1	0 <input type="checkbox"/>
• Combined balances in linked accounts, which may include	\$10,000.00	0 <input checked="" type="checkbox"/>
- Average ledger balances in business checking, savings, and time accounts		
- Most recent statement balance in eligible Wells Fargo business credit cards and lines of credit, and combined average daily balances from the previous month in eligible Wells Fargo business and commercial loans and lines of credit		
- For complete details on how you can avoid the monthly service fee based on your combined balances please refer to page 7 of the Business Account Fee and Information Schedule at <a href="http://www.wellsfargo.com/biz/fee-information">www.wellsfargo.com/biz/fee-information</a>		





**Account transaction fees summary**

<i>Service charge description</i>	<i>Units used</i>	<i>Units included</i>	<i>Excess units</i>	<i>Service charge per excess units (\$)</i>	<i>Total service charge (\$)</i>
Cash Deposited (\$)	0	7,500	0	0.0030	0.00
Transactions	1	200	0	0.50	0.00
<b>Total service charges</b>					<b>\$0.00</b>

 **IMPORTANT ACCOUNT INFORMATION**

Beginning in August 2017, we are enhancing the description of certain non-consumer ACH debit entries to include "Business to Business ACH". This entry description may appear on your statements and online banking transaction histories. The terms governing these entries remain the same and are found in the Business Account Agreement section titled "Funds transfer service" under the subsection "ACH transactions". Under ACH rules, a Business to Business ACH debit entry has a return time frame of one business day from the date the entry posted to your account. In order for the Bank to meet this deadline, you are required to notify us to return any Business to Business ACH debit entry as unauthorized by the cutoff time which is currently 3:00 PM Central Time. If you do not notify us within one business day from the date the unauthorized entry is posted to your account, we will not be able to return it without the cooperation and agreement of the originating bank and the originator of the debit entry. Any other effort to recover the funds must occur solely between you and the originator of the entry.

EODCKCDTML 024569 NNNNNNNNNN NNN NNN 002 003 287 193551 20529121.1





Online banking customers can view and print check images that have cleared since their last statement.

# Check Images

Palm Beach County Public Conference 9090e 13604 West Palm Beach, FL 33415		442 <small>83-90977</small> BRANCH 0025
Pay to the order of <u>Saha Christian</u>	<u>August 7, 2017</u> <small>DATE</small>	<u>\$ 2035.42</u> <small>AMOUNT</small>
Two thousand thirty-five and <sup>42</sup> / <sub>100</sub> 100/100 Dollars		<input checked="" type="checkbox"/> <small>VOID</small>
WACHOVIA <small>Member FDIC • Member of Wells Fargo Bank, N.A.</small>		
Payable at Wells Fargo Bank, N.A.		
MICR: 430006708 0442		

REF#8227218096 CK# 442 2035.42

EDDCKCDT.ML 024569 NNNNNNNNNN NNN NNN 003 003 287 193553 20529121.1

# Wells Fargo Business Choice Checking

Account number: [REDACTED] ■ September 1, 2017 - September 30, 2017 ■ Page 1 of 4



DCDL11DTJK 009041



PALM BCH COUNTY  
ATHLETIC CONFRNCE  
C/O YETTA J GREENE  
PO BOX 18664  
WEST PALM BEACH FL 33416-8664

## Questions?

Available by phone 24 hours a day, 7 days a week:  
Telecommunications Relay Services calls accepted

**1-800-CALL-WELLS** (1-800-225-5935)

TTY: 1-800-877-4833

En español: 1-877-337-7454

Online: [wellsfargo.com/biz](http://wellsfargo.com/biz)

Write: Wells Fargo Bank, N.A. (287)  
P.O. Box 6995  
Portland, OR 97228-6995

## Your Business and Wells Fargo

Cash flow is a key indicator of the financial health of your business. Find tips and strategies for effective cash flow management at [wellsfargoworks.com](http://wellsfargoworks.com).

## Account options

A check mark in the box indicates you have these convenient services with your account(s). Go to [wellsfargo.com/biz](http://wellsfargo.com/biz) or call the number above if you have questions or if you would like to add new services.

Business Online Banking   
Online Statements   
Business Bill Pay   
Business Spending Report   
Overdraft Protection

## Activity summary

Beginning balance on 9/1	\$21,373.46
Deposits/Credits	0.00
Withdrawals/Debits	- 0.00
<b>Ending balance on 9/30</b>	<b>\$21,373.46</b>
Average ledger balance this period	\$21,373.46

Account number: [REDACTED]

PALM BCH COUNTY  
ATHLETIC CONFRNCE

Florida account terms and conditions apply

For Direct Deposit use  
Routing Number (RTN): 063107513

For Wire Transfers use  
Routing Number (RTN): 121000248

## Overdraft Protection

This account is not currently covered by Overdraft Protection. If you would like more information regarding Overdraft Protection and eligibility requirements please call the number listed on your statement or visit your Wells Fargo store.

## Monthly service fee summary

For a complete list of fees and detailed account information, see the Wells Fargo Account Fee and Information Schedule and Account Agreement applicable to your account (EasyPay Card Terms and Conditions for prepaid cards) or talk to a banker. Go to [wellsfargo.com/feefaq](http://wellsfargo.com/feefaq) for a link to these documents, and answers to common monthly service fee questions.

DCDL11DTJK 009041 NNNNNNNNNN NNN NNN 001 002 287 043483 20569092.1





**Monthly service fee summary (continued)**

Fee period 09/01/2017 - 09/30/2017	Standard monthly service fee \$14.00	You paid \$0.00
<b>How to avoid the monthly service fee</b>	Minimum required	This fee period
Have any <b>ONE</b> of the following account requirements		
• Average ledger balance	\$7,500.00	\$21,373.00 <input checked="" type="checkbox"/>
• Qualifying transaction from a linked Wells Fargo Business Payroll Services account	1	0 <input type="checkbox"/>
• Qualifying transaction from a linked Wells Fargo Merchant Services account	1	0 <input type="checkbox"/>
• Total number of posted Wells Fargo Debit Card purchases and/or payments	10	0 <input type="checkbox"/>
• Enrollment in a linked Direct Pay service through Wells Fargo Business Online	1	0 <input type="checkbox"/>
• Combined balances in linked accounts, which may include	\$10,000.00	<input checked="" type="checkbox"/>
- Average ledger balances in business checking, savings, and time accounts		
- Most recent statement balance in eligible Wells Fargo business credit cards and lines of credit, and combined average daily balances from the previous month in eligible Wells Fargo business and commercial loans and lines of credit		
- For complete details on how you can avoid the monthly service fee based on your combined balances please refer to page 7 of the Business Account Fee and Information Schedule at <a href="http://www.wellsfargo.com/biz/fee-information">www.wellsfargo.com/biz/fee-information</a>		

The Monthly service fee summary fee period ending date shown above includes a Saturday, Sunday, or holiday which are non-business days. Transactions occurring after the last business day of the month will be included in your next fee period.

WXXWX

**Account transaction fees summary**

Service charge description	Units used	Units included	Excess units	Service charge per excess units (\$)	Total service charge (\$)
Cash Deposited (\$)	0	7,500	0	0.0030	0.00
Transactions	0	200	0	0.50	0.00
<b>Total service charges</b>					<b>\$0.00</b>

 **IMPORTANT ACCOUNT INFORMATION**

As part of our commitment to make things right, we have entered into a \$142 million class action settlement related to the opening of unauthorized accounts.

If you believe Wells Fargo opened a checking, savings, credit card or line of credit account for you without your permission, or if you purchased identity theft protection from us, you may be entitled to compensation from this fund.

To find out more, go to [www.WFSettlement.com](http://www.WFSettlement.com) or call 1-866-431-8549. You may be eligible for reimbursement of fees, compensation for potential impact on your credit, and an additional cash payment based on any money remaining in the fund after benefits and costs are paid out.

If you have specific questions about any of your accounts or services, please visit your Wells Fargo branch or call the toll-free number that appears on this statement. We realize you have a choice when it comes to banking. It is our privilege to be able to serve you.



043494



Beginning in August 2017, we are enhancing the description of certain non-consumer ACH debit entries to include "Business to Business ACH". This entry description may appear on your statements and online banking transaction histories. The terms governing these entries remain the same and are found in the Business Account Agreement section titled "Funds transfer service" under the





---

subsection "ACH transactions". Under ACH rules, a Business to Business ACH debit entry has a return time frame of one business day from the date the entry posted to your account. In order for the Bank to meet this deadline, you are required to notify us to return any Business to Business ACH debit entry as unauthorized by the cutoff time which is currently 3:00 PM Central Time. If you do not notify us within one business day from the date the unauthorized entry is posted to your account, we will not be able to return it without the cooperation and agreement of the originating bank and the originator of the debit entry. Any other effort to recover the funds must occur solely between you and the originator of the entry.



# Wells Fargo Business Choice Checking

Account number: [REDACTED] ■ October 1, 2017 - October 31, 2017 ■ Page 1 of 3



DCDL11DTL6 009508



PALM BCH COUNTY  
ATHLETIC CONFRNCE  
C/O YETTA J GREENE  
PO BOX 18664  
WEST PALM BEACH FL 33416-8664

## Questions?

Available by phone 24 hours a day, 7 days a week:  
Telecommunications Relay Services calls accepted  
**1-800-CALL-WELLS** (1-800-225-5935)

TTY: 1-800-877-4833

En español: 1-877-337-7454

Online: [wellsfargo.com/biz](http://wellsfargo.com/biz)

Write: Wells Fargo Bank, N.A. (287)  
P.O. Box 6995  
Portland, OR 97228-6995

## Your Business and Wells Fargo

Cash flow is a key indicator of the financial health of your business. Find tips and strategies for effective cash flow management at [wellsfargoworks.com](http://wellsfargoworks.com).

## Account options

A check mark in the box indicates you have these convenient services with your account(s). Go to [wellsfargo.com/biz](http://wellsfargo.com/biz) or call the number above if you have questions or if you would like to add new services.

Business Online Banking   
Online Statements   
Business Bill Pay   
Business Spending Report   
Overdraft Protection

## Other Wells Fargo Benefits

### Limited time offer - origination fee waived on commercial real estate loans up to \$750,000

Whether you are looking to purchase, refinance, or leverage the equity in commercial property, we want to help with loans that offer competitive rates and a variety of term options. Apply by December 31, 2017, and we'll waive the origination fee - a savings of up to \$5,000.

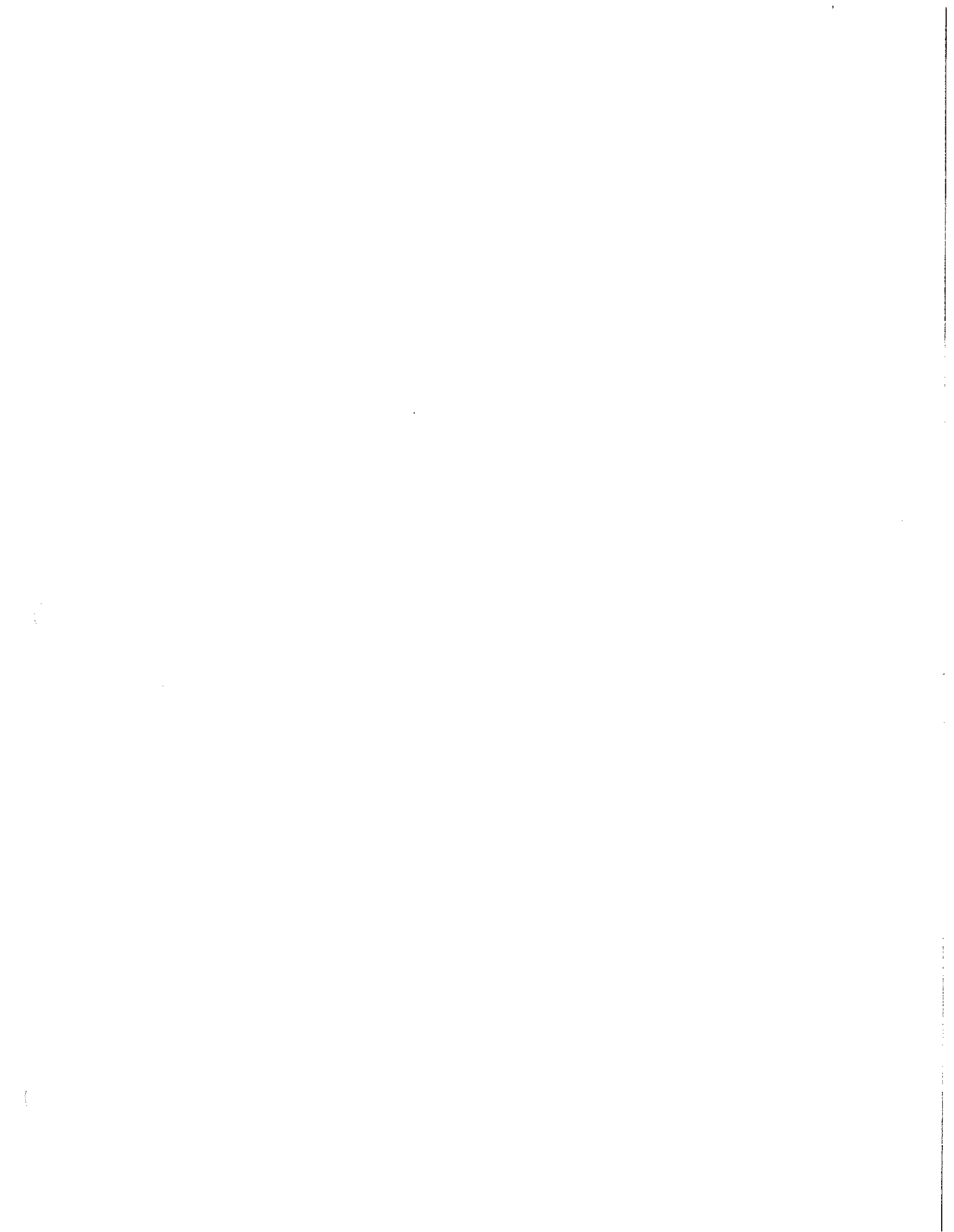
Business Real Estate Financing wants to help you meet your commercial real estate goals.

To learn more or to apply call us at 1-866-416-4320,  
Monday - Friday, 6:00 a.m. to 6:00 p.m. Pacific Time.

You can also visit us on the web -  
[wellsfargo.com/biz/loans-and-lines/real-estate](http://wellsfargo.com/biz/loans-and-lines/real-estate)

Note: Equity lines of credit are not eligible for this promotion. All financing is subject to credit approval. Some restrictions may apply. Equal housing lender.

DCDL11DTL6 009508 1NNNNNNNNNN NNN NNN 001 002 287 043841 20588525.1





**Activity summary**

Beginning balance on 10/1	\$21,373.46
Deposits/Credits	0.00
Withdrawals/Debits	- 0.00
<b>Ending balance on 10/31</b>	<b>\$21,373.46</b>
Average ledger balance this period	\$21,373.46

Account number: [REDACTED]

**PALM BCH COUNTY  
ATHLETIC CONFRNCE**

*Florida account terms and conditions apply*

For Direct Deposit use  
Routing Number (RTN): 063107513

For Wire Transfers use  
Routing Number (RTN): 121000248

**Overdraft Protection**

This account is not currently covered by Overdraft Protection. If you would like more information regarding Overdraft Protection and eligibility requirements please call the number listed on your statement or visit your Wells Fargo store.

**Monthly service fee summary**

For a complete list of fees and detailed account information, see the Wells Fargo Account Fee and Information Schedule and Account Agreement applicable to your account (EasyPay Card Terms and Conditions for prepaid cards) or talk to a banker. Go to [wellsfargo.com/feefaq](http://wellsfargo.com/feefaq) for a link to these documents, and answers to common monthly service fee questions.

Fee period 10/01/2017 - 10/31/2017	Standard monthly service fee \$14.00	You paid \$0.00
<b>How to avoid the monthly service fee</b>	<b>Minimum required</b>	<b>This fee period</b>
Have any <b>ONE</b> of the following account requirements		
• Average ledger balance	\$7,500.00	\$21,373.00 <input checked="" type="checkbox"/>
• Qualifying transaction from a linked Wells Fargo Business Payroll Services account	1	0 <input type="checkbox"/>
• Qualifying transaction from a linked Wells Fargo Merchant Services account	1	0 <input type="checkbox"/>
• Total number of posted Wells Fargo Debit Card purchases and/or payments	10	0 <input type="checkbox"/>
• Enrollment in a linked Direct Pay service through Wells Fargo Business Online	1	0 <input type="checkbox"/>
• Combined balances in linked accounts, which may include	\$10,000.00	0 <input checked="" type="checkbox"/>
- Average ledger balances in business checking, savings, and time accounts		
- Most recent statement balance in eligible Wells Fargo business credit cards and lines of credit, and combined average daily balances from the previous month in eligible Wells Fargo business and commercial loans and lines of credit		
- For complete details on how you can avoid the monthly service fee based on your combined balances please refer to page 7 of the Business Account Fee and Information Schedule at <a href="http://www.wellsfargo.com/biz/fee-information">www.wellsfargo.com/biz/fee-information</a>		

WX/WX

043842

**Account transaction fees summary**

<i>Service charge description</i>	<i>Units used</i>	<i>Units included</i>	<i>Excess units</i>	<i>Service charge per excess units (\$)</i>	<i>Total service charge (\$)</i>
Cash Deposited (\$)	0	7,500	0	0.0030	0.00
Transactions	0	200	0	0.50	0.00
<b>Total service charges</b>					<b>\$0.00</b>





# Wells Fargo Business Choice Checking

Account number: [REDACTED] ■ November 1, 2017 - November 30, 2017 ■ Page 1 of 4



DCDL11DTOS 009071



██  
PALM BCH COUNTY  
ATHLETIC CONFRENCE  
C/O YETTA J GREENE  
PO BOX 18664  
WEST PALM BEACH FL 33416-8664

## Questions?

Available by phone 24 hours a day, 7 days a week:  
Telecommunications Relay Services calls accepted  
**1-800-CALL-WELLS** (1-800-225-5935)

TTY: 1-800-877-4833

En español: 1-877-337-7454

Online: [wellsfargo.com/biz](http://wellsfargo.com/biz)

Write: Wells Fargo Bank, N.A. (287)  
P.O. Box 6995  
Portland, OR 97228-6995

## Your Business and Wells Fargo

Cash flow is a key indicator of the financial health of your business. Find tips and strategies for effective cash flow management at [wellsfargoworks.com](http://wellsfargoworks.com).

## Account options

A check mark in the box indicates you have these convenient services with your account(s). Go to [wellsfargo.com/biz](http://wellsfargo.com/biz) or call the number above if you have questions or if you would like to add new services.

- Business Online Banking
- Online Statements
- Business Bill Pay
- Business Spending Report
- Overdraft Protection

## Other Wells Fargo Benefits

### Limited time offer - origination fee waived on commercial real estate loans up to \$750,000

Whether you are looking to purchase, refinance, or leverage the equity in commercial property, we want to help with loans that offer competitive rates and a variety of term options. Apply by December 31, 2017, and we'll waive the origination fee - a savings of up to \$5,000.

Business Real Estate Financing wants to help you meet your commercial real estate goals.

To learn more or to apply call us at 1-866-416-4320,  
Monday - Friday, 6:00 a.m. to 6:00 p.m. Pacific Time.

You can also visit us on the web -  
[wellsfargo.com/biz/loans-and-lines/real-estate](http://wellsfargo.com/biz/loans-and-lines/real-estate)

Note: Equity lines of credit are not eligible for this promotion. All financing is subject to credit approval. Some restrictions may apply. Equal housing lender.

DCDL11DTOS 009071 NNNNNNNNNN NNN NNN 001 002 287 047607 201619143.1





**Activity summary**

Beginning balance on 11/1	\$21,373.46
Deposits/Credits	0.00
Withdrawals/Debits	- 0.00
<b>Ending balance on 11/30</b>	<b>\$21,373.46</b>
Average ledger balance this period	\$21,373.46

Account number: [REDACTED]  
**PALM BCH COUNTY**  
**ATHLETIC CONFRENCE**  
*Florida account terms and conditions apply*  
 For Direct Deposit use  
 Routing Number (RTN): 063107513  
 For Wire Transfers use  
 Routing Number (RTN): 121000248

**Overdraft Protection**

This account is not currently covered by Overdraft Protection. If you would like more information regarding Overdraft Protection and eligibility requirements please call the number listed on your statement or visit your Wells Fargo store.

**Monthly service fee summary**

For a complete list of fees and detailed account information, see the Wells Fargo Account Fee and Information Schedule and Account Agreement applicable to your account (EasyPay Card Terms and Conditions for prepaid cards) or talk to a banker. Go to wells Fargo.com/feefaq for a link to these documents, and answers to common monthly service fee questions.

Fee period 11/01/2017 - 11/30/2017	Standard monthly service fee \$14.00	You paid \$0.00
<b>How to avoid the monthly service fee</b>	Minimum required	This fee period
Have any <b>ONE</b> of the following account requirements		
• Average ledger balance	\$7,500.00	\$21,373.00 <input checked="" type="checkbox"/>
• Qualifying transaction from a linked Wells Fargo Business Payroll Services account	1	0 <input type="checkbox"/>
• Qualifying transaction from a linked Wells Fargo Merchant Services account	1	0 <input type="checkbox"/>
• Total number of posted Wells Fargo Debit Card purchases and/or payments	10	0 <input type="checkbox"/>
- Enrollment in a linked Direct Pay service through Wells Fargo Business Online	1	0 <input type="checkbox"/>
• Combined balances in linked accounts, which may include	\$10,000.00	0 <input checked="" type="checkbox"/>
- Average ledger balances in business checking, savings, and time accounts		
- Most recent statement balance in eligible Wells Fargo business credit cards and lines of credit, and combined average daily balances from the previous month in eligible Wells Fargo business and commercial loans and lines of credit		
- For complete details on how you can avoid the monthly service fee based on your combined balances please refer to page 7 of the Business Account Fee and Information Schedule at <a href="http://www.wellsfargo.com/biz/fee-information">www.wellsfargo.com/biz/fee-information</a>		

WXWX

047608

**Account transaction fees summary**

Service charge description	Units used	Units included	Excess units	Service charge per excess units (\$)	Total service charge (\$)
Cash Deposited (\$)	0	7,500	0	0.0030	0.00
Transactions	0	200	0	0.50	0.00
<b>Total service charges</b>					<b>\$0.00</b>

**IMPORTANT ACCOUNT INFORMATION**





---

**Reminder about effect of pending debit card transactions on your account**

For each debit card transaction, we place an authorization hold and track the "pending" transaction until the merchant sends the final payment instruction to the bank. We receive final payment instructions for most transactions within one to two business days, but we generally must release the authorization hold after three business days. While pending, these transactions reduce your available balance. If transactions are presented for payment when your account has an insufficient available balance, you may be charged overdraft and/or insufficient fund (NSF) fees on those transactions. The bank will assess no more than eight (8) \$35 overdraft and/or NSF fees per day.

---

**New limits on Fees**

Effective November 6, 2017, we will waive overdraft or returned item (Non-Sufficient Fund/NSF) fees on any transactions that are \$5 or less, regardless of your ending account balance. We will continue to waive overdraft fees on all posted transactions if both your ending daily account balance and your available balance are overdrawn by \$5 or less and there are no items returned for non-sufficient funds after all transactions have posted.



# Wells Fargo Business Choice Checking

Account number: [REDACTED] ■ December 1, 2017 - December 31, 2017 ■ Page 1 of 3



DCDL11DTQ4 008035



PALM BCH COUNTY  
ATHLETIC CONFRNCE  
C/O YETTA J GREENE  
PO BOX 18664  
WEST PALM BEACH FL 33416-8664

## Questions?

Available by phone 24 hours a day, 7 days a week;  
Telecommunications Relay Services calls accepted

**1-800-CALL-WELLS** (1-800-225-5935)

TTY: 1-800-877-4833

En español: 1-877-337-7454

Online: [wellsfargo.com/biz](http://wellsfargo.com/biz)

Write: Wells Fargo Bank, N.A. (287)

P.O. Box 6995

Portland, OR 97228-6995

## Your Business and Wells Fargo

Cash flow is a key indicator of the financial health of your business. Find tips and strategies for effective cash flow management at [wellsfargoworks.com](http://wellsfargoworks.com).

## Account options

A check mark in the box indicates you have these convenient services with your account(s). Go to [wellsfargo.com/biz](http://wellsfargo.com/biz) or call the number above if you have questions or if you would like to add new services.

- Business Online Banking
- Online Statements
- Business Bill Pay
- Business Spending Report
- Overdraft Protection

## Activity summary

Beginning balance on 12/1	\$21,373.46
Deposits/Credits	0.00
Withdrawals/Debits	- 0.00
<b>Ending balance on 12/31</b>	<b>\$21,373.46</b>
Average ledger balance this period	\$21,373.46

Account number: [REDACTED]

PALM BCH COUNTY  
ATHLETIC CONFRNCE

Florida account terms and conditions apply

For Direct Deposit use  
Routing Number (RTN): 063107513

For Wire Transfers use  
Routing Number (RTN): 121000248

## Overdraft Protection

This account is not currently covered by Overdraft Protection. If you would like more information regarding Overdraft Protection and eligibility requirements please call the number listed on your statement or visit your Wells Fargo store.

## Monthly service fee summary

For a complete list of fees and detailed account information, see the Wells Fargo Account Fee and Information Schedule and Account Agreement applicable to your account (EasyPay Card Terms and Conditions for prepaid cards) or talk to a banker. Go to [wellsfargo.com/feefaq](http://wellsfargo.com/feefaq) for a link to these documents, and answers to common monthly service fee questions.

DCDL11DTQ4 008035 NNNNNNNNNNN NNN NNN 001 002 287 038837 20648290.1



**Monthly service fee summary (continued)**

Fee period 12/01/2017 - 12/31/2017	Standard monthly service fee \$14.00	You paid \$0.00
<b>How to avoid the monthly service fee</b>	Minimum required	This fee period
Have any ONE of the following account requirements		
• Average ledger balance	\$7,500.00	\$21,373.00 <input checked="" type="checkbox"/>
• Qualifying transaction from a linked Wells Fargo Business Payroll Services account	1	0 <input type="checkbox"/>
• Qualifying transaction from a linked Wells Fargo Merchant Services account	1	0 <input type="checkbox"/>
• Total number of posted Wells Fargo Debit Card purchases and/or payments	10	0 <input type="checkbox"/>
• Enrollment in a linked Direct Pay service through Wells Fargo Business Online	1	0 <input type="checkbox"/>
• Combined balances in linked accounts, which may include	\$10,000.00	<input checked="" type="checkbox"/>
- Average ledger balances in business checking, savings, and time accounts		
- Most recent statement balance in eligible Wells Fargo business credit cards and lines of credit, and combined average daily balances from the previous month in eligible Wells Fargo business and commercial loans and lines of credit		
- For complete details on how you can avoid the monthly service fee based on your combined balances please refer to page 7 of the Business Account Fee and Information Schedule at <a href="http://www.wellsfargo.com/biz/fee-information">www.wellsfargo.com/biz/fee-information</a>		

The Monthly service fee summary fee period ending date shown above includes a Saturday, Sunday, or holiday which are non-business days. Transactions occurring after the last business day of the month will be included in your next fee period.

**Account transaction fees summary**

Service charge description	Units used	Units included	Excess units	Service charge per excess units (\$)	Total service charge (\$)
Cash Deposited (\$)	0	7,500	0	0.0030	0.00
Transactions	0	200	0	0.50	0.00
<b>Total service charges</b>					<b>\$0.00</b>

 **IMPORTANT ACCOUNT INFORMATION**

If you currently receive online statements, starting in March, we will consider your statement delivered to you when it has been posted to [wellsfargo.com](http://wellsfargo.com). Your online account statement will be made available through Wells Fargo Online<sup>®</sup> Banking 24 - 48 hours after the end of your statement period. We will continue to notify you when your statement becomes available via the email address you provided. If you receive paper statements, we will continue to send your statements through U.S. Mail.

If you would like to change your delivery preference, sign on at [wellsfargo.com](http://wellsfargo.com) or the Wells Fargo mobile app and go to Update Contact Information or call us at 1-800-956-4442, 24 hours a day, 7 days a week.

038838



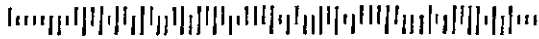


# Wells Fargo Business Choice Checking

Account number: [REDACTED] ■ January 1, 2018 - January 31, 2018 ■ Page 1 of 4



DCDL11DTTS 009377



PALM BCH COUNTY  
ATHLETIC CONFRNCE  
C/O YETTA J GREENE  
PO BOX 18664  
WEST PALM BEACH FL 33416-8664

## Questions?

Available by phone 24 hours a day, 7 days a week:  
Telecommunications Relay Services calls accepted

**1-800-CALL-WELLS** (1-800-225-5935)

TTY: 1-800-877-4833

En español: 1-877-337-7454

Online: [wellsfargo.com/biz](http://wellsfargo.com/biz)

Write: Wells Fargo Bank, N.A. (287)

P.O. Box 6995

Portland, OR 97228-6995

## Your Business and Wells Fargo

Visit [wellsfargoworks.com](http://wellsfargoworks.com) to explore videos, articles, infographics, interactive tools, and other resources on the topics of business growth, credit, cash flow management, business planning, technology, marketing, and more.

## Account options

A check mark in the box indicates you have these convenient services with your account(s). Go to [wellsfargo.com/biz](http://wellsfargo.com/biz) or call the number above if you have questions or if you would like to add new services.

Business Online Banking   
Online Statements   
Business Bill Pay   
Business Spending Report   
Overdraft Protection

## Activity summary

Beginning balance on 1/1	\$21,373.46
Deposits/Credits	21,410.00
Withdrawals/Debits	- 0.00
<b>Ending balance on 1/31</b>	<b>\$42,783.46</b>
Average ledger balance this period	\$42,092.81

Account number: [REDACTED]

PALM BCH COUNTY  
ATHLETIC CONFRNCE

Florida account terms and conditions apply

For Direct Deposit use

Routing Number (RTN): 063107513

For Wire Transfers use

Routing Number (RTN): 121000248

## Overdraft Protection

This account is not currently covered by Overdraft Protection. If you would like more information regarding Overdraft Protection and eligibility requirements please call the number listed on your statement or visit your Wells Fargo store.

DCDL11DTTS 009377 NNNNNNNNNN NNN NNN 001 002 287 046249 20679731.1



**Transaction history**

Date	Check Number	Description	Deposits/ Credits	Withdrawals/ Debits	Ending daily balance
1/2		Edeposit IN Branch/Store 12/30/17 02:06:28 Pm 4300 Forest Hill Blvd West Palm Beach FL 8484	11,000.00		
1/2		Edeposit IN Branch/Store 12/30/17 02:07:06 Pm 4300 Forest Hill Blvd West Palm Beach FL 8484	10,410.00		42,783.46
<b>Ending balance on 1/31</b>					<b>42,783.46</b>
<b>Totals</b>			<b>\$21,410.00</b>	<b>\$0.00</b>	

The Ending Daily Balance does not reflect any pending withdrawals or holds on deposited funds that may have been outstanding on your account when your transactions posted. If you had insufficient available funds when a transaction posted, fees may have been assessed.

**Monthly service fee summary**

For a complete list of fees and detailed account information, see the Wells Fargo Account Fee and Information Schedule and Account Agreement applicable to your account (EasyPay Card Terms and Conditions for prepaid cards) or talk to a banker. Go to wells Fargo.com/feefaq for a link to these documents, and answers to common monthly service fee questions.

Fee period 01/01/2018 - 01/31/2018	Standard monthly service fee \$14.00	You paid \$0.00
<b>How to avoid the monthly service fee</b>	Minimum required	This fee period
Have any ONE of the following account requirements		
• Average ledger balance	\$7,500.00	\$42,093.00 <input checked="" type="checkbox"/>
• Qualifying transaction from a linked Wells Fargo Business Payroll Service account	1	0 <input type="checkbox"/>
• Qualifying transaction from a linked Wells Fargo Merchant Services account	1	0 <input type="checkbox"/>
• Total number of posted Wells Fargo Debit Card purchases and/or payments	10	0 <input type="checkbox"/>
- Enrollment in a linked Direct Pay service through Wells Fargo Business Online	1	0 <input type="checkbox"/>
• Combined balances in linked accounts, which may include	\$10,000.00	<input checked="" type="checkbox"/>
- Average ledger balances in business checking, savings, and time accounts		
- Most recent statement balance in eligible Wells Fargo business credit cards and lines of credit, and combined average daily balances from the previous month in eligible Wells Fargo business and commercial loans and lines of credit		
- For complete details on how you can avoid the monthly service fee based on your combined balances please refer to page 7 of the Business Account Fee and Information Schedule at <a href="http://www.wellsfargo.com/biz/fee-information">www.wellsfargo.com/biz/fee-information</a>		

WX/WX

046250

**Account transaction fees summary**

Service charge description	Units used	Units included	Excess units	Service charge per excess units (\$)	Total service charge (\$)
Cash Deposited (\$)	0	7,500	0	0.0030	0.00
Transactions	25	200	0	0.50	0.00
<b>Total service charges</b>					<b>\$0.00</b>

 **IMPORTANT ACCOUNT INFORMATION**







---

**Important information about legal process fees.**

The fee for legal order processing, which includes handling levies, writs, garnishments, and any other legal documents that require funds to be attached, remains \$125. However, effective 2/16/18, the bank will assess no more than two legal process fees per account, per calendar month. Please note, the calendar month may not coincide with your statement cycle.







**Monthly service fee summary (continued)**

Fee period 02/01/2018 - 02/28/2018	Standard monthly service fee \$14.00	You paid \$0.00
<b>How to avoid the monthly service fee</b>	Minimum required	This fee period
Have any ONE of the following account requirements		
• Average ledger balance	\$7,500.00	\$42,783.00 <input checked="" type="checkbox"/>
• Qualifying transaction from a linked Wells Fargo Business Payroll Services account	1	0 <input type="checkbox"/>
• Qualifying transaction from a linked Wells Fargo Merchant Services account	1	0 <input type="checkbox"/>
• Total number of posted Wells Fargo Debit Card purchases and/or payments	10	0 <input type="checkbox"/>
- Enrollment in a linked Direct Pay service through Wells Fargo Business Online	1	0 <input type="checkbox"/>
• Combined balances in linked accounts, which may include	\$10,000.00	<input checked="" type="checkbox"/>
- Average ledger balances in business checking, savings, and time accounts		
- Most recent statement balance in eligible Wells Fargo business credit cards and lines of credit, and combined average daily balances from the previous month in eligible Wells Fargo business and commercial loans and lines of credit		
- For complete details on how you can avoid the monthly service fee based on your combined balances please refer to page 7 of the Business Account Fee and Information Schedule at <a href="http://www.wellsfargo.com/biz/fee-information">www.wellsfargo.com/biz/fee-information</a>		

WX/WX

**Account transaction fees summary**

Service charge description	Units used	Units included	Excess units	Service charge per excess units (\$)	Total service charge (\$)
Cash Deposited (\$)	0	7,500	0	0.0030	0.00
Transactions	0	200	0	0.50	0.00
<b>Total service charges</b>					<b>\$0.00</b>

 **IMPORTANT ACCOUNT INFORMATION**

**Reminder about effect of pending debit card transactions on your account**

For each debit card transaction, we place an authorization hold and track the "pending" transaction until the merchant sends the final payment instruction to the bank. We receive final payment instructions for most transactions within one to two business days, but we generally must release the authorization hold after three business days. While pending, these transactions reduce your available balance. If transactions are presented for payment when your account has an insufficient available balance, you may be charged overdraft and/or insufficient fund (NSF) fees on those transactions. The bank will assess no more than eight (8) \$35 overdraft and/or NSF fees per day.

**Important information about legal process fees.**

The fee for legal order processing, which includes handling levies, writs, garnishments, and any other legal documents that require funds to be attached, remains \$125. However, effective 2/16/18, the bank will assess no more than two legal process fees per account, per calendar month. Please note, the calendar month may not coincide with your statement cycle.

103782



**Linking Combined Balances to Avoid Monthly Service Fees**



---

We want to share some important information with you about avoiding monthly service fees using combined balances. A checking account with a combined balance option to avoid a monthly service fee cannot be linked to another checking account with a combined balance option. Any other accounts linked to a checking account with a combined balance option to avoid a monthly service fee cannot simultaneously be linked to another checking account with a combined balance option.

For questions or clarification, please call the phone bank number at the top of your statement. We appreciate your business.

DCDL11DTV2019677 NNNNNNNNNN NNN NNN 002 002 287 103783 20709270.1



# Wells Fargo Business Choice Checking

Account number: [REDACTED] ■ March 1, 2018 - March 31, 2018 ■ Page 1 of 4



EODCKCDBH 023255



PALM BCH COUNTY  
ATHLETIC CONFRNCE  
C/O YETTA J GREENE  
PO BOX 18664  
WEST PALM BEACH FL 33416-8664

## Questions?

Available by phone 24 hours a day, 7 days a week:  
Telecommunications Relay Services calls accepted

**1-800-CALL-WELLS** (1-800-225-5935)

TTY: 1-800-877-4833

En español: 1-877-337-7454

Online: [wellsfargo.com/biz](http://wellsfargo.com/biz)

Write: Wells Fargo Bank, N.A. (287)

P.O. Box 6995

Portland, OR 97228-6995

## Your Business and Wells Fargo

Access complimentary resources and tools to help you create or revise your business plan - whether you're an experienced business owner or just starting out. Find out more at [wellsfargoworks.com/plan](http://wellsfargoworks.com/plan).

## Account options

A check mark in the box indicates you have these convenient services with your account(s). Go to [wellsfargo.com/biz](http://wellsfargo.com/biz) or call the number above if you have questions or if you would like to add new services.

- Business Online Banking
- Online Statements
- Business Bill Pay
- Business Spending Report
- Overdraft Protection

## Activity summary

Beginning balance on 3/1	\$42,783.46
Deposits/Credits	0.00
Withdrawals/Debits	- 15,270.00
<b>Ending balance on 3/31</b>	<b>\$27,513.46</b>
 Average ledger balance this period	 \$34,508.62

Account number: [REDACTED]

PALM BCH COUNTY  
ATHLETIC CONFRNCE

Florida account terms and conditions apply

For Direct Deposit use

Routing Number (RTN): 063107513

For Wire Transfers use

Routing Number (RTN): 121000248

## Overdraft Protection

This account is not currently covered by Overdraft Protection. If you would like more information regarding Overdraft Protection and eligibility requirements please call the number listed on your statement or visit your Wells Fargo store.

EODCKCDBH 023255 NNNNNNNNNN NNN 001 003 287 187685 20741307-1



**Transaction history**

Date	Check Number	Description	Deposits/ Credits	Withdrawals/ Debits	Ending daily balance
3/14	444	Deposited OR Cashed Check		13,860.00	28,923.46
3/27	443	Check		1,408.00	27,515.46
3/30		Monthly Check Return/Image Stmt Fee		2.00	27,513.46
<b>Ending balance on 3/31</b>					<b>27,513.46</b>
<b>Totals</b>			<b>\$0.00</b>	<b>\$15,270.00</b>	

The Ending Daily Balance does not reflect any pending withdrawals or holds on deposited funds that may have been outstanding on your account when your transactions posted. If you had insufficient available funds when a transaction posted, fees may have been assessed.

**Summary of checks written (checks listed are also displayed in the preceding Transaction history)**

Number	Date	Amount	Number	Date	Amount
443	3/27	1,408.00	444	3/14	13,860.00

**Monthly service fee summary**

For a complete list of fees and detailed account information, see the Wells Fargo Account Fee and Information Schedule and Account Agreement applicable to your account (EasyPay Card Terms and Conditions for prepaid cards) or talk to a banker. Go to wells Fargo.com/feefaq for a link to these documents, and answers to common monthly service fee questions.

Fee period 03/01/2018 - 03/31/2018	Standard monthly service fee \$14.00	You paid \$0.00
<b>How to avoid the monthly service fee</b>	Minimum required	This fee period
Have any ONE of the following account requirements		
• Average ledger balance	\$7,500.00	\$34,509.00 <input checked="" type="checkbox"/>
• A qualifying transaction from a linked Wells Fargo Business Payroll Services account	1	0 <input type="checkbox"/>
• A qualifying transaction from a linked Wells Fargo Merchant Services account	1	0 <input type="checkbox"/>
• Total number of posted Wells Fargo Debit Card purchases and/or payments	10	0 <input type="checkbox"/>
• Enrollment in a linked Direct Pay service through Wells Fargo Business Online	1	0 <input type="checkbox"/>
• Combined balances in linked accounts, which may include	\$10,000.00	<input checked="" type="checkbox"/>
- Average ledger balances in business checking, savings, and time accounts		
- Most recent statement balance in eligible Wells Fargo business credit cards and lines of credit, and combined average daily balances from the previous month in eligible Wells Fargo business and commercial loans and lines of credit		
- For complete details on how you can avoid the monthly service fee based on your combined balances please refer to page 7 of the Business Account Fee and Information Schedule at <a href="http://www.wellsfargo.com/biz/fee-information">www.wellsfargo.com/biz/fee-information</a>		

The Monthly service fee summary fee period ending date shown above includes a Saturday, Sunday, or holiday which are non-business days. Transactions occurring after the last business day of the month will be included in your next fee period.

WXX/WX

**Account transaction fees summary**

Service charge description	Units used	Units included	Excess units	Service charge per excess units (\$)	Total service charge (\$)
Cash Deposited (\$)	0	7,500	0	0.0030	0.00
Transactions	2	200	0	0.50	0.00
<b>Total service charges</b>					<b>\$0.00</b>

187086







---

 **IMPORTANT ACCOUNT INFORMATION**

**Important information about legal process fees.**

The fee for legal order processing, which includes handling levies, writs, garnishments, and any other legal documents that require funds to be attached, remains \$125. However, effective 2/16/18, the bank will assess no more than two legal process fees per account, per calendar month. Please note, the calendar month may not coincide with your statement cycle.

---

**Using Combined Balances to Avoid Monthly Service Fees**

We want to share some important information with you about avoiding monthly service fees using combined balances. A checking account with a combined balance option to avoid a monthly service fee cannot be linked to another checking account with a combined balance option. Any other accounts linked to a checking account with a combined balance option to avoid a monthly service fee cannot simultaneously be linked to another checking account with a combined balance option.

For questions or clarification, please call the phone bank number at the top of your statement. We appreciate your business.



Online banking customers can view and print check images that have cleared since their last statement.



# Check Images

Palm Beach County  
Athletic Conference  
P O Box 13684  
West Palm Beach, FL 33416

443  
01-44-5475  
0001-01-1089

January 5, 2018

Pay to the order of Baker's Trophy Case \$ 1,408.00

On hand for budget effort

WACHOVIA  
Member FDIC, a division of Wells Fargo Bank, N.A.  
5790, Ft. St.  
For DEBIT ACH TRANSFERS  
LA 700064320 [REDACTED] 0443

REF#8429743307 CK# 443 1408.00

Palm Beach County  
Athletic Conference  
P O Box 13684  
West Palm Beach, FL 33416

444  
01-44-5475  
0001-01-1089

March 13, 2018

Pay to the order of East Coast Basketball League \$ 13,860.00

Western International Community

WACHOVIA  
Member FDIC, a division of Wells Fargo Bank, N.A.  
5790, Ft. St.  
For DEBIT ACH TRANSFERS  
LA 700064320 [REDACTED] 0444

REF#3689261906 CK# 444 13860.00

# Wells Fargo Business Choice Checking

Account number: [REDACTED] ■ April 1, 2018 - April 30, 2018 ■ Page 1 of 3



DCDL11DTBB 018447



PALM BCH COUNTY  
ATHLETIC CONFRNCE  
C/O YETTA J GREENE  
PO BOX 18664  
WEST PALM BEACH FL 33416-8664

## Questions?

Available by phone 24 hours a day, 7 days a week:  
Telecommunications Relay Services calls accepted  
**1-800-CALL-WELLS** (1-800-225-5935)

TTY: 1-800-877-4833

En español: 1-877-337-7454

Online: [wellsfargo.com/biz](http://wellsfargo.com/biz)

Write: Wells Fargo Bank, N.A. (287)  
P.O. Box 6995  
Portland, OR 97228-6995

## Your Business and Wells Fargo

Access complimentary resources and tools to help you create or revise your business plan - whether you're an experienced business owner or just starting out. Find out more at [wellsfargoworks.com/plan](http://wellsfargoworks.com/plan).

## Account options

A check mark in the box indicates you have these convenient services with your account(s). Go to [wellsfargo.com/biz](http://wellsfargo.com/biz) or call the number above if you have questions or if you would like to add new services.

Business Online Banking   
Online Statements   
Business Bill Pay   
Business Spending Report   
Overdraft Protection

Vertical column of checkboxes corresponding to the account options.

## Activity summary

Beginning balance on 4/1	\$27,513.46
Deposits/Credits	0.00
Withdrawals/Debits	- 0.00
<b>Ending balance on 4/30</b>	<b>\$27,513.46</b>
Average ledger balance this period	\$27,513.46

Account number: [REDACTED]

PALM BCH COUNTY  
ATHLETIC CONFRNCE

Florida account terms and conditions apply

For Direct Deposit use  
Routing Number (RTN): 063107513

For Wire Transfers use  
Routing Number (RTN): 121000248

## Overdraft Protection

This account is not currently covered by Overdraft Protection. If you would like more information regarding Overdraft Protection and eligibility requirements please call the number listed on your statement or visit your Wells Fargo store.

## Monthly service fee summary

For a complete list of fees and detailed account information, see the Wells Fargo Account Fee and Information Schedule and Account Agreement applicable to your account (EasyPay Card Terms and Conditions for prepaid cards) or talk to a banker. Go to [wellsfargo.com/feefaq](http://wellsfargo.com/feefaq) for a link to these documents, and answers common monthly service fee questions.

DCDL11DTBB 018447 NNNNNNNNN NNN NNN 001 002 287 092665 20771754.1

092666





IG Response - Case #18-729/18-734



RECEIVED  
APR 18 2019

INSPECTOR GENERAL

The following is an abbreviated response to OIG Case #18-729/18-734.

This case has revolved around the "conflict of interest" of a School District employee acting in cooperation with the Palm Beach County Athletic Conference. Also in question has been the establishment of the Palm Beach County Athletic Conference, its very existence, and its interaction with the School District.

Research has been done with Wells Fargo Bank concerning the history of the bank account in Wells Fargo Bank under the name of the Palm Beach County Athletic Conference.

After meeting with Bank officials, they substantiated that the bank account, which was established in 1983, has an EIN number assigned to the Palm Beach County Athletic Conference by the IRS Federal Tax Office.

That EIN number is [REDACTED]. In order to have that number assigned, the Palm Beach County Athletic Association had to submit proper documentation of its existence to the tax office.

Also attached to this response is a Job Description for the then title of Program Planner for Athletics listed in the Palm Beach County School District Athletic Handbook (under the superintendency of Dr. Arthur Johnson). This job description lists as an essential function for the Athletic Program Planner to act as the official liaison for the District with the Palm Beach County Athletic Conference just as with the State organization, the FHSAA.

This states specific functions as organizing and attending all conference meetings. In Section 2 of this report - Issues with the Palm Beach County Athletic Conference, it states that there is no organizational documentation of this organization. The fact that the School District Handbook references this local athletic organization should substantiate its existence and its relationship to the operational athletic programs of the schools.

The current Bank Account for the Palm Beach County Athletic Conference has over \$25,000 in it. Only a few substantiated checks are written each year mainly for trophies, plaques, and other awards which revert back to the schools and the student-athletes. The Athletic Specialist has never in all these years been compensated for this liaison position (for which there is a School District supplement) nor has she ever been reimbursed for any office supplies, refreshments, mileage etc, linked to her position by either the School District or the Athletic Conference.

Any funds advanced to a sports group to facilitate timely and efficient payment to their referees for end-of-season District Tournaments were re-paid within a short time frame after all HOST schools paid their invoices to the Sports Officials Associations. There are NO unpaid loans as suggested in Allegation #4.

Again, the Conference has been operating without School District Management concern for over thirty years. which includes over 10 different Superintendents., If there are changes now that seem necessary and are to be created, these would seem to be in effect from this time forward.

Thank you for your consideration of these concerns.

Submitted by Yetta Greene

A handwritten signature in black ink that reads "Yetta Greene".

4/15/2019

**THE FOLLOWING IS AN ABBREVIATED RESPONSE TO OIG CASE #18-729/18-734**

The findings from the IG Office are based upon the conclusion that the Palm Beach County Athletic Conference is a School District organization. Thus the conclusion that the dues paid to the Athletic Conference remain District and/or public funds.

The Palm Beach County Athletic Conference (formerly the Suncoast Athletic Conference which was originally a tri-county conference with Martin and St. Lucie counties) has never been and was NOT created as a School District organization.

There are public schools (as Dreyfoos for example) that are NOT conference members and there are private schools that over the years have been members.

Just as our public schools belong to the Florida High School Athletic Association AND pay yearly dues to the FHSAA, our schools can choose to join the Palm Beach County Athletic Conference and pay dues to the association. In neither the case of the FHSAA nor the PBCAC would the monies still be considered District funds once paid to the state and/or county associations.

Since the creation of the Suncoast Conference and then the change over to the Palm Beach County Athletic Conference over thirty years ago, these workings have continued over the course of 7 different Superintendents with never a mention of any concern of impropriety.

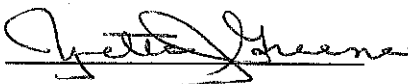
Even in this Report, only the "potential" of conflict of interest is listed. Nothing in the past thirty years has been substantiated and thus there has been no direction of needed change, improvement or concern from any of the prior District administrations.

If there are changes now that seem necessary and are to be created, these would seem to be in effect from this time forward.

Thank you for your consideration of these comments.

Submitted by:

Print Name: Yetta Greene

Signature: 

Date: 11/5/2018





# Deposit Account Application

SUBSTITUTE FORM W9 CERTIFICATION - Under penalties of perjury, I certify that:

- (1) The number shown on this form is my correct Taxpayer Identification Number (or that I am waiting for a number to be issued to me) and
- (2) I am not subject to backup withholding because: (a) I am exempt from backup withholding; or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends; or
- (c) the IRS has notified me that I am no longer subject to backup withholding.

CERTIFICATION INSTRUCTIONS - You must cross out item (2) above if you were notified by the IRS that you are currently subject to backup withholding because of underreporting interest or dividends on your tax return.

SIGNATURE CARD - The words I, me and my which also mean we, us and our, if more than one customer, mean the person(s) signing this agreement. It is agreed that First Union will recognize the signatures below in the payment of funds or in the transaction of other business for the account(s). I/We agree to the terms and conditions of the First Union Deposit Agreement for this account(s) and authorize First Union to establish my/our account(s). I/We hereby acknowledge receipt of a Deposit Agreement, schedule of fees and Rate Disclosure, if applicable.

If checked, I/we request a First Union Banking Card for access to the indicated accounts. I/We agree to the terms and conditions of the First Union Card Agreement.

Refer to Right of Survivorship provisions for NC, TN, and VA accounts. The Internal Revenue Service does not require your consent to any provision of this document other than the certifications required to avoid backup withholding.

NEW  SUPERSEDES ALL SIGNATURE CARDS ON FILE

The signatures subscribed below are the duly authorized and genuine signatures which you will recognize and honor in payment of funds or the transaction of other business relating to our account.

Signature	Printed Name YETTA J. GREENE	Title EXEC. SECRETARY	Date 8-8-00
Signature	Printed Name	Title	Date
Signature	Printed Name	Title	Date
Signature	Printed Name	Title	Date
Signature	Printed Name	Title	Date

FIRST UNION NATIONAL BANK

COMPLETE THE APPROPRIATE W-8 FOREIGN CERTIFICATION FORM IF YOU ARE CLAIMING FOREIGN EXEMPTION STATUS.

003 013 13095 000000000001

Org. Loc. Branch NEW VISITING SIGNATURE CARD \* \* Referred By

COMMERCIAL CHECKING

Product Type Account Number

- 1
- 2
- 3
- 4

PALM BCH COUNTY

Name/Address ATHLETIC CNFRNCE  
P O BOX 6364

LAKE WORTH FL 33461

EIN #

PAYABLE ON DEATH (POD) ACCOUNT (SIGNATURE REQUIRED FOR NC ACCOUNTS ONLY)  
I understand that by establishing a trust account under the provisions of North Carolina General Statute 53-146.2 that:

- 1. During my lifetime I may withdraw the money in the account; and
- 2. By written direction to First Union I may change the beneficiary; and
- 3. Upon my death the money remaining in the account will belong to the beneficiary and the money will not be inherited by my heirs or be controlled by my will.

I designate

(Print name of beneficiary) as beneficiary to receive the balance of my account at my death.

(SEAL)

Tax ID No. of First Name

Date of Birth

POWER OF ATTORNEY (POA) ACCOUNT (SIGNATURE REQUIRED FOR NC ACCOUNTS ONLY)

I understand that by establishing a personal agency account under the provisions of North Carolina General Statute 53-146.3 that the agent named in the account may:

- 1. Sign checks drawn on the account; and
- 2. Make deposits into the account.

I also understand that upon my death the money remaining in the account will be controlled by my will or inherited by my heirs.

\_\_\_\_\_ (write in "do" or "do not") elect to have my agent continue to act in my behalf in regard to my account after my incapacity or mental incompetency in the future.

(Signature of Agent)

RIGHT OF SURVIVORSHIP (NC or TN ACCOUNTS ONLY)

We understand that by establishing a joint account under the provisions of:

North Carolina General Statute 53-146.1 that:  Tennessee law that:

- 1. First Union may pay the money in the account to, or on the order of, any person named in the account unless we have agreed with the bank that withdrawals require more than one signature; and
- 2. Upon the death of one joint owner the money remaining in the account will belong to the surviving joint owners and will not pass by inheritance to the heirs of the deceased joint owner or be controlled by the deceased joint owner's will.

We DO elect to create the Right of Survivorship in this account.

Signature \_\_\_\_\_

Signature \_\_\_\_\_

RIGHT OF SURVIVORSHIP (VA ACCOUNTS ONLY):

If you wish to establish a joint account under Virginia Law, please check one of the following and sign:

Joint Account with Survivorship  Joint Account - No Survivorship

Signature \_\_\_\_\_

Signature \_\_\_\_\_

(Print Agents Name)

(SEAL)

(Signature of Account Owner)





Certified Resolution for Depository Authorization Non-Profit Organizations

003 (Org.) [Redacted] (Account Number)

I, the undersigned, hereby certify to First Union NATIONAL BANK, that I am YETTA J GREEBE, P EXECUTIVE SECRETARY, of PALM BEACH CNTY ATHLETIC

a church/non-profit organization duly organized and existing under the laws of State of FL

that the following is a true copy of Resolutions duly adopted by the PALM BEACH CNTY ATHLETIC of said church/non-profit organization at its meeting duly held on the 8-8-00

present and acted throughout; and that such Resolutions are in full force and effect, have not been amended or rescinded, and that there

is no provision in the Charter or By-Laws of said church/non-profit organization limiting the power of the PALM BEACH CNTY ATHLETIC of said church/non-profit organization to pass the following Resolutions, which are in full conformity with the provisions of said Charter and By-Laws:

(1) RESOLVED, the First Union (complete bank name) (hereinafter the "BANK") is herewith designated as an authorized depository of this church/non-profit organization, and that one or more checking, savings, and/or other deposit accounts be opened and maintained with said Bank; that [ ] (only if checked here) any two - otherwise, each: of the present holders of the following offices and/or positions of this church/non-profit organization and his (their) successors in office or position, to wit:

YETTA J. GREEBE (Name)

Executive Secretary (Title)

[Signature] (Signature)

Is/are authorized on behalf of this church/non-profit organization, and in its name: To sign checks, drafts, instruments, bills of exchange, acceptances and/or other orders for the payment of money from said church/non-profit organization account(s); to endorse checks, instruments, evidences of indebtedness, and orders payable, owned or held by this church/non-profit organization; to accept drafts, acceptances, instruments and/or other evidences of indebtedness payable at or through said Bank; to waive presentment, demand, protest and notice of protest or dishonor of any check(s), instrument(s), draft(s), acceptance(s), or other evidences of indebtedness made, drawn or endorsed by this church/non-profit organization; and otherwise to deal with said Bank in connection with the foregoing activities.

RESOLVED FURTHER, that in the opening and maintaining of the above church/non-profit organization accounts and all transactions in connection therewith shall be governed by the provisions of the agreements pertaining to such account(s), as amended from time to time by the Bank, and by such rules and regulations as the Bank shall, from time to time, promulgate and establish. This church/non-profit organization is also authorized to obtain other related services from the Bank, such as the rental of safe deposit boxes from the Bank, obtaining of the night depository services, and the like. The rendering of such services by the Bank shall be governed by night depository agreement(s), safe deposit box lease agreement, and any other such agreement(s) contained on the application or signature cards pertaining to any such services offered to this church/non-profit organization by the Bank, as amended from time to time. Each of the above identified or described officers or representatives of the church/non-profit organization is herewith authorized to sign and execute such signature cards, applications and forms as the Bank shall deem appropriate, from time to time, in connection with the opening and maintaining of such account(s) and/or paying of such additional related services. Each is also authorized on behalf of this church/non-profit organization, and in its name to execute applications for the issuance of any such savings instrument in the name of this church/non-profit organization.

(RESOLUTIONS CONTINUED ON REVERSE SIDE HEREOF)

I, finally, certify that the above described persons are the persons who now hold offices and/or positions referred to in the first of the above Resolutions and that their bona fide signatures are set forth above.

IN WITNESS WHEREOF, I have hereunto subscribed my name and affixed if applicable the seal of this church/non-profit organization.

8-8-2000 (Date)

[Signature] (Officer/Authorized Party)



# SCHOOL BOARD MEMBERS

AND

## ADMINISTRATION

Mr. Tom Lynch  
Chairman

Ms. Paulette Burdick

Mrs. Jody Gleason

Mr. William G. Graham

Dr. Sandra Richmond

Debra Robinson, M.D.

Mrs. Susan Welchel

Arthur C. Johnson, Ph.D.  
Superintendent

Joseph A. Orr, Ph.D.  
Chief Academic Officer

Ana Meehan  
Assistant Superintendent of Curriculum and Learning Support

## Athletic Administration Department of Secondary Education

Linda Cowart  
Program Planner  
434-7450  
PX 4-7450

Yetta Greene  
Assistant Principal  
963-3872  
PX 4-3872

## TABLE OF CONTENTS

### **1.0 The Administration of Interscholastic Athletics**

1.1	Introduction and Philosophy .....	4-5
1.2	Objectives of Participation .....	5-6
1.3	General Objectives of Interscholastic Program .....	6
1.4	General Policy .....	7
1.5	Athletic Administrator Code of Ethics .....	7-8
1.6	Administrative Organization.....	8-9
1.7	Policy Making Procedures .....	10
1.8	County Athletic Specialist Responsibilities .....	10-11
1.9	Palm Beach County Middle School Activities Association .....	11-17
1.10	Affiliations .....	18-19

### **2.0 Athletic Personnel**

2.1	Requirements For Coaching .....	19
2.2	Job Descriptions .....	19-25
2.3	Florida Athletic Coaches Association Code of Ethics .....	25
2.4	Discipline with Athletes .....	25-26
2.5	Professional Meetings .....	26
2.6	Coach's Relations, Techniques, Responsibilities .....	26-29
2.7	Transportation of Student Athletes.....	29-31
2.8	Travel and Trip Arrangements.....	31-32
2.9	Coach's Responsibilities on Trips.....	32-33
2.10	Recognition of a Drug User .....	33-34
2.11	Athletic Supplements .....	34

### **3.0 Financial Policies Pursuant to Athletes**

3.1	Annual Budget .....	34
3.2	Stadium Tax .....	34
3.3	Internal Account (Appendix) .....	34-35
3.4	Requisition and Purchasing Procedures .....	35
3.5	Scouting .....	35
3.6	Telephone - Long Distance .....	35
3.7	Athletic Insurance .....	35-36

### **4.0 Student Information and Eligibility Requirements**

4.1	Student Rights .....	36
4.2	Student Responsibilities .....	36
4.3	Student Requirements Prior to Practice .....	36
4.4	Eligibility for Participation in Secondary School Extra-Curricular Activities .....	36-37

4.5	Termination of Participation During a Season .....	37
4.6	Dual Participation .....	37
4.7	Game Day Attendance .....	37
4.8	Suspension From School .....	37
4.9	Team Orientation .....	37-38
4.10	Amateur Status.....	38
4.11	Transfer Rules - State and County .....	38
4.12	Exceptions to the Residence Rule.....	38
4.13	College Entry Regulations .....	38
<b>5.0</b>	<b>Public Relations</b>	
5.1	The Value of Public Relations .....	39
5.2	School Representation .....	39
5.3	"Tools" for Public Relations .....	39-40
<b>6.0</b>	<b>Facility and Game Management</b>	
6.1	Facilities/Site/Game Management.....	40-44
<b>7.0</b>	<b>Equipment and Supplies Selections</b>	
7.1	Equipment and Supplies Selections .....	44-45
7.2	Care of Equipment .....	45-46
7.3	Inventory of Equipment .....	46
<b>8.0</b>	<b>Athletic Booster Club</b>	<b>46-47</b>
<b>9.0</b>	<b>Sportsmanship</b>	
9.1	General Recommendations.....	47
9.2	Responsibilities Regarding Sportsmanship .....	47-49
<b>10.0</b>	<b>Athletic Injuries</b>	
10.1	Medical Aspects and Safety .....	49-50
10.2	Accident/Injury Report Procedures .....	50-52
10.3	Procedures on Prevention and Care of Injury .....	52-55
10.4	Essential Items for a High School Trainer's Kit.....	55-56
<b>11.0</b>	<b>Sports Start/End Dates and Off-Season.....</b>	<b>56</b>
<b>12.0</b>	<b>Athletic Awards Program .....</b>	<b>56</b>
<b>13.0</b>	<b>Important Addresses.....</b>	<b>57</b>

## Appendix A

### I. Athletic Forms (Palm Beach County and FHSAA)

a. Academic Performance Contracts (FHSAA) .....	A1
b. Athletic Eligibility Packet.....	A2-7
1. Emergency Information	
2. Health Examination (Pre-Participation)	
3. Health Examination	
4. Residence/Consent	
5. Parent Information	
6. Athletic Insurance Information	
c. Coaching requirements checklist (For Teachers).....	A8
d. Coaching requirements (Non-Teachers).....	A9-15
1. Intent to Hire Letter	
2. In-System Non-Instructional Form	
3. Out-of-System Information	
e. Consent and Release Certificate (FHSAA).....	A16
f. Field-Trip Ticket (bus ticket).....	A17
g. Fund-raising Application.....	A18
h. Gender Equity.....	A19-21
i. Insurance Information.....	A22-28
j. Leaves/TDE.....	A29
k. Medical Consent.....	A30
l. Officials' Contract.....	A31-39
m. Physician's Release After Injury.....	A40
n. Pupil Progression Requirement and Classification.....	A41
o. Purchase Orders.....	A42-43
p. Sales Item Inventory Report.....	A44
q. Staff Development Sign in sheet.....	A45
r. Student Accident Report.....	A46
s. Supplemental Payroll Report.....	A47
t. Ticket Inventory.....	A48-50
u. Ticket Seller's Report.....	A51-52
v. Ticket Seller's Report (Master).....	A53-54
w. Trips (Athletic) Advance Expense Report.....	A55

### II. Sample Forms

a. Daily Practice Plan and Schedule.....	A56
b. Equipment Inventory .....	A57
c. Letter to Parents .....	A58
d. Monthly Injury Summary .....	A59
e. Training Room Treatment .....	A60

**Appendix B**

- I. County Policies
  - a. Advertising.....B1
  - b. Athletic Trainer's Contracts (How to Pay).....B2
  - c. Buildings/Facilities.....B3
  - d. Extracurricular Activities..... B4-5
  - e. Fund-raising.....B6-7
  - f. Guardianships..... B8
  - g. Physicals..... B9
  - h. Salesmen/Solicitors.....B10
- II. Purchasing Requirements and Information .....B11-18

**Appendix C**

- Coaching Supplements.....C1-3

**Appendix D**

- Field Court Diagrams.....D1-2

**Appendix E**

- Media Directory.....E1-7

**Appendix F**

- Directory of Resource Material.....F1

**Appendix G**

- County-approved Bus Companies.....G1

**Appendix H**

**Courses for 5-year Coaching Certificate**

- I. Coaching Theory Objectives.....H1-4
- II. Care and Prevention of Athletic Injuries Objectives.....H5-8
- III. Theory / Practice of Coaching Specific Sport Objectives..H9-13

**1.0 The Administration of Interscholastic Athletics**

**1.1 INTRODUCTION**

This Athletic Handbook has been prepared to serve as a guide and is not "all inclusive." (An annual review of policies and procedures may require the need to alter or expand the handbook.) The specific rules and regulations are consistent with the policies of the State, School Board of Palm Beach County, Florida High School Activities Association and the Conferences with which the schools of Palm Beach County are affiliated.

1.7 POLICY MAKING PROCEDURES

The ultimate policy making authority in this is the School Board of Palm Beach County and, as such, is responsible for all aspects of the public school program. The logical chain of command for initiating or changing policy as relates to the districts is as follows:

a. Individual School Coaching Staffs

Suggested policy changes or recommendations shall pass through the athletic director, who shall in turn submit all proposed policies or recommendations to the school principal for approval. These recommendations or policy changes are submitted to the secondary principal association for its approval.

b. Supervisory Staff

The County Athletic Program Planner shall be the liaison representative between the Secondary Principals and the County Administrative staff.

c. The County Administrative Staff shall review all policies initiated by the coaches, athletic directors, and principals prior to submission to the board.

Policy change may be initiated at any level of the County Athletic Organization.

~~1.8~~ PROGRAM SPECIALIST IN ATHLETICS: ← → \*

The County Athletic Specialist is directly responsible to the Director of Curriculum and Instruction and to the Associate Superintendent of Instruction for the monitoring of the County interscholastic athletic program. His or her duties shall encompass the following areas:

- a. Coordinate a program of staff development and certification for coaches, and athletic directors.
- b. Work cooperatively with the Department of Risk Management in selecting and administering a district insurance plan for interscholastic athletes.
- c. Work cooperatively with the Department of Maintenance in developing and scheduling a program of preventive maintenance for athletic facilities.
- d. Coordinate a program for selecting, training, and certifying officials for interscholastic athletics.
- e. Coordinate a district-wide plan for athletic physical examinations and emergency medical care at athletic events.
- f. Work cooperatively with the School Police Department to develop and implement a district-wide plan for athletic contest security.
- g. Work cooperatively with the Department of Transportation and principals to implement a safe and reliable transportation program for interscholastic athletics.
- h. Recommend proper safety equipment for athletics and cooperate with the Purchasing Department in bidding selected safety equipment.
- i. Meet with representatives of various agencies, organizations and governments to increase cooperation and support for athletic programs in the high schools.
- 2 j. Serve as the District liaison to the Palm Beach County Athletic Conference and the Florida High School Activities Association.
- k. Interpret and monitor the Athletic Eligibility Requirements for the District.



- l. Negotiate Athletic trainer service contracts.
- m. Organize monthly Athletic Director meetings.
- n. Attend all conference meetings.

1.9 PALM BEACH COUNTY MIDDLE SCHOOL ACTIVITIES ASSOCIATION CONSTITUTION AND BY LAWS

ARTICLE I

NAME

This Association shall be known as the Palm Beach County Middle School Activities Association.

ARTICLE II

AIM

The aim of this Association shall be to promote, direct and control all inter-scholastic activities, both athletic and non-athletic, of middle school students, within Palm Beach County; to enforce such regulations as may be necessary to assure that all such activities shall be part of and contribute toward the entire educational program of The School Board of Palm Beach County and the State of Florida; to make recommendations to further safeguard the physical, mental and moral welfare of middle school students and protect them from exploitation.

ARTICLE III

MEMBERSHIP

All middle schools and combination junior-senior high schools in Palm Beach County are eligible to be members of the Association. Each member school of this Association will comply with the regulations set forth in the By-laws and the School Board of Palm Beach County Policies.

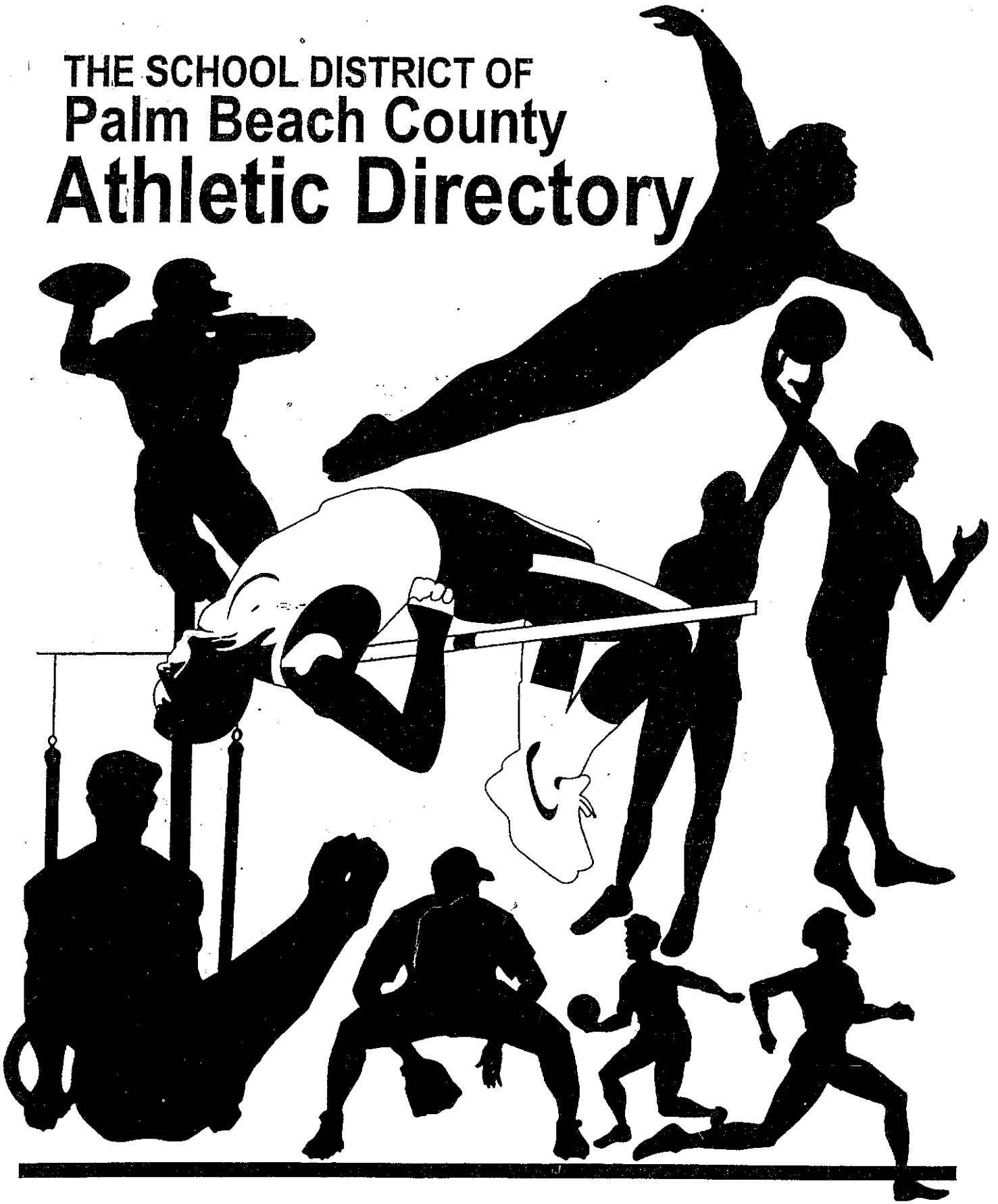
Schools that do not pay their fines within thirty days of the fine notice or 15 days of a decision of an appeal, will forfeit all athletic contests and not be permitted participation in Association sponsored activities or attend Association meetings. Appeals must be made in writing with 5 working days of the fine notification, and accompanied by \$25.00 fee to the Executive Director. If the appeal is granted, the \$25.00 fee will be refunded.

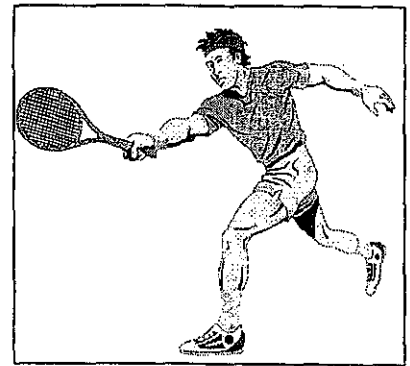
ARTICLE IV

DUES

Each member school is required to submit dues annually. The amount of dues to be paid shall be based upon the number of students in school at the close of the first attendance month of the current year. The dues shall be \$0.15 per student enrolled in Grades 6, 7, and 8. The minimum dues a school shall pay will be \$50.00. Dues are payable ten days after the end of the first month.

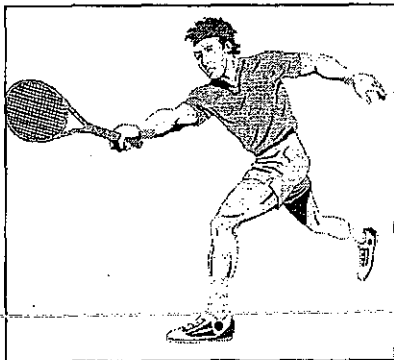
# THE SCHOOL DISTRICT OF Palm Beach County Athletic Directory





# ATHLETIC DIRECTORY

## 2001-2002



# **SCHOOL BOARD MEMBERS**

**AND**

## **ADMINISTRATION**

**Mr. Tom Lynch**

**Chairman**

**Ms. Paulette Burdick**

**Mrs. Jody Gleason**

**Mr. William G. Graham**

**Dr. Sandra Richmond**

**Debra Robinson, M.D.**

**Mrs. Susan Welchel**

**Arthur C. Johnson, Ph.D.**

**Superintendent**

**Joseph A. Orr, Ph.D.**

**Chief Academic Officer**

**Ana Meehan**

**Assistant Superintendent of Curriculum and Learning Support**

**Athletic Administration**

**Department of Secondary Education**

**Linda Cowart**

**Program Planner**

**434-7450**

**PX 4-7450**

**Yetta Greene**

**Assistant Principal**

**963-3872**

**PX 4-3872**

## ACKNOWLEDGEMENTS

Appreciation is extended to the following athletic directors in the Palm Beach County School System for their work and cooperation in the updating of this management booklet.

Palm Beach Gardens Community High School	Jay Rader
Palm Beach Lakes Community High School	Stacey Riendeau
Wellington High School	William Dupere
Department of Secondary Education	Linda Cowart Yetta Greene

## TABLE OF CONTENTS

### **1.0 The Administration of Interscholastic Athletics**

1.1	Introduction and Philosophy .....	4-5
1.2	Objectives of Participation .....	5-6
1.3	General Objectives of Interscholastic Program .....	6
1.4	General Policy .....	7
1.5	Athletic Administrator Code of Ethics .....	7-8
1.6	Administrative Organization .....	8-9
1.7	Policy Making Procedures .....	10
1.8	County Athletic Specialist Responsibilities .....	10-11
1.9	Palm Beach County Middle School Activities Association .....	11-17
1.10	Affiliations .....	18-19

### **2.0 Athletic Personnel**

2.1	Requirements For Coaching .....	19
2.2	Job Descriptions .....	19-25
2.3	Florida Athletic Coaches Association Code of Ethics .....	25
2.4	Discipline with Athletes .....	25-26
2.5	Professional Meetings .....	26
2.6	Coach's Relations, Techniques, Responsibilities .....	26-29
2.7	Transportation of Student Athletes .....	29-31
2.8	Travel and Trip Arrangements .....	31-32
2.9	Coach's Responsibilities on Trips .....	32-33
2.10	Recognition of a Drug User .....	33-34
2.11	Athletic Supplements .....	34

### **3.0 Financial Policies Pursuant to Athletes**

3.1	Annual Budget .....	34
3.2	Stadium Tax .....	34
3.3	Internal Account (Appendix) .....	34-35
3.4	Requisition and Purchasing Procedures .....	35
3.5	Scouting .....	35
3.6	Telephone - Long Distance .....	35
3.7	Athletic Insurance .....	35-36

### **4.0 Student Information and Eligibility Requirements**

4.1	Student Rights .....	36
4.2	Student Responsibilities .....	36
4.3	Student Requirements Prior to Practice .....	36
4.4	Eligibility for Participation in Secondary School Extra-Curricular Activities .....	36-37

4.5	Termination of Participation During a Season .....	37
4.6	Dual Participation .....	37
4.7	Game Day Attendance .....	37
4.8	Suspension From School .....	37
4.9	Team Orientation .....	37-38
4.10	Amateur Status .....	38
4.11	Transfer Rules - State and County .....	38
4.12	Exceptions to the Residence Rule .....	38
4.13	College Entry Regulations .....	38
<b>5.0</b>	<b>Public Relations</b>	
5.1	The Value of Public Relations .....	39
5.2	School Representation .....	39
5.3	"Tools" for Public Relations .....	39-40
<b>6.0</b>	<b>Facility and Game Management</b>	
6.1	Facilities/Site/Game Management .....	40-44
<b>7.0</b>	<b>Equipment and Supplies Selections</b>	
7.1	Equipment and Supplies Selections .....	44-45
7.2	Care of Equipment .....	45-46
7.3	Inventory of Equipment .....	46
<b>8.0</b>	<b>Athletic Booster Club</b>	<b>46-47</b>
<b>9.0</b>	<b>Sportsmanship</b>	
9.1	General Recommendations .....	47
9.2	Responsibilities Regarding Sportsmanship .....	47-49
<b>10.0</b>	<b>Athletic Injuries</b>	
10.1	Medical Aspects and Safety .....	49-50
10.2	Accident/Injury Report Procedures .....	50-52
10.3	Procedures on Prevention and Care of Injury .....	52-55
10.4	Essential Items for a High School Trainer's Kit .....	55-56
<b>11.0</b>	<b>Sports Start/End Dates and Off-Season.....</b>	<b>56</b>
<b>12.0</b>	<b>Athletic Awards Program .....</b>	<b>56</b>
<b>13.0</b>	<b>Important Addresses.....</b>	<b>57</b>

## Appendix A

- I. Athletic Forms (Palm Beach County and FHSAA)
  - a. Academic Performance Contracts (FHSAA) ..... A1
  - b. Athletic Eligibility Packet.....A2-7
    - 1. Emergency Information
    - 2. Health Examination (Pre-Participation)
    - 3. Health Examination
    - 4. Residence/Consent
    - 5. Parent Information
    - 6. Athletic Insurance Information
  - c. Coaching requirements checklist (For Teachers)..... A8
  - d. Coaching requirements (Non-Teachers).....A9-15
    - 1. Intent to Hire Letter
    - 2. In-System Non-Instructional Form
    - 3. Out-of-System Information
  - e. Consent and Release Certificate (FHSAA).....A16
  - f. Field-Trip Ticket (bus ticket).....A17
  - g. Fund-raising Application..... A18
  - h. Gender Equity..... A19-21
  - i. Insurance Information..... A22-28
  - j. Leaves/TDE.....A29
  - k. Medical Consent..... A30
  - l. Officials' Contract..... A31-39
  - m. Physician's Release After Injury.....A40
  - n. Pupil Progression Requirement and Classification..... A41
  - o. Purchase Orders..... A42-43
  - p. Sales Item Inventory Report..... A44
  - q. Staff Development Sign in sheet..... A45
  - r. Student Accident Report..... A46
  - s. Supplemental Payroll Report..... A47
  - t. Ticket Inventory.....A48-50
  - u. Ticket Seller's Report..... A51-52
  - v. Ticket Seller's Report (Master)..... A53-54
  - w. Trips (Athletic) Advance Expense Report..... A55
- II. Sample Forms
  - a. Daily Practice Plan and Schedule.....A56
  - b. Equipment Inventory ..... A57
  - c. Letter to Parents ..... A58
  - d. Monthly Injury Summary ..... A59
  - e. Training Room Treatment .....A60



## Appendix B

- I. County Policies
  - a. Advertising.....B1
  - b. Athletic Trainer's Contracts (How to Pay).....B2
  - c. Buildings/Facilities.....B3
  - d. Extracurricular Activities..... B4-5
  - e. Fund-raising.....B6-7
  - f. Guardianships..... B8
  - g. Physicals..... B9
  - h. Salesmen/Solicitors.....B10
- II. Purchasing Requirements and Information .....B11-18

## Appendix C

- Coaching Supplements.....C1-3

## Appendix D

- Field Court Diagrams.....D1-2

## Appendix E

- Media Directory.....E1-7

## Appendix F

- Directory of Resource Material.....F1

## Appendix G

- County-approved Bus Companies.....G1

## Appendix H

- Courses for 5-year Coaching Certificate**
- I. Coaching Theory Objectives.....H1-4
- II. Care and Prevention of Athletic Injuries Objectives.....H5-8
- III. Theory / Practice of Coaching Specific Sport Objectives..H9-13

## 1.0 The Administration of Interscholastic Athletics

### 1.1 INTRODUCTION

This Athletic Handbook has been prepared to serve as a guide and is not "all inclusive." (An annual review of policies and procedures may require the need to alter or expand the handbook.) The specific rules and regulations are consistent with the policies of the State, School Board of Palm Beach County, Florida High School Activities Association and the Conferences with which the schools of Palm Beach County are affiliated.

It is the purpose of an athletic program in schools to be educationally sound and consistent with the academic philosophy. Athletics is an excellent means of bringing together home, school and community, and must be considered an integral part of the school curriculum.

The interscholastic athletic program should provide opportunities to compete in athletic contests with other schools, aid the students in acquiring new friendships, further community spirit, and develop good sportsmanship.

## **PHILOSOPHY**

The Palm Beach County School District believes that a dynamic program of student activities is vital to the educational development of the students. Athletics help the player to achieve a higher standard of mental, moral, social and physical fitness. Through athletic competition, the player relates the rules of the game to the rules of life. At no time should the program place the total educational curriculum secondary in emphasis; the program should function as a part of the whole curriculum and should constantly strive for the development of a well-rounded individual, capable of taking his/her place in modern society.

The ultimate goals of the activities program are to realize the value of participation without overemphasizing the importance of winning or excelling, and to develop and improve positive citizenship traits among the program's participants.

### **1.2 OBJECTIVES OF PARTICIPATION**

1. To provide a positive image of school athletics at all levels of competition.
2. To strive always for playing excellence that will produce winning teams within the bounds of good sportsmanship and mental health of the student athlete.
3. To ensure growth and development that will raise the number of individual participants; that will give impetus to increasing attendance at each contest; that will build up gate receipts; and that will enable a program of continuing upkeep and improvement of facilities.
4. To provide opportunities that will allow the program to serve as a laboratory where students may cope with problems and handle situations similar to those encountered under conditions prevailing in the contemporary world. The laboratory should provide adequate and natural opportunities for:
  - a. Physical, mental and emotional growth and development.
  - b. Acquisition and development of special skills in activities of each student's choice.
  - c. Team play with the development of such commitments as loyalty, cooperation, fair play and other desirable social traits.
  - d. Directed leadership and supervision that stresses self-discipline, self-motivation, excellence, and the ideals of good sportsmanship that make for winning and losing graciously.
  - e. A focus of interests on activity programs for student body, faculty and community that will generate a feeling of unity.
  - f. Achievement of initial goals as set by the school in general and the student as an

- individual.
  - g. Provisions for worthy use of leisure time in later life, either as a participant or spectator.
  - h. Participation by the most skilled that will enable these individuals to expand possibilities for future vocational pursuits.
- 5. To provide a superior program of student activities that includes appropriate activities for every boy and girl.
- 6. To provide opportunities for a student to experience success in an activity he or she selects.
- 7. To provide sufficient activities to have an outlet for a wide variety of student interests and abilities.
- 8. To provide those student activities which offer the greatest benefits for the greatest number of students.
- 9. To create a desire to succeed and excel.
- 10. To provide worthy use of leisure time now and in the future.
- 11. To develop high ideals of fairness in all human relationships.
- 12. To practice self-discipline and emotional maturity in learning to make decisions under pressure.
- 13. To develop an understanding of the value of activities in a balanced educational process.

### **1.3 GENERAL OBJECTIVES OF THE INTERSCHOLASTIC PROGRAM**

- 1. To develop physical excellence and understanding of the value of competition in our society
  - a. Through recognition of outstanding performance.
  - b. By emphasizing the educational value of trying to win and learning to compete.
- 2. To develop good citizenship and respect for rules and authority by inculcating principles of justice, fair play, and good sportsmanship in students.
- 3. To promote and contribute to the goals of the total education program
  - a. Through the development of physical fitness and realization that a healthy body increases the probability of effective learning.
  - b. By providing a strong program that attracts student body interest.
- 4. To promote community interest and involvement in school athletics
  - a. By providing enjoyable experiences for participants and spectators.
  - b. By establishing rules and standards for athletics that reflect the behavior approved by the community.

## **1.4 GENERAL POLICY**

1. All phases of athletics should be expertly organized and conducted in accordance with the following basic principles:
  - a. Interscholastic athletic programs should be regarded as integral parts of the total educational program and should be so conducted that they are worthy of such regard.
  - b. Interscholastic programs should supplement rather than serve as substitutes for basic physical educational programs.
  - c. Athletic programs should be subject to the same administrative control as the total education program.
  - d. Athletic programs should be conducted by coaches certified in accordance with state and district guidelines.
  - e. The programs should be so conducted that the physical welfare and safety of the participants are protected and fostered.
  - f. Interscholastic athletic programs should be conducted in accordance with the letter and the spirit of the rules and regulations of appropriate conference, state and national athletic associations, as well as local codes of ethics and behavior.

## **1.5 CODE OF ETHICS - NATIONAL INTERSCHOLASTIC ATHLETIC ADMINISTRATORS ASSOCIATION**

### **The Interscholastic Athletic Administrator:**

1. Strives to develop and maintain a comprehensive athletic program which seeks the highest development of all participants, and which respects the individual dignity of every athlete.
2. Considers the well-being of the entire student body as fundamental in all decisions and actions.
3. Supports the principle of due process and protects the civil and human rights of all individuals.
4. Organizes, directs, and promotes an interscholastic athletic program that is in harmony with, and contributes to, the total school program.
5. Cooperates with the staff and school administration in establishing, implementing and supporting school policies.
6. Acts impartially in the execution of basic policies, and the enforcement of the conference or league, and state high school association rules and regulations.
7. Fulfills professional responsibilities with honesty and integrity, and upholds the honor of the profession in all relations with students, colleagues, coaches, administrators and the general public.
8. Avoids using the position for personal gain or influence.
9. Seeks to improve the professional status and effectiveness through participation in local, state and national in-service programs.

10. Is committed to high standards of ethics, sportsmanship and personal conduct on the part of the administrator, members of the coaching staff, and the athletes representing their school.

## **1.6 ADMINISTRATIVE ORGANIZATION**

### **I. Chain of Command**

#### **A. Board of Education**

The Board of Education, responsible to the people, is the ruling agency for the Palm Beach County School District. It is responsible for interpreting the needs of the community and requirements to the professional organization. Additional responsibilities include: 1) developing policies in accordance with state statutes and mandates in accordance with the educational needs and wishes of the people; 2) approving means by which professional staff may make these policies effective; and 3) evaluating the interscholastic athletic program in terms of its value to the community.

#### **B. Superintendent of Schools**

The superintendent is responsible to administer the schools according to adopted policies of the Board of Education, rules and regulations of the State Department of Education, and in accordance with state school code. It is his/her duty to establish a definite school athletic policy and to have an understanding of that policy. The superintendent shall represent the school district as its chief executive officer and its foremost professional educator in dealings with other school systems, social institutions and businesses.

#### **C. High School Principal**

The principal is the official representative of the school and is directly responsible for the general attitude of the student body and the conduct of the athletic affairs by the athletic director and the coach. The school principal selects the official school representative in matters dealing with the Florida High School Activities Association and conference affiliations. The principal is solely responsible for any official action taken by his/her school.

#### **D. Athletic Director**

The athletic director is directly responsible to the principal. The primary responsibility of the athletic director is the administration and supervision of the interscholastic athletic program in his/her assigned school. The athletic director's duties will be those described in his/her job description and any others as designated. He/she will provide the leadership necessary for the day-to-day operation of the athletic department.

#### **E. Head Coaches**

All head coaches shall be responsible to the athletic director for the total operation of their respective sports programs. Head coaches shall act as official representatives of the school as they carry out their interscholastic athletic responsibilities. Head coaches will be responsible for the normal duties required of interscholastic competition, those duties described in the coaches' job description, and/or any duties delegated by the athletic director.

## **II. Definition of the Administrative Chain**

### **A. Superintendent of Schools**

1. Is ultimately responsible for all phases of the public school program.
2. Delegates his/her power of administration of the interscholastic athletic program through the high school principal to the athletic directors.

### **B. High school principal**

1. Is responsible for all activities affecting students in his/her building.
2. Is closely involved with the operation of the athletic program.
3. Coordinates the athletic program with other school activities.
4. Selects the official school representative in matters dealing with the FHSAA.

### **C. Athletic Director**

1. Directs the overall operation of the athletic program.
2. Supervise and evaluates the athletic program and the athletic staff.
3. Participates in budget preparation for the athletic program.

### **D. Coaches**

1. Represent the school in interscholastic activities.
2. Conduct their work within the framework of the policy and procedure of the School, District, Conference and State.
3. Strictly enforce eligibility rules.
4. Determine team selections fairly.
5. Consider athletics as part of the total educational program, encouraging athletes to work to their maximum ability in academics as well as in sports.
6. Exhibit proper and exemplary behavior at all times.
7. Implement the Code of Conduct for student athletes.
8. Are entirely responsible for the guidance of students in their charge.

### **E. Line of Authority**

1. School Board
2. Superintendent of schools
3. High school principal
4. Athletic director
5. Head coach
6. Assistant coach

## 1.7 POLICY MAKING PROCEDURES

The ultimate policy making authority in this is the School Board of Palm Beach County and, as such, is responsible for all aspects of the public school program. The logical chain of command for initiating or changing policy as relates to the districts is as follows:

a. Individual School Coaching Staffs

Suggested policy changes or recommendations shall pass through the athletic director, who shall in turn submit all proposed policies or recommendations to the school principal for approval. These recommendations or policy changes are submitted to the secondary principal association for its approval.

b. Supervisory Staff

The County Athletic Program Planner shall be the liaison representative between the Secondary Principals and the County Administrative staff.

c. The County Administrative Staff shall review all policies initiated by the coaches, athletic directors, and principals prior to submission to the board.

Policy change may be initiated at any level of the County Athletic Organization.

## 1.8 PROGRAM SPECIALIST IN ATHLETICS:

The County Athletic Specialist is directly responsible to the Director of Curriculum and Instruction and to the Associate Superintendent of Instruction for the monitoring of the County interscholastic athletic program. His or her duties shall encompass the following areas:

- a. Coordinate a program of staff development and certification for coaches, and athletic directors.
- b. Work cooperatively with the Department of Risk Management in selecting and administering a district insurance plan for interscholastic athletes.
- c. Work cooperatively with the Department of Maintenance in developing and scheduling a program of preventive maintenance for athletic facilities.
- d. Coordinate a program for selecting, training, and certifying officials for interscholastic athletics.
- e. Coordinate a district-wide plan for athletic physical examinations and emergency medical care at athletic events.
- f. Work cooperatively with the School Police Department to develop and implement a district-wide plan for athletic contest security.
- g. Work cooperatively with the Department of Transportation and principals to implement a safe and reliable transportation program for interscholastic athletics.
- h. Recommend proper safety equipment for athletics and cooperate with the Purchasing Department in bidding selected safety equipment.
- i. Meet with representatives of various agencies, organizations and governments to increase cooperation and support for athletic programs in the high schools.
- j. Serve as the District liaison to the Palm Beach County Athletic Conference and the Florida High School Activities Association.
- k. Interpret and monitor the Athletic Eligibility Requirements for the District.

- I. Negotiate Athletic trainer service contracts.
- m. Organize monthly Athletic Director meetings.
- n. Attend all conference meetings.

**1.9 PALM BEACH COUNTY MIDDLE SCHOOL ACTIVITIES ASSOCIATION CONSTITUTION AND BY LAWS**

**ARTICLE I**

**NAME**

This Association shall be known as the Palm Beach County Middle School Activities Association.

**ARTICLE II**

**AIM**

The aim of this Association shall be to promote, direct and control all inter-scholastic activities, both athletic and non-athletic, of middle school students, within Palm Beach County; to enforce such regulations as may be necessary to assure that all such activities shall be part of and contribute toward the entire educational program of The School Board of Palm Beach County and the State of Florida; to make recommendations to further safeguard the physical, mental and moral welfare of middle school students and protect them from exploitation.

**ARTICLE III**

**MEMBERSHIP**

All middle schools and combination junior-senior high schools in Palm Beach County are eligible to be members of the Association. Each member school of this Association will comply with the regulations set forth in the By-laws and the School Board of Palm Beach County Policies.

Schools that do not pay their fines within thirty days of the fine notice or 15 days of a decision of an appeal, will forfeit all athletic contests and not be permitted participation in Association sponsored activities or attend Association meetings. Appeals must be made in writing with 5 working days of the fine notification, and accompanied by \$25.00 fee to the Executive Director. If the appeal is granted, the \$25.00 fee will be refunded.

**ARTICLE IV**

**DUES**

Each member school is required to submit dues annually. The amount of dues to be paid shall be based upon the number of students in school at the close of the first attendance month of the current year. The dues shall be \$0.15 per student enrolled in Grades 6, 7, and 8. The minimum dues a school shall pay will be \$50.00. Dues are payable ten days after the end of the first month.



Schools which have not paid dues on or before October 31 will pay a late fee of \$10.00 for each month or portion of a month delinquent from that date. Schools delinquent past January 1 will not participate in Association activities until dues are paid.

## ARTICLE V

### MEETING AND QUORUM

The Association will hold three regular meetings a year during (1) last week in August or the first week of September, (2) first week in December, (3) second or third week in May. Special meetings may be called by the President on notification of all members as to time, place and purpose. A quorum must be present before any business may be conducted. A majority of member schools will constitute a quorum.

A fine of \$25.00 will be assessed each school that is not represented at each organizational sports meeting in which they have entered in the fall meeting of the Association.

The Executive Director will be empowered to call special meetings of coaches or athletic directors, with (5) days minimum notice. A \$25.00 fine will be levied if the coach or athletic director fail to attend.

## ARTICLE VI

### OFFICERS AND ELECTIONS

Insomuch as voting powers are vested in the school principals, the President, Vice-President, and Treasurer will be school principals. All officers will be members of the Executive Committee. A nominating committee will be named annually at the December meeting and approved by the Association.

1. President: The President shall be elected annually at the May meeting of the Association. He/she shall call and preside over all meetings of the Association.
2. Vice-President: The Vice-President shall be elected annually at the May meeting of the Association. The Vice-President shall act as President in the absence of the President, or in case of the President's incapacity to perform his duty.
4. Treasurer: The treasurer shall be elected annually at the May meeting of the Association. Duties shall be determined by the needs of the Association.
5. Executive Committee: The Executive Committee shall consist of the President, Immediate Past President, Vice-President, and Treasurer of the Association plus the Executive Director. The current Middle Schools Principal's Association President will be an ex-officio member of the Executive Committee.
6. Executive Director: An Executive Director shall be appointed annually by the Executive Committee, subject to the approval of the Superintendent of Public Instruction. The salary of the Executive Director shall be included in the official salary schedule of the Palm Beach County School system. The duties of the Executive Director are:

- a. To manage and direct the affairs of the Association.
- b. To receive all funds of the Association; to disburse all funds within the budget fixed by the Executive Committee, to keep an accurate record of all funds received and disbursed; and to make such reports as may be required by the Executive Committee.
- c. To prepare and issue to members necessary forms and other supplies.
- d. To receive and check all reports for members.
- e. To pass upon eligibility of all students whose activities fall within the scope of the authority of the Association.
- f. To investigate all alleged violations of the rules of this Association which comes to his attention and assess penalties for violations.
- g. To call upon the officers and members of the Executive Committee to perform such duties as may be necessary and expedient.
- h. To call upon the Executive Committee for advise and assistance.
- i. To keep a record of all meetings of this association and the Executive Committee, and all correspondence of this Association.
- j. To review all controversies between members and render decisions, subject to approval of the Executive Committee in case of appeal.

## **ARTICLE VII**

### VOTING

Each school shall be entitled to one vote in the Association. This vote shall be vested in the principal of the participating school. In the absence of the principal, proxy voting may be used provided the proxy is submitted to the Executive Director in writing prior to the meeting.

## **ARTICLE VIII**

### AMENDMENTS

The By-laws may be amended by a two-third vote approval by members and approval of the Superintendent of Public Instruction. Amendments may be made at any of the three general meetings and voted on at the next regular scheduled meeting.

## ARTICLE IX

### CONTRACTS

Contracts are **required** for all interscholastic athletic contests between schools whose principals are members of this Association. The principal shall sign all contracts for interscholastic competition and shall be responsible for compliance with contracts signed by him or his predecessor.

To be valid the contracts shall be executed upon the regular Association forms. These forms shall be furnished by the Executive Director. A contract may be canceled by the mutual consent of the parties to the contract. In case of failure of the parties to reach agreement concerning cancellation, the matter shall be referred to the Executive Director in case of appeal, this decision shall be final, and the provisions of the decree shall be carried out by the parties to the contract.

No contract may be entered into by member principals which purports to bind them for interscholastic competition longer than the current school year for which the contract is signed.

Details of contracts must be specific. Starting times, dates and sites should be specified. Indefinite terms, such as "corresponding dates" are not binding on either party.

All athletic contest contracts must be sent and returned to the sender one calendar week before the season is to begin. Failure to meet these deadlines will result in a \$25.00 fine per home game contract.

If a school fails to honor a contract, the Executive Director is empowered to fine the school \$50.00. The fine money will be given to the school that was awarded the forfeit by the Association.

## ARTICLE X

### ELIGIBILITY OF STUDENTS

The limit of opportunity for eligibility for each student shall be three consecutive years from the time he/she first enters the 6th grade, unless an undue hardship has occurred during this eligibility. In such cases the Executive Director shall have the authority to set aside the effects of the rule with the exception of the age limit. Each student deemed to be eligible must have their name submitted to the Association on the Master Eligibility List prior to their participation in any competition. The Master Eligibility lists are to be submitted by each school to the Executive Director prior to the beginning of the season.

Any student that successfully passes the fifth grade will be considered to be eligible for the 1st 9 weeks of their Sixth grade year. Any student that has been administratively placed will be considered to be ineligible for the 1st 9 weeks of their placement year.

Failure in more than one (1) subject during a given 9 week grading period shall cause a student to be ineligible for practice and competition the following 9 week grading period. In addition, a student must maintain a specified grade point average of 2.0 as well as a conduct average of 2.0

for the previous 9 week period to be eligible. Grades earned in summer school will be calculated to determine the courses passed during the previous term. Grades for courses taken in summer school will be calculated with grades for the last marking period of the previous year to determine GPA.

A period of seven (7) calendar days beyond the last day of the system marking period is provided to determine academic eligibility during the current school year.

An athlete who changes school cannot participate in any athletic contest at the new school until the student/athlete has been in attendance five school days. The athlete will remain ineligible until all records have been transferred to and received by the new school. The new school is responsible for checking all eligibility before the student is permitted to participate.

Any student who practices with, or participates under game conditions with any junior varsity or varsity team of a senior high school will be declared ineligible for further competition in that sport at the middle school level until the following school year.

Each name which appears on a game eligibility list or in a scorebook, must correspond to the student's name as it appears on the Master Eligibility list. It is necessary to put down both given names for a student, nicknames cannot be accepted.

To be eligible to compete in the play-offs and championship a student athlete must have been eligible to compete in 50% of their schools regular season contests and their name must appear on the Master Eligibility List for that sport.

Prior to any participation all athletes must:

1. Submit a birth certificate, or a certified copy of a birth record from the Bureau of Vital Statistics. Students who have attained the age of 15 prior to September 1 of the current school year shall be ineligible for participation in any interscholastic sports at the middle school level.
2. Be examined by a qualified physician and passed for competition. This physical must be administered after June 1st of each year to be valid for the upcoming school term.
3. Be covered by school-approved insurance or the equivalent.
4. Have written permission from parents before they can practice or participate in any sport. This must be accomplished with the notarized Parental/Student Approval for Student Participation in Sports form completion.

Also refer to New Administrative Directive D 5.60, New 8/16/78 last Revised 6/15/92.

Schools that are found to have ineligible student participating or whose name appears on a Master Eligibility sheet for their team, will be fined \$25.00 per ineligible student, payable to the Association and forfeit all games in which the ineligible student was a member of a team. Forfeits because of an ineligible student shall not result in a fine paid to the opposing teams that are awarded forfeits. Students names not appearing on the Master Eligibility sheet or a supplement are ineligible to compete

## ARTICLE XI

### ACTIVITY REGULATIONS

By-laws and regulations adopted by this Association are to be binding upon all members. All activities shall be conducted in accordance with adopted policies of The School Board of Palm Beach County and the Palm Beach County Middle School Activities Association. A body of regulations for each activity is to be provided in this section.

#### 1. Officials

- a. Registered officials shall be determined by and used in any game between schools of this Association.
- b. The timekeeper of the game shall be a member of a school faculty, and the scorebook shall be under the supervision of an adult or a qualified high school student. Any exception to this rule must be agreed upon by the coaches involved prior to the contest. The officials have the authority to designate the official scorers and timers regardless of the home team.
- c. When two (2) schools get together for a game, officials present or not, it shall be deemed a legal contest. With the result counting towards the final standings.

#### 2. Practice Sessions

- a. All practice sessions are to last a maximum of two hours. The time will be registered from the time the first player arrives on the field or court and until the last player leaves.
- b. Except in the case of a meeting for orientation and organization that may be held prior to the first scheduled practice date, personnel of a school may not assemble informally or otherwise prior to the first scheduled practice date. In addition, practice cannot be held on Saturdays, Sundays or during legal holidays. Practice may only be held on regular school instructional days. With the exception of baseball and softball which may practice on the Pre-School Planning Days.
- c. When athletic facilities are not available to a school, written request must be presented to the Association for approval of special practice times, etc. If the players meet at a city park or otherwise in an informal manner and a school coach is present, this meeting is a practice.

#### 3. Awards

Member schools will be permitted to present awards to the members of each athletic team for participation in inter-school athletic contests. Suitable awards, or none at all, may be given at the discretion of the principal of each school.

Trophies will be presented by the Association in all sports as determined by the Executive Director.

#### 4. Schedules

- a. The number of contests for each sport sponsored by this Association will be:  
minimum - 6 maximum - 14 Plus Play-offs and Championship  
The exact number of games will be determined by the Executive Director.
- b.-Schools may only participate in games or contests scheduled and approved by the Executive Director and the Association.
- c. The Executive Director will poll in the fall and winter meetings, the schools that will participate in the appropriate sports. Master schedules for each season will be drawn up at the appropriate time by the Executive Director.
- e. The visiting team will be allowed a 30 minute grace period for all Athletic contests in the case of emergencies before a forfeit is awarded. The visiting team will be allowed to properly warm-up prior to the beginning of the contest to aid in injury prevention. The home team is expected to be prepared to start the contest at the time designated on the contract.
- f. Scrimmages before, during, or after the season between school are prohibited.

#### 5. Protest Procedures

Any protest concerning game rules or interpretations of such cannot be placed. Only protests that deal with eligibility or interpretation of Association regulations are allowed. Any protest must be submitted in writing to the Executive Director. It must be accompanied by a check for \$25.00 payable to the Association.-If the protest is denied, the protesting school will forfeit the \$25.00. All protests are under the statute of limitations which permits protests only during the current school year.

#### 6. Admission to Athletic Contests

The maximum admission for all athletic contests will be as follows:

Students.....\$1.00, including stadium tax Adults.....\$2.00, including stadium tax

#### 7. Intramural Activities

This Association encourages the development of a broad intramural activity program in each middle school. The aim of this program is to provide all boy and girls with a variety of activities.

1. Eligibility for these activities is granted to all boys and girls regardless of academic achievement. The following are general restrictions for participation:

- a. Any student currently a member of an interschoiastic sports activity shall be ineligible for participation in that intramural sport.

b. Any student who has received a letter award for participation in a sport shall be ineligible for participation that intramural sport.

c. A participant who receives an injury in intramural competition sufficient to require the attention of a doctor must have written permission from the doctor who attended him/her before being allowed to participate further in an intramural.

d. Any student not enrolled in physical education shall be ineligible for participation in any vigorous sports activity, unless a written permission from a doctor is provided.

e. Poor conduct or deliberate violation of the rules on the part of an individual or team should carry with it strict disciplinary action to the party involved.

#### 8. Awards

Awards shall be used only if the situation demands them. If they are given, they should be simple in nature (certificates, ribbons, badges) given at the time the "contest" is conducted.

#### 9. Health Regulations

Health examinations should be required of all participants of intramural sports activities. However, any student enrolled in physical education shall be eligible for participation in the program.

### ARTICLE XIII

"Robert's Rule of Order, Revised" shall prevail at all meetings of this Association insofar as they are applicable and insofar as they are not inconsistent with this Constitution and By-laws.

**Revised December 1995**

#### XI. **STATE REGULATIONS**

- A. All middle schools may join or maintain membership in the Florida High School Activities Association Incorporated by following the procedures outlined in Article 3, Section 3, Paragraph 1, in the Florida High School Activities Association By-laws.
- B. All middle schools abide by the junior high school eligibility requirements stipulated in the Florida High School Activities Association By-laws as stated in Article 19, Section 13, Paragraphs 1 through 7.
- C. All eligibility requirements of the Florida High School Activities Association pertaining to middle/junior high schools as listed in Article 19, Section 13, Paragraphs 1 through 7 shall be in effect for extracurricular activities except that the minimum grade point average (g.p.a.) shall be as noted below:
  - 1. Effective 1990-91 - 2.0
  - 2. The g.p.a. requirements for the previous marking period are effective for all activities beginning on the first school day of the new marking period.

## Palm Beach County Athletic Conference

### Athletic Directors Organizations

1. FIAAA
2. FACA
3. NIAAA

### Coaches Organizations

1. FACA
2. Natl. Coaches Association

## 2.0 ATHLETIC PERSONNEL

### 2.1 REQUIREMENTS FOR COACHING

#### A. State

Chapter 86-156, Laws of Florida, requires that anyone who is employed as athletic coach must hold a valid professional, temporary, part time, or substitute teaching certificate.

#### B. Palm Beach County - Out of System Coaches

1. Complete certification for part time 2 year temporary coaching certificate.
2. Complete fingerprint requirements as stipulated for employment.
3. Present evidence of a high school diploma or state certificate of equivalency based on an education development test approved by the State Board of Education.
4. Complete Palm Beach County inservice education component for coaches (ASEP Coaching Course, CPR , First Aid , and the Bloodborne Pathogen Course.
5. Complete the conversion of 2 year temporary certificate to a 5 year certificate by completing 3 required courses ( see appendix ).

#### C. Palm Beach County – In System Coaches

1. Complete American Sports Education Program Coaching Course and receive a passing test score within six months of course completion.
2. Complete CPR yearly and First Aid every three years.
3. Complete Bloodborne Pathogens Course yearly.

#### D. Florida High School Activities Association. Inc.

See FHSAA Handbook

## 2.2 JOB DESCRIPTIONS

### A. Athletic Director

#### 1. General

The Athletic Director is responsible for the development and implementation of an appropriate and effective athletic program within the school. The Athletic Director must be directly responsible to the principal in carrying out the responsibilities of the administration and supervising the program. Policies and regulations dealing with the athletic program must be determined by the Athletic Director and Principal and not be in conflict with Palm Beach County, the FHSAA, or the Palm Beach County Athletic



Conference. The Athletic Director must plan, adjust and administer a program that is in harmony with the total school program, and that will promote good relations among the faculty and student body.

The Athletic Director must provide for overall leadership and coordination among the various sports to facilitate programs that provide youngsters worthwhile learning experiences.

## 2. Specific Duties and Responsibilities

- a. To assist the principal in the selection, supervision, and evaluation of all coaches.
- b. To be familiar with the School Board Regulations, the FHSAA By-Laws, and the Palm Beach County Athletic Conference Constitution and By-Laws, and to assist the principal in enforcement of same.
- c. To keep coaches informed concerning important information in FHSAA and Palm Beach County Athletic Conference bulletins, etc.
- d. To assist the principal in formulating all athletic policies and procedures.
- e. To keep the principal well-informed in regard to all phases of the athletic program.
- f. To recommend to the principal expenditures of all funds. The Athletic Director will approve all purchases and write requisitions for payment of same.
- g. To approve all schedules and handle all game contracts, assuring that all conditions are met. This includes the payment and collection of all game guarantees.
- h. To make arrangements for the handling of all FHSAA eligibility requirements.
- i. To assist all head coaches with the following:
  1. Preparing season schedules.
  2. Selecting, purchasing, maintaining, and keeping an inventory of uniforms and equipment.
  3. Providing and maintaining practice and game facilities.
  4. Processing prospective athletes (birth certificates, physical exams, parent permission forms, etc.)
  5. Arranging team transportation. Making travel arrangements (meals, motels, finances, etc.)
  6. Planning and organizing individual sports banquets or picnics.
  7. Assisting any coach with any problem of an athletic nature.
- j. To handle or see that the following game arrangements are made or provided as necessary:

1. Game officials
  2. Preparation of facilities
  3. Complimentary tickets and passes
  4. Gate personnel
  5. Custodians
  6. Doctors
  7. Press box personnel
  8. Crowd control
- 
- k. To maintain good coach, faculty, student and public relations.
  - l. To coordinate the use of facilities with all sports.
  - m. To establish agenda and chair all coaches' meetings.
  - n. To coordinate the athletic awards system, helping to select and order all team and individual awards.
  - o. To work with the principal in all radio, television and other media contacts.
  - p. To coordinate the use of the school's athletic facilities with the community school coordinator.
  - q. To coordinate a calendar of events with Activities Director and Community School Coordinator.
  - r. To be responsible and provide for upkeep of facilities.
  - s. To work closely with the News Media regarding all phases of the program.
  - t. To provide security for contests where necessary
  - u. To disseminate necessary information and materials to visiting schools.
  - v. To oversee athletic insurance program.
  - w. To attend all regular and called conference meetings and all other meetings relating to athletics where the school is involved.
  - x. To report negligence and inefficiencies of coaches to Principal.
  - aa. To work cooperatively with outside agencies to procure facilities not available at school.
  - bb. To arrange for custodians' services regarding athletic facilities and activities.
  - cc. To interpret Board Policy to the extent necessary to provide guidance for the schools and coaches under his jurisdiction.
  - dd. To resolve conflicts that may develop from time to time within the ranks of the Athletic Dept.

- ee. To seek and find ways for supporting and financing the athletic program.
- ff. To act as tournament manager for conference and tournament play-off activities that are assigned to the school.
- gg. To perform other duties concerning the athletic program as necessary and as requested by the principal.

B. Assistant Athletic Director

Assist the Athletic Director in all phases of the program.

\*Specific duties vary in each school.

C. The Head Coach

The coach is the individual most responsible in the conduct of the program. The coach's influence on the student is almost limitless: Knowing this responsibility the coach should:

- a. Make your work an integral part of the school
- b. Remember that you are a teacher first and a coach second and conduct your duties accordingly
- c. Instill the importance of good citizenship and moral values
- d. Be fair, be sincere
- e. Develop pride - it's more than a word, it will win for you
- f. Be on time. Set deadlines, stick to them.
- g. The physical well-being of your athletes should have uppermost consideration.
- h. Win by the rules. Develop well-conditioned, disciplined, well-mannered athletes.
- i. USE NO PROFANITY - ALLOW NO PROFANITY. Avoid sarcasm.
- j. Cooperate with your administrators and fellow teachers. Their support may come in handy sometime. Support all school activities. The administration expects a maximum of give-and-take between all individuals associated with the program. Coaches must work hand in hand with the director, the principal, and other members of the staff. Limited budgets, expanded sports program schedules and heavy demands on overtaxed facilities make cooperation a must.
- k. Encourage your athletes to participate in other sports.
- l. Coordinate the use of the school's athletic facilities with the Athletic Director and the Assistant Principal for Community Education.
- m. Coordinate calendar of events with the Athletic Director, Activities Director, and the Assistant Principal for Community Education.
- n. Be well-groomed. Dress up - not down. Take pride in yourself!

1. General duties and responsibilities

- a. All coaches are personally in charge of and responsible for all members of their team and the enforcement of school rules at all practices and games.

- b. All coaches are personally responsible for locker-room supervision. Coaches should be the last to leave and lock up.
- c. All coaches are responsible for the care of equipment used by team members.
- d. Absolutely no athletes are allowed in the weight room unless accompanied by authorized supervision.
- e. At no time shall anyone except a head coach or assistant coach be in charge of practice.
- f. Parents should be notified by the coach if an athlete is dismissed or suspended from a team.
- g. When traveling by bus, the coach will ride the bus and assume responsibility for the team's conduct.
- h. No coach will try to discourage any athlete from participating in a sport to concentrate on another.
- i. Coaches should develop a good rapport with the custodial staff and cafeteria personnel.

2. Specific duties and responsibilities:

- a. Assign duties to assistant coaches.
- b. Know the FHSAA rules and regulations pertaining to the sport and also, rules of the Palm Beach County Athletic Conference, School Board of Palm Beach County, their assigned School and the Athletic Department.
- c. Submit team rosters to the athletic office and check closely on eligibility of athletes. Know the deadline for mailing tournament lists and submit to athletic office one week in advance.
- d. Keep personal data and equipment records on team members. Personal data includes physical, insurance, residence, etc.
- e. Obtain permission from Athletic Director for expenditure of any monies.
- f. Keep statistics and records during the season.
- g. Turn in game receipts to bookkeeper immediately following contest. This applies to other money sources as well (donations, concessions, project sales).
- h. Apply discipline in a firm and positive manner. Consult with Athletic Director as necessary.
- i. Have understanding knowledge of rules and rule changes in the sport and convey same to athletes. Keep abreast of new knowledge, innovative ideas and techniques of the sport.
- j. Attend clinics as time and finances permit.
- k. Attend JV/Freshman games for the sport.
- l. Establish communications with parents regarding the sport.
- m. Conduct money-raising projects as necessary to assist in the financing of the sport.
- n. Consult with Athletic Director or Assistant Athletic Director regarding payment of officials, announcers, scorers, scoreboard operators as necessary. Arrange for visiting team courtesies.
- o. Work with Athletic Director on season schedules, purchase and care of equipment, arranging for transportation, travel arrangements (motel, meals, etc.). Supply information to Athletic Director for all awards.
- p. Establish reasonable training rules necessary for the particular sport. Inform the athletes, the Athletic Director and maintain consistency..
- q. Notify teachers of athletes missing class well in advance in accordance with school policy.
- r. Provide for the safety and treatment of athletes. Work with the school athletic trainer and notify the Athletic Director of any injuries. Fill out all accident reports and insurance forms and file

in the Athletic Office.

D. Assistant Coaches

The assistant coach will assume responsibilities and duties assigned by the head coach in their sport. If the assistant coach is coaching a JV/Freshman team, he will assume the same responsibilities that apply to a head coach as the sport may dictate. The Assistant Coach must have the knowledge to instruct athletes in individual and team fundamentals, strategy and physical training necessary for them to realize a degree of individual and team success.

Responsibilities:

1. Has a thorough knowledge of Athletic Policy and is responsible for its implementation.
2. Has knowledge of the existing district, state and conference regulations; implements same consistently.
3. Understands the proper administrative line of command and refers all student and parent requests or grievances through proper channels. Is aware of all public/staff/departmental meetings that require attendance.
4. Maintains discipline and works to increase morale and cooperation within the school sports program.
5. Provides training rules and any other unique regulations of the sport to each athlete who is considered a participant.
6. Provides assistance and guidance to and safeguards for each participant at all practices, games and while traveling.
7. Directs student managers and statisticians on respective teams.
8. Instructs team members as to changes in the rules and teaches fundamentals of sport as outlined by the Head Coach.
9. Works within the basic framework and philosophy of the Head Coach of that sport.
10. Attends all staff meetings and carries out scouting assignments as outlined by the Head Coach.
11. Arrives early enough before practice, contests and meetings to prepare adequately and remains long enough afterwards to help players with problems or to become involved in staff discussions.
12. Helps in the planning and implementation of both in-season and out-of-season conditioning and weight programs.
13. Always supports the Head Coach and Staff. Disagreements should be handled privately.
14. Strives to improve skills by attending clinics and using resources made available by the Head Coach.
15. Performs such other duties that are consistent with the nature of the position and that may be requested by the Head Coach.

F. Cheerleader Coach

When cheerleaders are under the direction of the athletic department, the cheerleading coach will follow all procedures as outlined in this and the FHSAA handbooks.

G. Other coaches:

1. Out of System Coach  
See Appendix

2. Volunteer Coach

The regular coach with the consent of the Athletic Director may use as assistants, people who are of good moral character, provided such assistance is unremunerated. Such assistants are not to have any official authority or control over the team. They must be approved by the Principal, and their assistance must be given under the direction of the regular coach or athletic director, who shall be present and in charge of the team at all practice periods and games. The Athletic Director will notify the Principal of all volunteer coaches.

H. Athletic Trainer

It is desirable to have a National Certified trainer at each school. This service may be contracted out to athletic institutes in the county with National Certified trainers on their staff. The contract cannot exceed the amount of money generated for this purpose. The trainer is directly responsible to the athletic director for the performance of his or her duties.

2.3 FLORIDA ATHLETIC COACHES ASSOCIATION CODE OF ETHICS

AS A PROFESSIONAL EDUCATOR AND COACH I WILL:

Exemplify the highest moral character, behavior and leadership.

Respect the integrity and personality of the individual athlete.

Abide by the rules of the game in letter and in spirit.

Demonstrate a mastery of and continuing interest in coaching principles and techniques through professional improvement.

Encourage respect for all athletics and their values.  
Display modesty in victory and graciousness in defeat.

Promote ethical relationships among coaches.

Fulfill responsibilities to provide health services and an environment free of safety hazards.  
Encourage the highest standards of conduct and scholastic achievement among all athletes.  
Seek to inculcate good health habits, including the establishment of sound training rules.  
Strive to develop in each athlete the qualities of leadership, initiative, and good judgment.

2.4 DISCIPLINE WITH ATHLETES

An Athletic Code serves as a guide for making clear what the rules and attitudes will be. A school board recognizes this and assumes that coaches are enforcing a code both in spirit and in fact. Observation reinforces the view that those coaches who use the code have the best discipline and usually the best teams. It is the responsibility of the coach to develop a code of conduct for his/her specific program. This code of conduct must fall within the guidelines of the general athletic department.

The position of coach may provide one of the greatest opportunities to understand the need for discipline that a student may encounter in the total educational experience. Tryout procedures, attendance regulations and game tactics, as well as rule violations will reflect disciplinary abilities and

greatly determine effectiveness as a coach. It is the weak coach who is the athlete's "buddy" instead of his/her teacher, and leaves the discipline to others or neglects it entirely.

The head coach is usually the judge of what shall be done when rules are violated, but the Principal and Athletic Director should be kept informed when any serious violation occurs. Some standard guidelines might help to be more consistent when major infractions do occur:

1. Coaches want to be firm, but to ensure that justice prevails.
2. Coaches are concerned first with what is best for all athletes and second with what is best for the individual.
3. Suspension is usually the best device where major discipline is needed because it is felt most strongly by the athlete and makes clear that the team will do without him or her if he or she does not live up to standards set.
  - it is here that parents, teachers, and community may not always understand these actions (the athlete almost always understands quite clearly) and the coach must take care to fully explain.
  - a suspension may be for a definite time (day, week, month, season) or may be for an indefinite time-until in the coach's opinion a specific purpose has been realized.

It is in the area of discipline that coaching efforts come to be taken seriously by administration, teachers, community and most importantly the athletes.

## 2.5 PROFESSIONAL MEETINGS

During the course of a year several meetings of a professional nature may be called. When such meetings are called the appropriate coaches must be in attendance for the entire session. All head coaches are required to attend:

1. FHSAA rules clinics pertaining to their sport.
2. District meetings.
3. Conference meetings (General).
4. In-school meetings called by the Principal or Athletic Director.

All Athletic Directors and coaches are encouraged to join professional organizations. Coaches are encouraged to attend clinics that will enhance their professional growth.

Attendance at meetings on school time must be cleared with the Principal and the necessary forms must be completed.

## 2.6 I. Coaches' Professional and Personal Relationships and Expectations

### A. Rapport

A coach must be able to develop a good rapport with any number of individuals and groups; team personnel, the student body, the professional staff (faculty, administration, maintenance, etc.), the community as a whole, spectators, officials, fellow coaches in the conference, media representatives and the parents of his/her players. Good rapport and an image of competency are invaluable for the coach.

### B. Cooperation

The district expects a maximum of cheerful give-and-take between all individuals associated in any degree with the comprehensive program. Coaches must work compatibly with their athletic director, principal and other members of their staff.

C. Leadership

Diligence, enthusiasm, honesty and a love for the game are all part of a professional pride that should be exhibited by any coach. Personal appearance, dress, physical condition-all should be exemplary. Dressing appropriately for practice, following practice schedules and building positive attitudes are very important.

D. Discipline

Every facet of discipline is the coach's responsibility. Individually, the coach becomes a model of all that the program represents-observation of school codes, training rules, rules of the game, ideals of good sportsmanship, behavior of participants throughout the season-at home and away, and the conduct of the crowd-especially where the student body is concerned. Desire to do well, **to win well, to lose well** should be emphasized. Staff, players and spectators should be **motivated** toward established goals.

E. Improvement

A coach must constantly take advantage of opportunities presented for self-improvement. Attendance at district meetings, rules clinics, special workshops and clinics in specific fields and similar in-service training programs is a must. Membership should be maintained in professional organizations, coaches' associations, and similar groups whose programs are geared toward greater achievement and fuller performance. Keeping abreast of current literature in professional journals, newspapers and magazines, and utilizing enrichment material available in other media forms are also expected.

II. Coaching Techniques

- A. Use sound and acceptable teaching practices
- B. Run well-organized practice sessions
- C. Complete pre-season planning well in advance of starting date.
- D. Adhere to a highly efficient and technically sound program of injury prevention. When injuries do occur, follow a prescribed routine and maintain good communications with patient, trainer, doctor and parents.
- E. Construct a well-organized game plan.
- F. Develop a sound system for equipment accountability, including seasonal inventory, repair, reconditioning and replacement. All purchasing should be accomplished through the allocated budget.
- G. Keep assistant coaches, student managers and statisticians well informed as to what is expected. Cooperate fully with maintenance staff, transportation people and others similarly involved in the overall program.

III. Coaches' Responsibilities



A. To the players on the team

The main reason for having teams within the school is to help provide opportunities for young men and women to develop their respective capabilities to the fullest extent. Development of positive attitudes is an important means to accomplishing this aim. We must promote and teach clean, aggressive and fair play, while stressing good sportsmanship at all times. Athletic programs must be the leader and set the example. The coach should be fair and unprejudiced with players, considering their individual differences, needs, interests, temperaments, aptitudes and environments.

Players have a right to expect coaches to have a genuine and up-to-date knowledge of that which they propose to teach.

The safety and welfare of players should always be uppermost in the coaches' minds.

The coach's primary responsibility is to the individual athlete but communication with the athlete's family must not be ignored. The coach must also consider the family and their concerns.

B. To the school district

A coach is a frequent topic of conversation at various community locations—the home, the work place and at the meetings of many civic organizations. The profession, well as one's individual reputation as a coach, is constantly under scrutiny.

Any actions and statements should always reflect confidence and respect for the Palm Beach County School District. Much can be done by the coach in public contacts to build and maintain a high level of confidence in the athletic program and the school district.

C. To the school

A coach owes his/her school his/her efforts and loyalty at all times. He/she must constantly strive for excellence in all areas of his/her school.

To be effective, a coach must be respected. To be respected, good personal habits and neat appearance are important; but most important are the examples set by the coach. Being respected is much more important than being **well-liked**. A coach will treat the faculty, the players, and the general students with the same honor and respect that he or she desires to be shown. Private, firm, fair and constant discipline must be maintained.

The work of the coach must be an integral part of the educational program of the school. The coach should show mastery of the principles of education and consequent improvement in teaching and coaching.

The coach should give support to all endorsed activities of the school. At every opportunity, the coach should urge the student body to be polite, courteous and fair to the visiting team.

D. To the profession

A coach in the Palm Beach County School District should continue professional growth in both the academic teaching area and the athletic coaching area. To best accomplish this, a coach should belong to the various coaching associations open to the profession.

E. To fellow coaches

The makeup of a coaching staff is basically a quasi-autocratic society. The head coach must always be in command. Despite this position of authority, the wise head coach will encourage independent thought on the part of the staff. An important factor is human relations skills which provide for an open exchange of ideas in a courteous, thoughtful manner.

A wise head coach will praise the assistants and award recognition whenever possible. Misunderstandings between coaches should be discussed as soon as possible and in an appropriate location away from the athletes and other people not concerned with the program.

The head coach expects all staff to contribute a full measure of time, effort, thought and energy to the program. The assistant coaches must be willing and able to do things that they may not wish to do, or even like to do. They must fulfill the responsibility to the head coach, the boys and girls, and the sport itself.

It is most difficult to be a good assistant coach; however, the success of the school, the team and the coaching staff is dependent upon the quality and effort of the assistant coaches.

F. To other coaches in the same school

One must always bear in mind that his or her sport is not the only sport; it is only part of the total athletic educational program and of the school. Therefore, it is important to support, promote and cooperate with all the other coaches and activity sponsors for the well-being of the total program.

A coach should support fellow coaches. All remarks should reflect confidence in one's fellow coaches. A strong, harmonious, interpersonal relationship must exist among coaches and other faculty members.

G. To faculty members

A coach is responsible for cooperating with every faculty member on the staff. If the coach cooperates with the teachers of academic subjects by allowing an athlete to make up a test on practice time, he/she can be certain that cooperation and help will be returned twofold in efforts by other faculty members to keep the athletes eligible and to give extra help.

When transportation arrangements are made for school-sponsored activities, it is essential that plans call for the transportation of pupils in regulation school buses, school-based mini-buses, commercial buses, passenger cars, vans or station wagons. The use of any other vehicle may be unlawful according to federal regulations and state statutes.

A. **School Buses**

School transportation vehicles may be made available for all trips sponsored within the spirit of the Policy statement.

School buses may be used for school activity trips provided approval has been obtained from the principal

The principal of the school may apply to, and be granted permission by, the Transportation Department for the use of school buses providing:

1. Use of buses for the school activity Field Trips shall not interfere with regular bus schedules.
2. Use of school buses shall be confined to the counties adjoining Palm Beach County and/or a maximum distance of 100 miles.
3. Expenses for use of school buses for such activities or trips shall be paid by the sponsoring organizations with rates to be determined by the Supervisor of Transportation. As of June 1, 1997, transportation costs are \$15.00 per hour and \$. per mile.
4. Sponsoring organizations under the direction of the school principal shall be responsible for the general conduct of students while riding on school buses.
5. Application for use of school buses for the aforementioned purposes must be made to the Supervisor of Transportation but not later than ten (10) days prior to the date of the anticipated trip. Forms for application are available in the Transportation Department.

B. **SCHOOL-BASED MINI-BUSES**

1. Drivers must maintain a current certification through the School District's Department of Transportation.
2. Use of the mini bus must be coordinated through the principal's designee (Athletic Director or Activities Director) at the school center.
3. Mini-bus certification requirements; See appendix.

C. **Commercial Buses**

The Department of Risk Management provides each school with a list of approved charter companies: See appendix.

If you plan to use one of these bus companies to transport students after the

expiration date indicated above, please contact Risk Management to determine whether a new certificate has been received.

If you plan to use a bus charter company that is not listed above, please ask the company to send a liability insurance certificate to the Department of Risk Management, Building 501, P.O. Box 24690, West Palm Beach, FL 33416-4690 for approval. Advise the company that the School Board requires limits of not less than \$5,000,000 and the certificate must state that "The School Board of Palm Beach County, its employees and volunteers are additionally insured with regard to buses used for school related activities."

**D. PASSENGER CARS, VANS OR STATION WAGONS**

Passenger cars and station wagons are exempt from the requirement that vehicles used for the transportation of pupils must be built to certain specifications. Vans and other vehicles that seat ten passengers or less may be used for the transportation of pupils. See appendix for county approved make and model vehicles.

Proper documentation must be obtained from all personnel who drive private vehicles (ie: insurance coverage, parental permission forms). See appendix.

**X. LIABILITY ON EMPLOYEES' AND VOLUNTEERS' PERSONAL VEHICLES**

The School Board of Palm Beach County is responsible for bodily injury and property damage liability of employees and agents to the full extent of the law. It is the position of the School Board that volunteers conducting business for the School Board at the direction of or with the approval of, the principal are agents of the School Board (Workman Compensation).

However, the School Board of Palm Beach County will continue to look to School Board employees' and agents' insurance companies for primary liability insurance coverage when employees or agents have an accident in a personal vehicle while in the scope of their employment or function.

The School Board is "not responsible for bodily injury or property damage if an employee or agent acts in bad faith or with malicious purpose or in a manner exhibiting wanton and willful disregard of human rights, safety or property." The School Board is not responsible for damage to employees' or volunteers' personal vehicles.

Any accident or injury involving employees' or volunteers' personal vehicles while conducting business for the School Board shall immediately be reported to the Department of Risk Management.

**2.8 TRAVEL AND TRIP ARRANGEMENTS**

- A. Transportation requests: The athletic department, upon approval, will make arrangements for all teams to travel via county school buses and commercial carriers. Head coaches should inform the Athletic Director of their transportation needs (departure dates and times) prior to the beginning of each season if possible. Travel by private vehicle will be arranged by each head coach. The Athletic Director must be informed of all travel plans for contests and practices (if off campus).

- B. Drivers and riders of personal vehicles must provide confirmation of auto liability insurance and student driver/passenger permission forms. These forms are available in the Athletic Director's office.
- C. Travel expenses for coaches: Coaches will be reimbursed for expenditures for food, lodging, and gas while escorting their teams to contests where necessary. Out-of-pocket expenditures must be verified by a receipt. Of course, each account must have money in it for reimbursement. Forms are available to obtain advance expense monies for food, lodging etc. They must be submitted to the Athletic Director for approval.

Travel expenses for players: Payment for food and lodging for students while on athletic trips depends on monies available in the sports financial account. It may be necessary for students to pay for some or all of these expenses. Usually, lodging and transportation will be covered in full.

- D. Hotel-Motel arrangements: The head coach (with Athletic Director's knowledge) will make all arrangements for athletic trips. The coach should consult with Athletic Director at least two (2) weeks in advance, if possible.
- E. Overnight trips: The following information regarding overnight trips and others as necessary should be supplied to the Athletic Director and clearly communicated to the team and players' parents:
  1. Day, time and place of departure
  2. Means of transportation
  3. Names of chaperons
  4. Expected time and place of return
  5. Headquarters and tentative schedule at destination
  6. Method of handling expenses
- F. Chaperoning (as reprinted from FHSAA)

The problem of proper chaperoning of students on trips sponsored by schools is ever with us. Hotel managers and others have expressed grave concern over the lack of effectiveness of chaperoning in many instances.

## 2.9 COACHES' RESPONSIBILITIES ON TRIPS (INCLUDING LOCAL TRAVEL):

- A. Hold a group meeting before each departure to firm up general directions. Have each player check equipment and assume responsibility for it throughout the trip.
- B. Prepare ahead a checklist of needed equipment so that nothing is forgotten by the managers.
- C. Inform the athletes on the type of clothing to wear; the address of the hotel or motel where the team is to stay, including phone number; exact time of departure from home and approximate time of arrival home. Encourage the students to inform their parents of these facts in order to be able to handle emergencies.
- D. Make provision for safekeeping of all valuables.
- E. Set the standards of behavior/discipline and hold to them.
- F. Bus Conduct:
  - a. Managers and players must see that the bus is clean at the end of the trip.

- b. Do not tolerate horseplay, loud talking and players shouting out of windows
- G. Use of Opponents' Dressing Facilities: Coaches should discuss with team members the appropriate conduct when using the dressing facilities of the opponents. Note the general condition of the dressing room both upon arrival and departure to forestall vandalism. It may be necessary at times to hold a bag inspection after returning from a trip to check against souvenirs taken by the players. Coaches should ask to have their dressing room locked during their team's absence. Carrying out these procedures may save the school and the district some unfavorable publicity.
- H. Check or designate an assistant to check the dressing rooms, hotel rooms, restaurant and bus as soon as the athletes have left the facility.
- I. When players arrive back at school, be sure that each individual has a way home. Any injured players must be personally turned over to the doctor or to parents.

## 2.10 RECOGNITION OF A DRUG USER

Spotting a drug user or abuser can be a difficult and complicated task for a coach or athletic trainer. Some of the changes that may be seen in an athlete using drugs resemble the symptoms of severe personal or emotional problems. It is imperative to treat the athlete as an individual and to talk to him privately about the nature of his problem.

Here's an outline of things to look for:

- Decrease in motivation.
- Withdrawal from companionship.
- Change in personality or behavioral patterns.
- Decline in performance, both physically and academically.
- Frequent missing of classes, especially physical activity classes.
- Inability to coordinate (standing or walking).
- Poor personal hygiene and grooming.
- Muddled speech.
- Impaired judgment.
- Restlessness, jittery.
- Muscular twitches, tremor of hands.
- Heavy sweating, bad breath, nervousness (amphetamine abuse).
- Red eyes, listlessness, increased appetite with special craving for sweets (marijuana abuse).

### WHAT THE COACH CAN DO:

Successful programs have shown that doing simple things, like the following, are highly effective:

- 1) Call your captains together and talk about alcohol and other drug abuse.
- 2) Open a dialogue with all your athletes on alcohol and other drug abuse.
- 3) Get your athletes to use peer pressure on teammates to refrain from use of alcohol and drugs.
- 4) Enforce all training rules and school regulations.
- 5) Advise athletes of the legal penalties associated with drug and alcohol use and sale.
- 6) Know the symptoms of alcohol/drug abuse...recognize the signs.
- 7) Have a definite plan for dealing with drug and alcohol use by your athlete(s).
- 8) Set a conference with parents for co-signing training rule pledge cards.
- 9) Check on athletes...call them at home...let them know that you care.

- 10) Investigate any violations and confront the athlete immediately.
- 11) Take immediate action when you overhear party plans involving alcohol and drugs.
- 12) Confront the athlete immediately when you smell alcohol or some form of tobacco.
- 13) Develop alternative activities for athletes.
- 14) YOU, THE COACH, should set a good example for your athletes.

## 2.11 A. HIGH SCHOOL ATHLETIC SUPPLEMENTS

Supplements are to be paid for service performed beyond regular duty. Therefore, as per Board direction, personnel, excluding Athletic Directors, receiving any supplements are to teach or carry a full instructional assignment.

See Appendix.

## 3.0 FINANCIAL POLICIES PURSUANT TO ATHLETICS

### 3.1 ANNUAL BUDGET

- A. The Athletic budget of all schools in the Palm Beach County School district is determined by funds generated by gate receipts, fund raising activities by schools and from Booster Clubs that support the Athletic Program. **No funds are generated by the county for athletics as a part of the annual budget.** Therefore, it is imperative that each school keep a thorough handle on its athletic income throughout the year and purchase equipment accordingly. Setting dates for budget preparation for athletics is established by individual school athletic directors and principals.
- B. Athletic costs that are borne by the school district could include some construction, building maintenance, utilities, field maintenance care, transportation allowance, security allocations, athletic insurance, coaching supplements, and gender equity funds.

All other expenses (uniforms, equipment, officials, and most travel expenses) are ..... the responsibility of the school athletic department.

### 3.2 STADIUM TAX (School Board Policy D-6.04)

A stadium tax is to be collected on all admissions to events held on senior high stadium fields. The assessment is \$.25 on all general tickets and \$.10 on all student tickets. A non-school lessor is responsible for the collection and remittance of the tax to the school when renting the facilities. No tax is due for elementary or middle/junior high events. The primary purpose of the stadium tax fund is to ensure availability of funds for major maintenance expenditures. The collection and expending of the stadium tax fund are more fully explained in Board Policy P-6.21.

### 3.3 INTERNAL ACCOUNTS

#### A. Procedures

1. All monies generated by any sport must be deposited in the internal accounts of the school. These monies, immediately upon being received, should be turned in to the bookkeeper or Athletic Director. Each sport should have an account number, and an accurate record of all transactions is kept throughout the school year. All the accounts are balanced at the end of each year.

Note: (This will help to determine the athletic budget for the incoming year.)

2. All purchases by any coach must have prior approval of the Athletic Director and/or

Principal. Any coach who orders or purchases any goods or services without permission is personally liable for payment of any charges billed to the school.

3. Invoices of all purchases must be submitted to the Athletic Director immediately after purchase to be kept on file until time of payment.
4. The Athletic Director will sign all check requisitions for payment of purchases and all other athletic department finances. The requisitions are then submitted to the bookkeeper for payment. All checks must bear the signature of the bookkeeper and Principal.

**B. Internal Accounts (School Board Policy)**

1. The principal of the school shall be directly responsible for administering the state and district regulations and may be held accountable for any failure to carry out procedures relative to said rules and regulations.
2. The Superintendent shall designate the assistant superintendent of business affairs as responsible for issuing proper procedures within the guidelines established by the state.
3. A purchase order must be approved prior to any order. Purchase orders of \$250.00 and above must be submitted to the purchasing department at the district office for approval. Purchase orders of \$3,000 and above must be submitted to the purchasing department who must seek written bid proposals.

**3.4 REQUISITIONS AND PURCHASING PROCEDURES (School Board Policy)**

**See school policy and Appendix.**

**3.5 SCOUTING**

See FHSAA Handbook

**3.6 TELEPHONE - Long Distance**

Use the county PX lines for all in-county calls to other schools. For long distance calls, consult with principal about school based guidelines.

**3.7 INSURANCE**

The School District of Palm Beach provides catastrophic and interscholastic athletic insurance as a secondary policy for senior high school athletics. It is the responsibility of the parents to make arrangements for insurance for middle school athletics.

**Athletic Injuries**

- A. Catastrophic insurance: Proof of which is provided to the FHSAA annually.



B. Interscholastic Athletic Insurance: See Appendix

#### 4.0 **STUDENT INFORMATION AND ELIGIBILITY REQUIREMENTS**

##### 4.1 **STUDENT RIGHTS**

- A. Students participating in the Interscholastic Athletic Program are governed by the rights, protection and responsibilities as prescribed by the School District of Palm Beach County, the Florida High School Activities Association (FHSAA) Handbook, the Palm Beach County Athletic and Middle School League By-laws, and their respective schools.
- B. Students and/or their parent(s)/guardians may make application for exceptions to the Conference, School District and the Florida High School Activities Association eligibility regulations and may appeal any decision relative to such requests through their school principal.

##### 4.2 **STUDENT RESPONSIBILITIES**

Participants are required to conform to the rules and regulations of their school, School District, FHSAA, Conference and to conduct themselves in a safe and sportsman-like manner. Violations are subject to loss of eligibility, suspension or expulsion.

##### 4.3 **STUDENT REQUIREMENTS PRIOR TO PRACTICE**

Prior to participation in practice or competition in interscholastic sports at the middle or senior high school level, the student must:

- a. Have an annual physical completed after May 15 , beginning 2001.
- b. Complete the Health Examination Pre-Participation form.
- c. Complete insurance information.
- d. Have on file in the school office, a signed Parental and Student Consent Form for Student Participation in Sports.
- e. Have on file a signed, verified Residence Affidavit Form. Notarized.
- f. Medical Consent Form. Notarized
- g. Complete Informed Consent .
- h. Present original birth certificate or other proof of birth as defined by the FHSAA.

**All forms must be on file at the school.**

##### 4.4 **ELIGIBILITY FOR PARTICIPATION IN SECONDARY SCHOOL EXTRACURRICULAR ACTIVITIES (BOARD POLICY 5.60 AND FHSAA BY-LAWS)**

See FHSAA Handbook

- (1) In addition to the FHSAA By-laws, the following rules shall apply to such eligibility.
  - (a) No student may participate in the interscholastic activities of a school unless the student actually lives in the attendance area of the school or has a transfer approved by the Superintendent's Transfer Review Committee. Reassignments of transfers must be approved annually.
  - (b) Magnet programs/Home school  
See FHSAA guidelines

(c) Any student who is found to have falsified eligibility information shall lose eligibility permanently in all competition with any Palm Beach County school.

(2) Any employee found to have recruited students from other schools for any interscholastic activity, either directly or indirectly, is subject to dismissal (refer to FHSAA guidelines on recruiting).

#### 4.5 TERMINATION OF PARTICIPATION DURING A SEASON (Suggested Coaches' Policy)

1. A student should not be permitted to quit an athletic squad without a conference with the head coach. The coach should know why each student is dropping the sport. When an athlete who is in good standing chooses to quit a team, he is ineligible to participate on another team until the season of the sport he has dropped has terminated, unless given permission by the head coach of the sport. he has dropped and the Athletic Director. Appeals will be handled by the principal. When an athlete who is in good standing is cut from a team, he is eligible at that time to participate in another sport.
2. If a student is suspended or dismissed from a team for disciplinary reasons, he is ineligible to participate in any other sport unless granted permission by both coaches and the Athletic Director. Appeals will be handled by the Principal.
3. When a student's participation on a team has been terminated, the coach should immediately make arrangements to collect any issued equipment and remove the student's name from all rosters and write a letter to the parents indicating the reasons the student is no longer participating.

#### 4.6 DUAL PARTICIPATION

An athlete may participate simultaneously on more than one school athletic team provided he has permission from all coaches concerned and the Athletic Director.

#### 4.7 GAME DAY ATTENDANCE (Suggested)

Game day attendance is a school-based decision. It is strongly suggested students be in attendance at least 1/2 day.

#### 4.8 SUSPENSION FROM SCHOOL

1. **Out-of-School Suspension**  
An athlete suspended from school is automatically suspended from an athletic team. This means that the athlete cannot practice or participate in contests until he is reinstated in school. Furthermore, the athlete should not be allowed on the bench during contests while the suspension is in effect. When a student is suspended, he/she cannot be in school, participate in practice, or play in games.
2. **Alternative school suspensions**  
Students placed in alternative to suspension school maintain their eligibility. This is not an out-of-school suspension.
3. **In-School Suspension**  
Policies regarding ISS and athletic eligibility are school-based decisions.

#### 4.9 ORIENTATION

Prior to each season, the head coach of each sport will carefully orient team members concerning:

1. All of the required forms.
2. FHSAA eligibility requirements.
3. Training rules.
4. Proper care of equipment.
5. Safety rules.
6. Award requirements.
7. Athletic department/Team regulations.

#### 4.10 **AMATEUR STATUS**

A student may not participate in an athletic activity of this Association unless he/she is an amateur. A student who has accepted remuneration, gift, or donation for participation in a sport or participates under an assumed name becomes a professional and is thereafter disqualified for further participation in that sport in high school for a period of one year. Reference to a "gift or donation" is not intended to preclude the acceptance of medals, trophies, plaques, keys, pins, or ribbons of small intrinsic value, if presented by the sponsoring organization. Sweaters, jackets or award blankets may be accepted by students provided they are presented by the school which they represent. (FHSAA 19-16-1)

**Note 1:** When a student participates in non-school sponsored competition at any time during the calendar year, the student is governed by the amateur governing body of that sport. If the student violates the amateur rule of the amateur governing body for the FHSAA approved sport, the student is ineligible for FHSAA competition.

**Note 2:** A student may not represent his/her school in non-school sponsored athletic competition. Neither may a student wear his/her school uniform while participating in non-school sponsored athletic events. Injuries sustained in non-school sponsored athletic competition are not covered by school insurance.

#### 4.11 **TRANSFER RULE--STATE AND COUNTY**

See Florida High School Activities Association Handbook.

#### 4.12 **EXCEPTION TO THE RESIDENCE RULE**

See FHSAA Handbook for state guidelines.  
County Guidelines TBA.

#### 4.13 **COLLEGE ENTRY REGULATIONS**

**College entrance materials should be on file in the guidance department. (NCAA, NAIA, Clearinghouse, etc.)**

**Sophomore Year: Athletes and Parents should be advised of college entrance regulations.**

**Junior Year: College Prep Athletes should be preparing to take entrance exams (Ex: SAT, ACT)**

**Senior Year: Division I and II athletes must register with NCAA Clearinghouse.**

## 5.0 PUBLIC RELATIONS

### 5.1 THE VALUE OF PUBLIC RELATIONS

The effect of public relations on the interscholastic athletic program is one which cannot be accurately measured in terms of value. However, we do know that it plays an integral role in influencing the opinion-making public. The following guidelines are offered to aid schools in establishing effective public relations programs with newspapers, radio and television stations, and other members of the local news media.

### 5.2 SCHOOL REPRESENTATION

- a. Schools must recognize the need for public relations in advance. Schools should not wait until they need a favorable press reaction to attempt to develop rapport with the local newspaper editor. Many newspapers are of the opinion that "what you want in the paper is publicity, and what you want to keep out is news." Principals must take the initiative to establish and provide for a continuing program of effective public relations.
- b. Each school should have a faculty member assigned to act as its representative for public relations. This could be an Assistant Principal, Activities Director, Journalism Advisor, or Athletic Director, but should be someone who is properly trained and qualified in this area, and who will be available when needed to distribute information or answer inquiries from the media, if sanctioned by the principal.
- c. The single most important rule in media relations is to "be consistent." Win or lose, contact must be made regularly. This will do more than anything else to help establish a working rapport with the media which will pay off for the school in the long run.
- d. Qualified students, working under the supervision of the faculty representative, can be very effective in assisting with school public relations.
- e. Every effort that the school makes to accommodate or provide special treatment for the media will further enhance public relations.
- f. Actively participate in all media-sponsored recognition programs, such as Athlete of the Week and All Academic selections.

### 5.3 TOOLS FOR PUBLIC RELATIONS

The media can be very helpful in alleviating potential problems by cooperating in the following areas of pre-game publicity:

- a. Announcing ticket prices, when and where tickets may be purchased in advance, the number of seats available for "our" fans, what time the box office will open the night of the game, and the starting time of the game, suggesting routes of travel to away games, and instructions for parking if possible.

- b. A low-budget, pre-season media guide is useful to members of the press who will be covering a team during the season. The guide might include schedule, rosters, biographical sketches of the principal, athletic director, head coach, assistant coaches, and players.
- c. If time and resources permit, publicity releases and weekly statistic reports are of great value to members of the media, and indicate an interest in assisting with and promoting the coverage of a school's activities. These releases are especially important to the visiting team's press, which may not be as familiar with the home team.
- d. Photo days, similar to those conducted by professional teams and major colleges, provide the opportunity for the media to take pictures of players and teams for future publicity. This is one of the soundest investments in public relations, since pictures are one of the most effective means of publicity. Part of an early season practice session should be devoted to photographing players in their game uniforms.
- e. The game program promotes and publicizes a school and its activities. Feature articles on new buildings, projects, outstanding faculty members, history of the school's mascot, etc. will reach and have a positive influence on the general public.

## 6.0 FACILITY AND GAME MANAGEMENT

### 6.1 FACILITIES/SITE/GAME MANAGEMENT:

#### A. **Management Responsibilities:**

Pre-planning and preparation of the facilities and site are vitally necessary to the successful conduct of an event in order to assure their readiness prior to the arrival of spectators. The following is geared primarily to football; however, other sports will use similar procedures related to game management.

- 1. Down markers, chains and game ball available
- 2. Timer's bench in place, including towels for officials and safe location for them to store jackets during game
- 3. Scoreboard checked to make certain it is operating and any burned-out bulbs replaced
- 4. Emergency personnel and/or first aid supplies available on the sideline
- 5. Arrangements made to secure sidelines from unauthorized persons (i.e., assign police officer or faculty supervisor)

#### B. **Crowd Control**

##### 1. **Management Plans:**

Game management responsibilities for facilities and personnel services should be accomplished in a manner which will contribute to the utmost comfort, convenience, and safety of students, spectators and players.

##### 2. **Police Supervision:**

- a. A meeting with the school officer who will be in charge of the police detail should be

scheduled prior to the first home game in order to review plans for crowd control.

- b. The school administrator in charge should give specific instructions and recommendations and note specific areas that need constant supervision. The number of police will vary with crowd size and anticipation of potential difficulties.
- c. Police officers hired should be given specific instructions concerning their responsibilities and to whom they can look for direction. They also need a map of the game site indicating the location of all facilities.

**3. Home-School Supervision:**

- a. School Administrators and Faculty supervisors should be as familiar as possible with members of the student body to facilitate identification of students whenever necessary.
- b. Develop a chart of duties for all supervisors.

**4. Ticket Booths:**

- a. Ticket booths should be easily recognizable and accessible, and manned by adults.
- b. There should be a sufficient number of booths available and open to easily handle the anticipated crowd.
- c. Adequate lighting and police supervision should be in the area of the ticket booths.
- d. All booths should have a ticket-price sign posted.
- e. Booths should open at a pre-announced time, far enough in advance of the start of the game to allow for easy accommodation of spectators.
- f. The visiting school should be notified of the opening time for the ticket booths.
- g. There should be no free entry unless sanctioned by the administration on issued passes.
- h. There should be NO Re-Entry signs/cooler signs and policies posted if applicable.
- i. The visiting school should be informed of any special gate arrangements so that students and other fans may be informed in advance.

**5. Spectator Seating:**

Adequate supervision must be provided by both schools in their respective seating areas.

**6. Public Address System and Announcer:**

- a. The public address system should be checked thoroughly prior to the game to make certain that it is in proper working order. This check should take place at least one day before as well as the morning of game in order to allow for repairs, if necessary.

- b. It is recommended that schools should have an adult as their public-address announcer.
- c. The announcer should:
  - 1. Be impartial.
  - 2. Notify spectators of policy regarding noisemakers, victory bells, horns, sportsmanship, etc.
  - 3. Know locations of emergency exits, locations of telephones, ambulances, doctors, etc.
  - 4. Attempt to be aware of the entire situation so that calm directions can be given in an emergency.
  - 5. Caution against coming onto the field, throwing objects, or causing other disturbances, to avoid serious incidents.
  - 6. Make only positive statements regarding officials and sportsmanship.
  - 7. Allow only those in charge of the event to use the microphone.

**7. Printing of Programs:**

A program is an extremely valuable asset to a game in order to inform the spectators and parents of players who are participating. The accuracy of the program cannot be overstressed.

**8. Dressing Rooms:**

- a. The Athletic Director or his/her representative should meet the visiting teams upon arrival, direct them to the dressing room, and assist with any last-minute requests or needs.
- b. Each school is responsible for its own valuables.
- c. All unauthorized persons must be kept out of dressing room areas.

**9. First Aid:**

- a. Options for emergency medical care should be clearly outlined.
- b. Emergency procedures should be reviewed in detail with the visiting school.

**10. Game Officials:**

Follow FHSAA handbook guidelines for school's responsibilities to officials. Payment for officials should be done in a timely manner in accordance to County guidelines.

**11. Pre-Game and Halftime Ceremonies:**

- a. Arrangements should be made and coordinated in advance for any pre-game or halftime ceremonies.
- b. All affected parties should be notified of the plans and time schedules, including both teams, coaches, officials, announcer, participating bands, drill teams, etc.
- c. Participating units must be advised of the need for strict adherence to the announced time schedule.

**C. Post-Game Control**

**1. Control Procedures:**

Effective post-game control is one of the most important aspects of crowd management. Every precaution should be taken to protect against post-game complications, especially when there is a tense atmosphere from either a "close game" or a "rivalry."

**2. Pedestrian-Traffic Control:**

- a. All entrance gates should be staffed for the entire game.
- b. Every available gate should be open to provide rapid exit from the gymnasium.
- c. Adequate lighting should be provided for all areas of spectator traffic flow.
- d. A portion of the police detail should be assigned to move with the crowd to parking areas, to act as a deterring element.
- e. Spectators should be encouraged by police and supervisors not to linger at exits or inside the gymnasium.
- f. A pay-telephone station should be available for use by spectators, and make sure that it is in working order.
- g. Supervision should continue until the stadium or gymnasium area has been completely cleared, and someone should be specifically assigned to remain until all have departed.
- h. The public address announcer should inform the spectators of the exit areas for the home and visiting guests.



### **3. Police Organization:**

- a. All available officers should not be assigned to traffic control.
- b. The officer in charge should make a final report to the school administrator in charge before the detail leaves the area.
- c. There should be a follow-up meeting to make any necessary improvements or adjustments in post-game plans and procedures.

## **7.0 EQUIPMENT AND SUPPLIES**

### **7.1 Equipment and Supplies Selection**

Five major factors to be considered in selecting equipment include safety, comfort, appearance, usage, and budget considerations.

#### **A. Safety**

Of primary importance is consideration for the safety of the student. The inexperienced coach should consult an expert as to the best quality of protective equipment available. The coach should remember when selecting someone with whom to consult about equipment that while the sporting goods manufacturer or dealer is probably an expert, he is not necessarily the one from whom you may obtain the best advice. Since the sporting goods dealer has a special interest in the product he is selling, it is advisable to talk with an experienced high school coach or with a college coach or trainer concerning the best available protective equipment. The trainer will frequently have researched the various types of protective equipment available and can give concrete evidence for intelligent and defensible decisions. Players should be counseled in the importance of wearing properly fitted equipment. Periodic checks of equipment by coaches will help reduce injuries to athletes and assure longer use of the equipment.

#### **B. Comfort**

Comfort is a consideration which can be closely related to safety. Comfort, however, must be considered for non-protective as well as protective equipment. Some protective equipment by its very nature does not enhance comfort; however, the most comfort available without loss of protection for the participant should be built into the product purchased. Comfort in items, such as shoes, is essential in order to ensure that the player will be able to concentrate on the game at hand, and that there will be a minimum loss of practice time or playing time resulting from discomfort or minor irritations and injuries, such as blisters. An improperly fitted uniform, either too large or too small, can easily result in a loss of mobility and decreased efficiency on the part of the player. Younger players are frequently hesitant to call such situations to the attention of the coach. Due to this problem and the growth patterns of younger players, periodic checks should be made to ensure player comfort.

#### **C. Appearance**

Appearance is a consideration which does not affect the comfort or safety of the player. It may, however, play a major role in determining team pride. The team members should have equipment that is, and uniforms that are, attractive enough that they can take pride in their appearance. Uniforms that are colorful, distinctive, and meaningful can give a psychological lift to the player, team and spectators. The coach should attempt to select some piece of equipment or uniform which is distinctive and will serve as a sort of rallying point for the team. Another major point to consider related to appearance is that of uniform standardization. Exterior items of apparel which players wear in game situations should be standardized. Replacement costs can normally be reduced if equipment is standardized.

#### **D. Usage**

The use of equipment is a prime consideration in its selection. Three different types of equipment that might be considered are developmental equipment, practice equipment, and game equipment. Developmental equipment is in a class of its own and should be purchased for a specific or special purpose. As an example, a medicine ball may be purchased to aid in strengthening athletes' arms. Such equipment is normally used in the off-season. The player should be accustomed to handling official regulation equipment prior to and during the season. In general, practice equipment should conform to the same specifications as game equipment. The use of old game balls as practice equipment is desirable only as long as they continue to meet size, shape, and resilience specifications. It is undesirable to have players practice with a ball which has lost its original form and then play with a perfect new ball.

In the selection of practice uniforms, the coach should be just as conscious of comfort as he/she is with game uniforms. While color is a factor in practice uniforms, the primary consideration should be durability, maintenance, and comfort.

#### **E. Budget**

The fifth factor of major consideration is that of budget. A budget proposal should be prepared and submitted by the head coach to the athletic director, principal. Basic considerations in devising a list of needed equipment include the number of athletes to be involved in the program, the methods of coaching and practice to be employed, and the existing inventory. Too frequently the coach budgets for, or orders, equipment without consulting a carefully prepared inventory. The principal and athletic director must approve an itemized budget prior to its implementation.

### **7.2 Care of Equipment**

The value of an efficient system of purchasing equipment can be lost unless proper care is taken and repairs are made during the playing season when equipment is in use and unless proper storage is provided when the season is completed. A properly secured, heated, air-conditioned and lighted equipment storage room with adequate space for handling and repairing equipment should be provided. In damp areas, a dehumidifier has proven to be helpful in preserving equipment

Players should understand that the equipment is loaned to them and that it is their responsibility to care for it properly during the playing season. Players should sign for equipment issued them and should be held responsible for its safe return. There should be a

systematic method of cleaning and issuing equipment. It should be the policy of administration to help enforce the rules set forth by the athletic department regarding student responsibility for the replacement of lost equipment.

One coach should be designated as responsible for the care and issue of equipment for each sport. An efficient and perpetual inventory system should be designed and maintained. A good marking system for identifying equipment is a must if players are to be held responsible for equipment they check out. A conscientious student manager should be secured and trained in handling, issuing, cleaning, and repairing equipment. This manager should be supervised by the coach who is responsible for equipment. Periodic checks for detecting and replacing damaged equipment should be made. Considerable money can be saved by making needed repairs before there is extensive damage to a piece of equipment. The student equipment manager can be instructed in making many repairs and preserving equipment.

Every coach should make a special effort to improve his/her knowledge of the care and repair of equipment, since equipment is both a major safety factor and the major area of expense in the athletic budget.

### **7.3 INVENTORY OF EQUIPMENT**

It is important that the coach keep an accurate inventory of athletic equipment in all sports. A good inventory should indicate:

The quantity, quality, size, and condition of all equipment on hand

Equipment that needs repair or replacement

New equipment that is needed

Lost equipment

The coach should make an inventory of all sports equipment prior to the beginning of a particular sport season. This inventory should include all equipment, both used and new. Also, a running inventory should be kept during the season in order to determine what equipment is worn out or lost.

Immediately after the close of each season, an inventory of all equipment should be made and needs for the coming season established from this inventory. The proposed items should then be presented to the principal or the athletic director for the next season. The head coach of the sport concerned should be responsible for the preparation of the inventory. By preparing the inventory personally, the coach will have a much better understanding of the equipment situation. Inventories should remain available from one year to the next. This procedure places the coach in a favorable position to discuss budget needs. (Sample Forms A, B and C)

### **8.0 ATHLETIC BOOSTER CLUB**

The High School Athletic Booster Club(s) exists as an organization of parents and community persons dedicated to **supporting, encouraging and advancing** the athletic program and related activities of the Palm Beach County School District, thereby cultivating clear wholesome school spirit, promoting good sportsmanship, and developing high ideals character.

- A. **The club(s) shall promote** projects to improve facilities and equipment necessary to provide an adequate athletic program for the school district.
- B. **The club(s) shall not seek to influence or direct** the technical activities or policies of the school administration or of the school officials who are charged with the responsibility of conducting the athletic program of the schools of the district.
- C. **The club(s) shall do nothing** which violates the rules of the Florida High School Activities Association, District, or Local School.

**9.0 SPORTSMANSHIP**

Sportsmanship is the number 1 priority of the FHSAA and the National Federation of State Associations.

**9.1 GENERAL RECOMMENDATIONS**

- A. A positive approach must be taken toward the promotion of sportsmanship.
- B. The community must share in the responsibility for good sportsmanship at athletic contests.
- C. The whole community (law enforcement, civic clubs, school personnel, news media, parent groups, student organizations and students) must work together to promote good sportsmanship.
- D. Parents must accept the responsibility for the actions of younger children at athletic contests.
- E. Schools must develop "GOOD SPORTSMANSHIP" recognition programs.

**9.2 RESPONSIBILITIES REGARDING SPORTSMANSHIP**

**A. ADMINISTRATION/ATHLETIC DIRECTOR**

- 1. Arrange for someone to meet the game officials and provide adequate accommodations for them.
- 2. Arrange for someone to meet the visiting team and coaching staff, and provide adequate accommodations for them.
- 3. Ensure adequate parking space for game officials, visiting team and spectators.
- 4. Arrange for someone to meet the visiting cheerleaders and provide adequate accommodations for them and their sponsors.
- 5. Arrange for someone to meet the visiting band and provide adequate accommodations for them and their sponsors.

**B. COACH**

- 1. Assume the responsibility for the conduct of his/her players and through his/her actions also be partially responsible for the actions of students and spectators.

2. Arrange for players to shake hands after the game and maintain good sportsmanship.
3. Conduct self in such a way as to prevent inciting an already highly emotional crowd.
4. Avoid confrontations with officials and outward displays of emotion over decision of officials.
5. Maintain poise and self-control throughout the contest.
6. Shake hands with the opposing coach after the game on the court or field in full view of the crowd.
7. Make sure players shake hands prior to the tip-off in basketball and after the game, and also after any injury, hard contact, or in the event an opposing player fouls out.
8. Assume the responsibility for their players to accept the officials' decisions without outward displays, and also for their sportsmanship during the game. In the event a player exhibits poor conduct in front of the crowd, the coach should promptly remove him/her from the game.

### C. ATHLETES

1. Play hard, play to win, but play fair.
2. Never use profanity or illegal tactics.
3. Learn that losing is a part of the game and that he/she should be gracious in defeat and modest in victory.
4. Concentrate on the game and try to ignore uncomplimentary remarks from the crowd or opponents.
5. Congratulate the opponent on a well-played game after the contest, regardless of the outcome.
6. Abide by the decision of game officials. No one but the appointed captain should talk to an official and he/she should speak in a tone of respect and only for the purpose of clarifying a call.
7. Show respect for students, faculty members and officials at all times.
8. Be well groomed and attempt to make a good impression, always remembering that they represent their school, home and family.
9. Wear appropriate dress to all athletic contests, both at home and away.
10. Maintain poise and self-control at all times.

### D. CHEERLEADERS

1. Make sure all cheers are positive and not derogatory to the opposing team.

2. Respect the opponent's cheers by remaining silent during their time to cheer.
3. Give the opponent's team an equal amount of cheering time.
4. Make the opposing team's cheerleaders and spectators feel welcome by maintaining a friendly attitude before, during, and after the game.

**E. BAND DIRECTORS**

1. Play at appropriate times.
2. Always try to alternate playing times with the opposing band.

**F. SPECTATORS**

1. Respect officials and abide by their decisions.
2. Respect players and extend courteous treatment to them as well as visiting students and adults.
3. Remain seated during contest.
4. Refrain from booing and heckling officials and other players.
5. Do not throw objects onto the playing surface.

**10.0 ATHLETIC INJURIES**

**10.1 MEDICAL ASPECTS AND SAFETY**

**A. Responsibilities**

1. Injuries to athletes will occur in interscholastic athletics at all levels regardless of the amount of precautions taken; such as safe playing conditions, proper coaching techniques, the best safety equipment and the required warnings of injury. Realizing this fact, it is recommended that, whenever possible, the Palm Beach County School District cover all varsity football games/practices and most other varsity level contests and practices with a trainer who has N.A.T.A. certification or certification as required by the district.
2. The trainer, when present, will have the responsibility of administering to all injured athletes and making the proper recommendations.
3. In the event the trainer is not present, the coach in charge of the activity is to assume the responsibility. He/she must be certified to recognize and properly administer first aid or refer injuries to the appropriate medical personnel.
4. No member of the coaching staff should overstep his/her bounds and attempt to diagnose or treat an injury. Since athletes are bound to have injuries, the coach must understand first aid and be ready to administer it. In addition to knowing what to do, he/she should know what not to do.

5. It is the responsibility of the coach in charge of a team to have a complete first-aid kit in sanitary condition at every practice and contest.

#### **B. Emergency Procedures**

1. Check for consciousness and the vital signs (breathing and pulse); look for abnormally displaced body parts. If unconscious, assume injured athlete may have a spinal injury.
2. Take appropriate steps to control excessive bleeding.
3. Keep movement of the injured to a minimum.
4. Keep the injured as warm and comfortable as possible, except with heat-related illnesses.
5. When there is any question as to the extent, seriousness or nature of the injury by the trainer/coach, seek professional medical help immediately.
6. Notify the parents of the injured athlete immediately.
  - a. Parents should assume the responsibility of contacting the family physician for any injury.
  - b. In less serious injuries, have parents provide transportation for necessary medical attention.
  - c. In more serious injuries if professional medical help is not readily available, the emergency squad should be called.
7. The Emergency Medical System phone number is 911. Not all school phones have 911 access. Plan in advance.
8. Emergency Medical Consent Forms must be carried at all times. The forms should include an emergency contact phone number.
9. If the parents are not available, a member of the coaching staff will accompany the athlete to seek the necessary medical attention, taking the Emergency Medical Authorization card. He/she should continue to try to contact the parents.
10. Notify parents of all noticeable injuries, illnesses, infections, etc. The parents should always make contact with the family physician.

### **10.2 ACCIDENT/INJURY REPORT PROCEDURES**

#### **A. Reporting Procedures**

1. The trainer/coach will complete the "Student Accident Report" form and the Insurance Claim form immediately following all athletic injuries or accidents that involve any student under their control during a practice, contest or while traveling to or from a contest.
2. Copies of both forms are given to the athletic director. The original insurance claim form is given to the athlete or parent.
3. The forms shall be turned in to the Athletic Director's office the following morning with the coach/trainer retaining their copy.
4. Copies of the report shall be immediately given to the principal.

5. The trainer/coach shall list the injury on the log that is kept in the athletic training room.
6. Coaches should follow up on all injuries by personally attempting to contact the parents.

**B. Insurance Information**

Include a copy of the High School Athletic Insurance Plan/Hospital/PPO Network Sheet with all Athletic Eligibility Packages.

— Many athletic "injuries" are not covered by the District's accidental athletic insurance policy. Therefore, no school official, coach, trainer, team physician, etc., is to assume or tell an athlete (or parent/guardian) that an injury related expense will automatically be covered by our insurance plan.

— No school official, coach, trainer, team physician, etc., is to recommend or send an injured athlete to a particular physician, therapist, clinic, hospital, etc. (The athlete must follow the rules of his (parent/guardian) insurance plan first.)

— If an athlete has no insurance and medical treatment is necessary, he should be instructed (reminded) to use the PPO hospital network listed in the District's insurance plan (previously given to all athletes/parents/guardians). Use of the District's athletic PPO hospital network will result in 100% reimbursement of eligible expenses. Non-PPO hospital use results in 70% reimbursement of eligible expenses.

— A school official must complete and sign the athletic injury claim form (bottom half) in its entirety.

— The school must retain a copy of the claim form and give the original to the athlete (parent/guardian) who must complete the remainder of the form and they (parent/guardian) must file the claim with the claim administrator within 90 days.



### **C. Return to Participation**

Athletes that have been out of action for a time because of illness or injury, and were under the treatment of the trainer or family physician, should have a written statement allowing return to competition.

## **10.3 PROCEDURES ON PREVENTION AND CARE OF INJURY**

### **A. Training Room**

1. Appropriate policies should be set and opportunities provided for use of the training room by members of both sexes.
2. The trainer shall set the guidelines for use of the training room and post a schedule of the assignment of student trainers to respective teams and training room duty.
3. The head coaches of the in-season sports shall work with the trainer to maintain cleanliness and orderliness in the training room.
4. Rules and regulations for the use of the training room should be made available to all athletes through their coach.
5. Supervision shall be provided for athletes utilizing the training room. Special caution should be exercised when athletes are using the whirlpool or any heat and electrical appliances.
6. Trainer/coaches shall instruct athletes in proper use of the whirlpool before using. Athletes should not be permitted in the whirlpool without supervision.

### **B. Guidelines for Whirlpool Use**

The whirlpool can be a helpful injury treatment and rehabilitation tool in the right hands. Used improperly, however, it can delay return to action and even be dangerous to the operator and athlete. These guidelines will be useful:

1. The whirlpool should be cleaned at least once daily and before and after any open wounds.
  - a. A good detergent cleaner should be used as protection against the spread of communicable skin diseases.
  - b. After washing the tub with detergent cleanser, the pump tubing should be disinfected by placing a capful of household bleach in a bucket of water. Place the water bucket under the inlet/outlet pump tubes and submerge. Turn on the pump for a few minutes. This procedure will circulate water through the whirlpool pump system.
  - c. One capful household bleach should be poured into each new tub full of water prior to the athlete's use.
2. The patient-athlete should be in a comfortable position. This calls for an assortment of seats or benches, depending on the area to be treated.
3. No whirlpool treatment should be given until danger of additional swelling has passed. This will be from 24-48 hours, depending on the injury. When whirlpool treatments are started they are usually given twice a day as long as needed. After the third day of treatment, place the injured area as near the greatest turbulence as possible so that the maximum massage is received.
- 4 a. A temperature of 110 to 112 degrees (F) can be used for treatment of a wrist, ankle, or

- knee for 10 to 15 minutes.
- b. For thigh and low back treatment, a maximum of 107 degrees can be used for 10 minutes.
  - c. A maximum temperature of 105 degrees for a period of 10 minutes is recommended for the upper back and shoulders. CAUTION: Remember, these are maximum temperatures and the person receiving treatment should be taken into consideration. Full-trunk whirlpool should be closely supervised.
5. No treatment should ever be more than 30 minutes and only then if a very small part of the body is under water. The maximum time limit of treatment when most of the body is immersed should not exceed 15 minutes.
  6. When using the whirlpool, passive movement is recommended while in the water. For an ankle, knee, wrist, or elbow, flexing, contracting and turning can be used as soon as the injury is warm. This form of light exercise will increase the efficiency of the bath.

### **C. Ten Commandments of the Injured Athlete**

(The following has been prepared by Fred L. Allman, Jr., M.D., of the Sports Medicine Clinic, Atlanta, Georgia.)

1. The injured athlete is not in a normal condition-he is in a state requiring medical attention and personal understanding.
2. The injured athlete is not a routine concern-he is an individual case requiring individual evaluation and treatment.
3. The injured athlete is deserving of the most courteous and attentive treatment we can give him.
4. The injured athlete is not an interruption to our work-he is the purpose of our work.
5. The injured athlete is here because he needs to be-not necessarily because he wants to be.
6. The injured athlete is not a cold statistic-he is a flesh-and-blood human being with emotions and feelings like our own.
7. The injured athlete is not someone with whom we should argue or match wits.
8. The injured athlete deserves to be fully rehabilitated so that he may return safely and promptly to competition.
9. The injured athlete is deserving of professional treatment by personnel who keep abreast of the latest knowledge.
10. The injured athlete is the most important person in our mission.

### **D. Special Precautions for Dangerous Body Heat Situations, Heat Exhaustion and Heat Stroke**

Practices for athletic competition, as well as participation in various forms of physical activity, are frequently carried on in very warm and humid weather. Under such conditions, special precautions must be observed. Otherwise the athlete is subject to:

1. Heat Fatigue-depletion of salt and water due to sweating
2. Heat Exhaustion-excessive depletion of salt and water, or
3. Heat Stroke-overheating from breakdown of the sweating mechanism.

~~Heat fatigue dulls the athlete's skill and alertness and makes him susceptible to injury. The other two heat conditions can result in serious physical harm and even death. All these are~~

preventable.

Heat exhaustion and heat stroke are preventable by careful control of various factors in the conditioning program of the athlete. With the start of practice, it is essential to provide for gradual acclimation to hot-weather activity. Equally important is the need to adjust salt and water intake to weather conditions. As the athlete becomes accustomed to hot-weather activity, he perspires more freely (this dissipates body heat) and excretes less salt (this conserves sodium). With a graduated training regimen, such acclimation can be expected to take place over a period of about one week.

The old idea that water should be withheld from athletes during workouts has no scientific foundation. Such restriction depletes water in the body and can lead to heat fatigue and serious heat illness. During hot-weather exercise, it is essential to replace at least hourly--the water lost by perspiration.

It is advisable to alternate periods of strenuous exercise with periods of rest during hot weather. It is important for the coach to observe his athlete carefully for signs of lethargy, inattention, stupor, awkwardness, or unusual fatigue. Symptoms of water and salt depletion may include sluggishness. Prompt attention to the emergency procedures outlined below may be vital.

The following preventive suggestions are offered to guard against heat exhaustion and heat stroke during hot-weather athletic activity:

1. Note any previous history of heat illness through inquiry of team members.
2. Clothing should be white to reflect heat, brief, loose and comfortable to permit heat loss via sweat evaporation. Shorts and T-shirts are recommended.
3. Activities should be scheduled at first during the cooler hours of the day. As acclimation to the activity and the heat occurs, it is possible, within temperature and humidity limitations, to practice in the warmer periods. It should be noted that acclimation may take approximately seven to as long as twenty days. Practices for athletic activities should be interrupted by more frequent rest periods as the temperature and humidity approach higher levels. Workouts of an hour or more should be interrupted by rest periods in the shade of 15 to 30 minutes in length.
4. Remember that temperature and humidity are the crucial factors, not the sun. Heat exhaustion and heat stroke can occur in the shade. Measuring the relative humidity, by use of a sling psychrometer on the field, is recommended. (Coaches may elect to borrow one from the science department.) The following guides are suggested:

#### **Temperature and humidity controls on the actual playing field:**

1. Temperature in the 90's--70% humidity-no physical activity-game or practice.
2. Temperature in the 80's--70% humidity-short periods of work interrupted by water breaks and rest periods-game or practice. All athletes should be carefully watched for any sign of heat illness.
3. Water breaks should be instituted at least every hour and more often in hotter weather. The athlete should drink about one quart per hour of saline solution or a fluid of like composition.
4. Avoid the use of rubberized apparel or other dehydration devices by players.
5. Know what to do in case of emergency, including immediate first aid practices and prearranged procedures for obtaining medical care.

**Heat Stroke:** Collapse-with dry warm skin-indicates heat control system failure and rising body temperature. THIS IS AN EMERGENCY DELAY COULD BE FATAL. Immediately cool athlete by the most expedient means (immersion in cool water is the best method). Call rescue squad at once.

**Heat Exhaustion:** Weakness-with profuse sweating-indicates state of shock due to depletion of salt and water. Place in shade with head level or lower than body. Give sips of water if conscious. Call rescue squad at once.

#### 10.4 ESSENTIAL ITEMS FOR A HIGH SCHOOL TRAINER'S KIT

(Prepared by Tom Steltenkamp, A.T.,C., Ed Howard, P.T., A.T.,C., and Dr. Rudy J. Ellis, updated by Dave Freshman 1997.)

The high school trainer's kit can vary in size from a tackle box to a large E.M.T. kit. Depending on what sport is being covered, the quantity and type of supplies will vary from sport to sport.

Adhesive tape-Assorted Sizes and Forceps (tweezers)	
Types (Bandage, White, Elastic, etc)	Fungicide (Polysporin spray, etc.)
Ace bandages- Assorted	Grease (Vaseline, etc.)
**Airway	**Knee Immobilizer
Analgesic balm (Cramergesic,Medicated ointment (Polysporin, etc.)	
Antiseptic-liquid, cream, cleansers, ointment, etc.	Mirror (hand)
	Moleskin, orthopedic felt
Band-aids Assorted sizes, types	Non-adhering sterile pad (3 by 3)
**Backboard	Plastic Bags
**Bite Stick	Oral screw, oral thermometer
**Blood pressure cuff	OSHA APPROVED BODY-FLUID CLEAN UP KIT
**CPR-Mask/shield	Pen light
**Cervical Collars	Powder (baby powder, etc.)
Cotton (Sterile)	Rubber gloves, latex, sterile and non sterile
Cotton-tipped applicators	**Stethoscope
**Crutches	Sponge rubber, Latex
Contact lens solution, cleaner	Sterile gauze pads (3 by 3)
Cold Packs-instant or gel	Sterile needle
CPR Micro shield	Surgical scissors
Elastic bandages ,various size	Sun lotion
Elastic tape role (Elasticon,	Skin lubricant
Gauze Pads-assorted sizes sterile	**Scapels
non-sterile	Scissors-bandage, tape, suture, etc.
**Emergency Shears-for facemask	Tape adherent
removal, etc.	Tongue depressors
Eye Cups-with eye wash solution	Triangular bandages
	**Vacuum Splints

\*\*Should only be used by properly trained personal-Nationally Certified Athletic Trainers, etc.  
NOTE: The amounts will depend on number of players and amounts used in previous years.

In addition to the items listed above for the training kit, the following items should be available at the sideline.

Ice—Crushed  
Water-Individual cups or containers'  
Stretcher  
Air Splints-Both arm and leg  
Towels  
Spine Board-Particularly important in football games  
List of Emergency Telephone Numbers and 25¢ (in case a pay phone must be used)

For the convenience of the attending physician, an Emergency Treatment Card should be included in the trainer's kit for each athlete.

**11.0** REGULATIONS CONCERNING SPORTS STARTING AND ENDING DATES, OFF SEASON CONTACT WITH ATHLETES, SUMMER CONTACT, AND OPEN FACILITIES ARE ALL FOUND IN THE FHSAA HANDBOOK.

**12.0** DEVELOPING AN ATHLETIC AWARD PROGRAM

Athletes are recognized via some type of award system. Generally, these awards are presented to the athletes at an end of the season function.

The question in developing an athletic awards program is, what criteria is to be used in selecting the awards to be presented. Do all athletes receive letters or trophies? Does outstanding achievement deserve special recognition? Should freshmen and junior varsity athletes receive the same recognition as varsity athletes? Finally, what type of awards will be presented? Certificates, letters, trophies, plaques, pins? It is the responsibility of the athletic director, the coaching staff, and the school administration to develop a unified award system that provides equal recognition for all sports and all athletes.

**SUGGESTED REQUIREMENTS**

- A. The boys and girls to be considered for an athletic letter must display sportsmanship, playing time, and regular practice attendance.
- B. A letter shall be awarded the first time a boy or girl qualifies in each sport (service bar after letter is received).
- C. The specific requirements for letters shall be the responsibility of the head coach with approval of the athletic director. Athletes should be made aware of these requirements at the beginning of the season.
- D. The list of recommendations by the coach shall be approved by the athletic director.
- E. The final authority rests with the head coach with regard to letters for a specific sport.
- F. Florida High School Activities Association has limitations with regard to awards.

13.0 IMPORTANT ADDRESSES

- A. Florida High School Activities Association (FHSAA)  
515 North Main Street, P.O. BOX 1173  
Gainesville, Florida 32601 Gainesville, Florida 32602  
(352) 372-9551 Robert W. Hughes, Commissioner  
FAX (352) 373-1528
  
- B. Palm Beach County Athletic Conference  
Yetta Greene, Executive Secretary  
Fulton – Holland Educational Service Center – Suite C-225  
(561) 963-3872; (561) 964-3931  
FAX (561) 434-8073
  
- C. Florida Athletic Coaches Association (FACA)  
2945 NE Third Street, Suite #6  
Ocala, Florida 31670 (904) 622-7575  
Wink Barnette, Executive Secretary
  
- D. Palm Beach County Middle School Activities Association  
Yetta Greene, Executive Secretary  
Fulton – Holland Educational Service Center – Suite C-225  
(561) 963-3872; (561) 964-3931  
FAX (561) 434-8073

# APPENDIX

## A

# **APPENDIX**

## **A**

### **SECTION I**





# Academic Performance Contract for Athletic Eligibility

This form may be used by member schools as an academic performance contract between themselves and students in the ninth and 10th grades whose cumulative point averages fall below the 2.0 necessary for eligibility to participate in interscholastic athletic competition.

I, *[name of student]* \_\_\_\_\_, a student in the *[ninth/10<sup>th</sup>]* \_\_\_\_\_ grade at *[name of school]* \_\_\_\_\_ High School, and my parent(s)/guardian(s) acknowledge that my cumulative grade point average has fallen below the 2.0 on a 4.0 scale that is required for participation in interscholastic athletic competition, according to s. 232.425, Florida Statutes, and Bylaw 11.2.1 of the Florida High School Activities Association, of which my school is a member.

I and my parent(s)/guardian(s) understand that while in the ninth and 10<sup>th</sup> grades, I will be permitted to continue to participate in interscholastic athletic competition each semester provided:

- (a) I earn a 2.0 grade point average in all courses taken during the previous semester;
- (b) I enter into this "Academic Performance Contract for Athletic Eligibility" with my school; and
- (c) I enroll in and attend summer school as necessary.

I and my parent(s)/guardian(s) further understand that should my cumulative grade point average continue to be below required 2.0 on a 4.0 scale when I enter the 11<sup>th</sup> grade, I will not be permitted to participate in interscholastic athletic competition until such time as my cumulative grade point average is raised to a 2.0 on a 4.0 scale or better and maintained at that level.

I and my parent(s)/guardian(s), therefore, will commit ourselves to see that I put forth the effort necessary to raise my cumulative grade point average to that level by the time I enter the 11<sup>th</sup> grade.

Entered into this *[date]* \_\_\_\_\_ day of *[month]* \_\_\_\_\_, *[year]* 20 \_\_\_\_ by and between:

**For Student**

**For School**

\_\_\_\_\_  
Name of Student

\_\_\_\_\_  
Name of Principal or Designee

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Principal or Designee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of Parent/Guardian

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date



# Athletic Eligibility for Middle and High School Students

## SCHOOL ATHLETIC DEPARTMENT

In order for your son or daughter to be eligible to participate in athletics at his/her high school/middle school during the upcoming school year, you and your son or daughter must complete and sign where indicated. **Make sure you read each page carefully before signing!** Students and Parents need to sign papers in front of a notary. We cannot notarize any papers if they come to us already signed.

### All Students ...

- **TRANSFER STUDENTS AND NEW STUDENTS** must have transcripts\* on file before an athlete is eligible to participate.
- **ALL STUDENT OBLIGATIONS** must be met before participation in athletics/activities is allowed.
- **ALL SECTIONS OF THIS FORM** must be filled out, signed and **MUST BE ON FILE** in the Athletic Director's Office ten days prior to the first contest.
- **ALL STUDENTS MUST HAVE** a Birth Certificate\* on file in the Athletic Office.  
\* If specific documentation requested is not available, please contact the athletic director for further instruction.

### All Middle School Students ...

- A **STUDENT MAY** participate for three consecutive years from the time he/she enters sixth grade.
- A **STUDENT WHO HAS ATTAINED THE AGE OF 15** prior to September 1st of the current school year shall be ineligible for middle school sports participation.
- **FAILURE IN MORE THAN ONE (1) SUBJECT** during a given 9 week grading period shall cause a student to be ineligible for practice and competition the following 9 week grading period. An "I" incomplete will be considered the same as an "F" until it is replaced with a valid grade. In addition, a student must maintain a specified grade point average of 2.0 as well as a conduct average of 2.0 for the previous 9 week period to be eligible. Grades earned in summer school will be calculated to determine the courses passed during the previous term. Grades for courses taken in summer school will be calculated with grades for the last marking period of the previous year to determine GPA.

### All High School Students ...

- **ALL FRESHMEN** must be academically promoted.
- A **STUDENT SHALL HAVE A MAXIMUM OF FOUR(4)** consecutive years of opportunity for athletic eligibility from the date of entering the ninth grade.
- A **STUDENT SHALL BE ELIGIBLE** until reaching the age nineteen (19) and nine months.
- A **STUDENT ENTERING** the 9th through 12th grades must maintain a 2.0 cumulative grade point average in all courses taken that are required for graduation to be academically eligible to participate in interscholastic athletic competition. If student in the ninth or 10th grade falls below the 2.0 cumulative grade point average requirement, the student will be allowed to participate on a semester-by-semester basis if the student (a) earns a 2.0 grade point average on courses taken in the previous semester alone, (b) signs an academic performance contract with the school, and (c) attends summer school. Once, however, the student enters the 11th grade he or she must have and maintain from that point forward the 2.0 cumulative grade point average to be eligible.

### General and Emergency Information

Student Number

STUDENT'S FULL NAME: (last)					(first)		(middle)		TODAY'S DATE:	
SOCIAL SECURITY NUMBER:					SEX:	AGE:	CURRENT GRADE:	SCHOOL YEAR:	DATE OF BIRTH:	TELEPHONE NUMBER:
STREET ADDRESS: (street & apt. No.)					(city)			(state) (zip code)		
FIRST SCHOOL ATTENDED THIS YEAR:					SCHOOL ATTENDED LAST YEAR:					
NAME OF EMERGENCY CONTACT:			TELEPHONE NUMBER:		STUDENT'S PERSONAL PHYSICIAN:			TELEPHONE NUMBER:		
EMERGENCY CONTACT STREET ADDRESS: (street & apt. No.)					(city)			(state) (zip code)		

If you have any questions, please contact the Athletic Director at ( ) - .



# School Athletic Health Examination Report

Student Name: \_\_\_\_\_

This form must be filled out completely by the student's Physician before the student is allowed to practice and/or compete.

In the event of an emergency when a parent or guardian cannot be reached, contact the person listed on page 1. This physical must be administered by May 15 of each year.

PULSE RATE: /	BLOOD PRESSURE: /	HEIGHT:	WEIGHT:	Minimum weight at which this student may wrestle in pounds. Skin calipers must be used to determine minimum weight.
---------------	-------------------	---------	---------	--

VISION IN RIGHT EYE: /	<input type="checkbox"/> Normal Without Glasses <input type="checkbox"/> Abnormal Without Glasses	VISION IN LEFT EYE: /	<input type="checkbox"/> Normal Without Glasses <input type="checkbox"/> Abnormal Without Glasses
------------------------	---	-----------------------	---

KEY	N = Normal (check one)			AB = Abnormal			NE = Not Examined			COMMENTS	EXAMINER INITIALS
	N	AB	NE	N	AB	NE	N	AB	NE		
1. Eyes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
2. Ears, Nose, Throat	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
3. Neck (soft tissue)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
4. Mouth and Teeth	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
5. Cardiovascular	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
6. Chest and Lungs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
7. Abdomen	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
8. Genitalia - Hernia	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
9. Skin and Lymphatics	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
10. Neck	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
11. Spine	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
12. Shoulders	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
13. Arms and Hands	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
14. Hips	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
15. Thighs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
16. Knees	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
17. Ankles	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
18. Feet	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
19. Neurological	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

20. Tuberculin Test (optional)	Type:	Date: / /	Results:
--------------------------------	-------	-----------	----------

21. Urinalysis (dipstick) (optional)	22. Hematocrit/Hemoglobin (optional)	GM	%
--------------------------------------	--------------------------------------	----	---

Based on this history and physical examination, the following abnormalities were found and need treatment:

\_\_\_\_\_

### RECOMMENDATIONS:

- There were no findings in the student's medical history or physical examination which prohibit this student from participating in competitive athletics
- This student should have the following health problems evaluated or treated prior to participation in competitive athletics:  
\_\_\_\_\_
- This student has the following health problems which need to be accommodated to enable the student to participate in competitive athletics:  
\_\_\_\_\_
- This student has health problems which prohibit the student from participating in competitive athletics.

NAME OF PHYSICIAN:	ADDRESS OF PHYSICIAN: (city) (state) (zip code)
--------------------	---

TELEPHONE NUMBER OF PHYSICIAN: ( ) -
---

SIGNATURE OF PHYSICIAN \_\_\_\_\_

DATE \_\_\_\_\_

**Interscholastic Eligibility Residence Affidavit**

I live with (check one)  both my parents  Mother Only  Father Only  
 Guardian  Other (name) \_\_\_\_\_  
 who is my (relation) \_\_\_\_\_

- I have lived with the person(s) stated above since \_\_\_\_\_
- I live in the assigned attendance area for this school.
  - I am attending this school on an approved pupil reassignment.  
 (This requires an application to have been filed with and approved by the Department of Student Services.)
  - I have been assigned to this school by the Department of Exceptional Student Education.
  - I have been accepted into a magnet program.

If the options presented above do not adequately describe your residence situation, please attach a note of explanation.

PROOF OF INSURANCE	
SPORT	
FATHER'S NAME	SOCIAL SECURITY
FATHER'S PLACE OF EMPLOYMENT	TELEPHONE NO.
FATHER'S MEDICAL INSURANCE COMPANY	POLICY NO.
MOTHER'S NAME	SOCIAL SECURITY NO.
MOTHER'S PLACE OF EMPLOYMENT	TELEPHONE NO.
MOTHER'S MEDICAL INSURANCE COMPANY	POLICY NO.

**Consent and Release of Liability Certificate**

**Part 1. Student Acknowledgement and Release (to be signed by student)**

I have read the (condensed) Florida High School Activities Association (FHSAA) Eligibility Rules and understand that they are a synopsis of the FHSAA bylaws. I also understand that a complete copy of the FHSAA Bylaws is available to me to review at my school's administrative office. I know of no reason why I am not eligible to represent my school in athletic competition. If accepted as a representative, I agree to follow the rules of my school and the FHSAA and to abide by their decisions. I know that participation is a privilege. I have been informed and know of the risks involved in athletic participation, understand that serious injury, and even death, is possible in such participation, and choose to accept such risks. I voluntarily accept any and all responsibility for my own safety and welfare while participating in athletics, with full understanding of the risks involved. Should I be 18 years of age or older or should I be emancipated from my parents/guardians, I release and hold harmless my school, the schools against which it competes, the contest officials, the National Federation of State High School Associations, (NFHS) and the FHSAA of any and all responsibility and liability for any injury or claim resulting from such athletic participation, and agree to take no legal action against any of the above-referenced entities because of any accident or mishap involving my athletic participation. Furthermore, I grant the released parties and their assigns the right to photograph and/or videotape me and further to use my name, face, likeness, voice and appearance in connection with exhibitions, publicity, advertising and promotional materials without reservation or limitation. The released parties, however, are under no obligation to exercise said rights herein.

**I HAVE READ THIS CAREFULLY AND KNOW IT CONTAINS A RELEASE**

PRINTED NAME OF STUDENT \_\_\_\_\_

SIGNATURE OF STUDENT \_\_\_\_\_

DATE \_\_\_\_\_

**Part 2. Parent/Guardian Consent, Acknowledgement and Release of Liability**

(to be completed and signed by all parents/guardians; if divorced or separated, parent/guardian with legal custody must sign)

- A. I/we hereby give consent for my/our child/ward to participate in the following interscholastic sports that I/we have **NOT MARKED OUT**.  
 Sports: Baseball, Basketball, Cross Country, 11-Man Tackle Football, Golf, Soccer, Fast-Pitch Softball, Swimming & Diving, Tennis, Track & Field, Volleyball, Weight-lifting, Wrestling  
 Other sports added to this form by school: \_\_\_\_\_
- B. I/we understand that participation may necessitate an early dismissal from classes.
- C. I/we consent to the disclosure, by my child's/ward's school, to the FHSAA, upon its request, of all detailed (athletic or otherwise) financial, scholastic and attendance records of such school concerning my child/ward.
- D. I/we know and acknowledge that my child/ward and I/we have been informed and know of the risks involved in athletic participation, understand that serious injury, even death, is possible in such participation and choose to accept any and all responsibility for his/her safety and welfare while participating in athletics. With full understanding of the risks involved, I/we release and hold harmless my/our child's/ward's school, the schools against which it competes, the contest officials, the National Federation of State High School Associations, (NFHS) and the FHSAA of any and all responsibility and liability for any injury or claim resulting from such athletic participation of my/our child/ward. I/we further authorize emergency medical treatment for my/our child/ward should the need arise for such treatment while my child/ward is under the supervision of the school. Furthermore, I/we grant the released parties and their assigns the right to photograph and/or videotape my/our child/ward and further to use said child's/ward's name, face, likeness, voice and appearance in connection with exhibitions, publicity, advertising and promotional materials without reservation or limitation. The released parties, however, are under no obligation to exercise said rights herein.

**I HAVE READ THIS CAREFULLY AND KNOW IT CONTAINS A RELEASE**

PRINTED NAME OF PARENT/GUARDIAN \_\_\_\_\_

SIGNATURE OF PARENT/GUARDIAN \_\_\_\_\_

DATE \_\_\_\_\_

**Informed Consent Affidavit**

- I do not desire to view the film entitled "Informed Consent."
- I would like to view the film entitled "Informed Consent." I will contact a member of the Athletic Department of my child's school to arrange for viewing of this film.

SIGNATURE OF PARENT/GUARDIAN \_\_\_\_\_

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

SIGNATURE OF PARENT \_\_\_\_\_

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



## Attention Student and Parent(s) or Guardian(s)

Your school is a member of the Florida High School Activities Association (FHSAA) and follows established rules. The following statements are based on a synopsis of the FHSAA Rules and may not be complete. A complete copy of the current FHSAA Bylaws, Administrative Guidelines, Regulations, Policies and Procedures (Rules) may be found in your school's administrative office. If you have a question about your eligibility to represent your school you should consult and rely on the complete information found in the copy of the Rules rather than relying on this synopsis. In general, to be eligible to represent your school in interscholastic athletics:

1. You must be regularly enrolled and in regular attendance at your school. If you are a home education student, you must declare in writing your intention to participate in athletics at the school prior to the first day of practice. (FHSAA Bylaw 11.1)
2. You must enroll in school within 10 days of the beginning of the school year. If not, you must make up all work missed before your principal can declare you eligible. (FHSAA Bylaw 11.1)
3. If you are in the 11th grade or 12th grade, you must have a cumulative 2.0 grade point average on a 4.0 unweighted scale in all courses taken through the end of the previous semester. If you are in the ninth grade or 10th grade, you must have a cumulative 2.0 grade point average on a 4.0 unweighted scale in all courses taken through the end of the previous semester; OR you must have earned a 2.0 grade point average on a 4.0 unweighted scale in the courses taken in the previous semester alone, provided you sign an academic performance contract with your school and attend summer school as necessary. (FHSAA Bylaw 11.2)
4. You must not have graduated from any high school or its equivalent. (FHSAA Bylaw 11.2)
5. You must participate at the school in which you first enroll, or at which you first take part in an athletic practice, at the beginning of the school year. (FHSAA Bylaw 11.3)
6. If you transfer during the school year from one school to another, you must transfer from your previous school prior to the first day of practice and secure an "Application for Waiver of the Transfer Rule" signed by the principal of both your previous school and your new school. If you transfer on or after the first day of practice in a sport, you cannot participate in that sport. If you transfer from a school at which you were ineligible because of disciplinary action or unsatisfactory conduct, you will be ineligible at your new school for one full semester. If you participate on a non-school team [i.e. AAU, American Legion, club settings, etc.] that is affiliated with or coached by a head coach or assistant coach [paid or volunteer] from a school other than the one you attend, or have attended, and then transfer to that school, it will be assumed you have been recruited to attend that school and you will be ineligible there for one year. If you transfer to a school that your head coach or assistant coach [paid or volunteer] has relocated to within the past year, it will be assumed you transferred to that school for athletic reasons and you will be ineligible there for one year. If you transfer to a school as a result of undue influence exerted by or special inducement offered by anyone associated with the school in an attempt to encourage you to attend the school for the purpose of participating in its athletic programs, you will be ineligible at that school for the remainder of your high school career and at all other FHSAA member schools for one year. (FHSAA Bylaws 7.6 and 11.4)
7. You must not have entered the 10th grade more than two years ago if you are a senior. If you are a ninth, 10th or 11th grader, you must not have successfully completed the eighth grade more than three years ago. (FHSAA Bylaw 11.5)
8. You must be less than 19 years 9 months old to participate in high school; On the day you reach this age – regardless of when that day is – you become ineligible to participate. (FHSAA Bylaw 11.6)
9. You and your parent(s) or guardian(s) must sign the form provided by the school on which your parent(s) or guardian(s) give their consent for you to participate in interscholastic athletics; and on which both you and your parent(s) or guardian(s) agree to release the FHSAA, your school and other parties from liability if you are injured or die as a result of your participation. (FHSAA Bylaw 11.7)
10. You and your parent(s) or guardian(s) must complete a medical history questionnaire and undergo a physical evaluation by a licensed physician and be certified as being physically fit for participation in interscholastic athletic practice or competition on the form provided to you by your school. The physician's certification of your physical fitness must be dated no earlier than May 15th and no later than one day before your first practice. (FHSAA Bylaw 11.8)
11. You must be an amateur. This means you must not accept money, gift or donation for participating in a sport, or use a name other than your own when participating. (FHSAA Bylaw 11.9)
12. You must not participate in an all-star contest in a sport prior to completing your high school eligibility in that sport. (FHSAA Bylaw 11.10)
13. You must display good sportsmanship and follow the rules of competition in every contest in which you participate. If not, you may be barred from participation for a period of time. (FHSAA Bylaw 11.11)
14. You must not provide false information to your school or the FHSAA to gain eligibility. (FHSAA Bylaw 11.12)

If you are declared or ruled ineligible for violation of any one or more of these rules and you do not agree with the decision, you have the right to request that your school file an appeal on your behalf. If you violate one or more of these guidelines because of an unforeseeable, unavoidable condition or event which places a severe burden upon you or your family and are declared or ruled ineligible because of that, you have the right to request that your school file a request for an undue hardship waiver of the rule or rules on your behalf. See your principal, athletic director or coach if you believe one of these two situations applies to you.

# Information Pertaining to Athletic Insurance

## Policy Features of the Basic Athletic Accident Insurance

Coverage provided by Life Insurance Company of North America and administered by McCreary Corporation.

Who is covered: All registered and enrolled interscholastic athletes and cheerleaders, which include Interscholastic sports and football.

Benefits are payable for the covered expenses that are not recoverable from another Health Care Plan., to a maximum reflected on the attached sheet. If the insured is not covered by another Health Care Plan, the excess provision shall not apply, and the benefits are payable as primary. When there is not another Health Care Plan, the school district would prefer you select a provider from the CCN directory. Your athletic director has a copy of this directory or you may access it via the Internet at [www.ccnusa.com](http://www.ccnusa.com). For a child without primary insurance, a "No Other Insurance" letter must be completed as well as the claim forms and a "Memorandum" will be issued with the CCN logo to present to the providers of the medical services.

**Claim Forms** These forms must be completed by the parent and the school. You need the forms submitted to the McCreary Corporation within 30 days of the accident, even if you are still waiting for an Explanation of Benefits from your primary carrier. Claim forms may be obtained from your athletic department of each High School.

**Incurred Period** Covered claims must be incurred within 730 days from the date of the accident for the Basic coverage.

**Initial Treatment** must be received within 90 days of the accident.

## EXCLUSION EXAMPLES

1. Self-inflicted injuries
2. Commission or attempt to commit a felony (Battery-fighting)
3. Repetitive motion injury is not considered an accident
4. Charges above Reasonable and Customary
5. Cosmetic surgery unless reconstructive
6. Sickness or disease unless an infection which is caused directly from an accident
7. An injury as a result of intoxication, use of narcotic, drug, poison, gas or fumes voluntarily taken
8. All therapies, use of DME, and medicine must be medically necessary and prescribed in writing by a physician
9. No over-the-counter medications will be covered
10. Travel expenses to and from the doctor's office visits are not covered
11. If you have an HMO or a PPO for primary health coverage, there is a 50% penalty when you do not use the appropriate providers or receive the appropriate authorization.

**IN-SYSTEM COACHING REQUIREMENTS**  
(For those with a valid Teaching Certificate)

1. Take ASEP (American Sport Education Program) course prior to completion of your season and pass the test within 6 months of completion of course.
2. Complete CPR once a year PRIOR to your season.
3. Complete First Aid PRIOR to your first season and every subsequent 3<sup>rd</sup> year.
4. Complete Bloodborne Pathogen Training your first year, and do update training yearly.

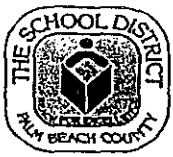
\* I understand that these items need to be completed in order to receive my coaching supplement in a timely manner.

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

A.D.: \_\_\_\_\_ DATE: \_\_\_\_\_

**NOTE: Coaches without completion of these items by the end of the season will be considered VOLUNTEER and will NOT be eligible for supplements.**





**STEP 1 - "Letter of Intent to Hire"**

If a school wants to hire a coach they must give the coach a "Letter of Intent to Hire." The coaching applicant brings the "Letter of Intent to Hire" to the Department of Instructional Employment Services (IES), A-115 at the Fulton-Holland Educational Services Center, where they will start the application process and receive an application and Athletic Coaching Authorization Form.

**STEP 2 - Fingerprinting, FHESC, B-127**

Applicant will be fingerprinted and pay a \$76.00 processing fee. (Check or Money Order only.)

**STEP 3 - Application, FHESC, Lobby**

Fill out the Employment Application (PBSD 0010) from Instructional Employment Services completely. (Day-to-Day Substitutes will only be required to complete an "Instructional Additional Positions Request Form" instead of an application.)

**When the completed application is returned, additional paperwork for employment will be required. Please bring the following original documents to complete the additional paperwork:**

- Original Social Security Card (no copies are permitted)
- Driver's License

*If you do not have one of the above documents please contact Instructional Employment Services at (561) 434-8400 for other acceptable documents.*

**Your application will be reviewed upon receipt of the following items:**

- Three (3) Employment Reference (PBSD 0606) Forms
- Original High School/College Diploma or Official Transcripts
- Completed Athletic Coaching Authorization Form (ACAF) - See Below.

**STEP 4 - Certification, FHESC, A-132**

Apply for an Athletic Coaching Certificate. A \$56.00 application fee is required. (Money Order only.)

**STEP 5 - Athletic Coaching Authorization Form (ACAF)**

The Athletic Coaching Authorization Form (ACAF) must be completed with ALL signatures and returned to the Department of Instructional Employment Services. This includes signatures from:

1. Instructional Employment Services
2. School Police - Fingerprints are \$76.00 (Check or Money Order Only.)
3. Certification - Application for an Athletic Coaching Certificate is obtained and the \$56.00 application fee paid. (Money Order Only)
4. Blood Borne Pathogen Training (to be signed off by Instructional Employment Services) Required for the following Sports: Football, Basketball, Baseball, Soccer, Wrestling, Softball & Lacrosse. Contact your Athletic Director for Registration.
5. Secondary Education - See Program Planner- Athletics where necessary paperwork will be processed.
6. Instructional Employment Services - Final signature is obtained when all the above have been signed, and the Employment Application (PBSD 0010) has been submitted.

**STEP 6 - Employment Clearance**

The Athletic Director will be notified by Instructional Employment Services when the file is complete and the Coach has been cleared to begin work.

# (Reproduce on School Letterhead)

## Memorandum

To: Division of Personnel Services

From: (Principal's name)

Date:

Subject: LETTER OF INTENT- TO- HIRE

This is to notify your department that I intend to hire \_\_\_\_\_  
(coach applicant's name)

\_\_\_\_\_ to coach \_\_\_\_\_ for the \_\_\_\_\_ school year.  
(ss#) (name of sport) (year)

Check the appropriate box:

- STAFF PLACEMENT SERVICES:  
Out-of-System Athletic Coaches (including day-to-day substitutes who want to coach). I understand this coaching applicant must not begin employment until notification of clearance from Staff Placement Services is received.
- INFORMATION MANAGEMENT:  
In-system, Noninstructional Employee

\_\_\_\_\_  
Principal's Signature

(Revised 3/27/96)

# **IN-SYSTEM, NONINSTRUCTIONAL EMPLOYEES**

(temporary/part-time employees are not included)

## DIVISION OF PERSONNEL SERVICES ATHLETIC COACHING AUTHORIZATION FORM (ACAF)

I, \_\_\_\_\_, am applying for a position as a Part-Time  
(PRINT NAME)  
Athletic Coach at \_\_\_\_\_ for \_\_\_\_\_  
(SCHOOL) (SPORT)

- I will be required to satisfy the requirements specified by the Department of Curriculum and Instruction to become a certified coach. (This includes CPR, First Aid, and the District Coaching Test).
- I may be required to be fingerprinted and pay the required fee.
- There will not be any reimbursement of the fingerprinting fee if I am not approved.
- School Police will notify the appropriate office(s) regarding clearance of my fingerprints.
- I am required to pay a fee for clearance of my certification records.

By my signature below, I confirm I have read and understand the above information.

<b>APPLICANT SIGNATURE</b>	<b>SOCIAL SECURITY #</b>	<b>DATE</b>
----------------------------	--------------------------	-------------

Information Management, District Administrative Center, Suite A-152

Signature \_\_\_\_\_ Date \_\_\_\_\_

Certification, District Administrative Center, Suite A-132

Signature \_\_\_\_\_ Date \_\_\_\_\_

School Police, District Administrative Center, Suite B-127

Signature \_\_\_\_\_ Date \_\_\_\_\_

Curriculum & Instruction, Program Planner, District Administrative Center, Suite C-225

Signature \_\_\_\_\_ Date \_\_\_\_\_

Information Management, District Administrative Center, Suite A-152

Signature \_\_\_\_\_ Date \_\_\_\_\_

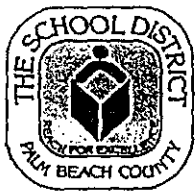
*PLEASE RETURN THIS FORM TO THE DEPARTMENT OF INFORMATION MANAGEMENT*

## **OFFICIAL HIRING POLICY FOR OUT-OF-SYSTEM COACHES**

**(Including Day-to-Day Substitutes hired as coaches)**

1. Coach applicants must first have a coaching job offer. The coach applicant must bring a "Letter of Intent to Hire" from the school, their driver's license, social security card, and original high school/college diploma or official college transcript to Staff Placement Services (SPS). (We have attached a "Letter of Intent to Hire" for your use to be reproduced on school letterhead.)
2. Coach applicants offered a job will go to Staff Placement Services to obtain an instructional application. (Day-to-Day Substitutes will only be required to complete an "Instructional Additional Positions Request Form" instead of an application.) Upon completion of the-application/form and I-9, the coach application will be given an Athletic Coaching Authorization Form (ACAF).
3. The instructional application contains three (3) blue reference forms, which must be filled in by evaluators of the applicant and returned to Staff Placement Services to complete the application packet.
4. The coach applicant will take the Athletic Coaching Authorization Form to . . .
  - a) Certification – where application for the Part-Time Athletic Coaching Certificate will be obtained and sold.
  - b) School Police – where fingerprints and fee are required.
  - c) Curriculum and Instruction – where the Program Planner for Athletics will sign the form upon proof of completion of CPR, First Aid, Bloodborn pathogens, and District Coaching Test (ASEP) requirements.
  - d) Staff placement – for final sign-off.
5. Upon receipt of completed application (with satisfactory references and all supporting documentation) and fingerprint clearance, the applicant will be cleared for hire on the PE20 screen (area 3183 and the appropriate schools notified by a Personnel Specialist, via PROFS to submit an instructional recommendation form.)
6. The coach applicant must provide the school with a copy of his/her Florida Department of Education two-year, part-time Coaching Certification Office.
7. Rehire procedure: Before accepting a coaching position for the next school year, the coach must bring a new "Letter of Intent to Hire", social security card, and driver's license to SPS. In SPS the coach applicant will complete the yellow Reactivation/Update form, new I-9 form, Quick Check form, and obtain a blue reference form to be completed by the coach's current previous school administrator. CPR and Bloodborn Pathogen need to be updated prior each season. First Aid needs renewal every three (3) years.
8. Additionally, out of system coaches will be required to update their 2 yr. temporary certificate to a 5 yr. Certificate by completing the following coursework:





### DIVISION OF PERSONNEL SERVICES ATHLETIC COACHING AUTHORIZATION FORM

I, \_\_\_\_\_, am applying for a position as a Part-Time Athletic Coach at  
*(PRINT NAME)*

\_\_\_\_\_ for \_\_\_\_\_  
*(SCHOOL NAME)* *(SPORT)*

1. There will not be any reimbursement of the fingerprinting fee even if my application is not approved.
2. I will be required to be fingerprinted and pay the \$76.00 processing fee again, if I do not begin working within ninety (90) days of my fingerprint clearance.
3. I will be required to satisfy the additional requirements specified by the Department of Secondary Education to become a certified coach. (This includes CPR, First Aid, and the District Coaching Test.)

By my signature below, I confirm I have read and understand the above information.

\_\_\_\_\_  
APPLICANT SIGNATURE

\_\_\_\_\_  
SOCIAL SECURITY NUMBER

\_\_\_\_\_  
DATE

**THE FOLLOWING STEPS MUST BE COMPLETED IN NUMERIC ORDER.**

.....  
1. Instructional Employment Services, 3364 Forest Hill Blvd., Suite A-115

Signature: \_\_\_\_\_

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

.....  
2. School Police, 3330 Forest Hill Blvd., Suite B-127

Signature: \_\_\_\_\_

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

.....  
3. Certification, 3364 Forest Hill Blvd., Suite A-132

Signature: \_\_\_\_\_

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

.....  
4. Blood Borne Pathogen Training (to be signed by Instructional Employment Services)  
(Required for the following sports: Football, Basketball, Baseball, Soccer, Wrestling, Softball & Lacrosse)  
\*Please provide/attach a copy of your Blood Borne Pathogens Training Completion Form.

Signature (Instructional Employment Services): \_\_\_\_\_

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

.....  
5. Secondary Education, Program Planner-Athletics, 3310 Forest Hill Blvd., Suite C-225

Signature: \_\_\_\_\_

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

.....  
6. Instructional Employment Services, 3364 Forest Hill Blvd., Suite A-115

Signature: \_\_\_\_\_

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

**PLEASE RETURN THIS FORM TO THE DEPARTMENT OF INSTRUCTIONAL EMPLOYMENT SERVICES!**



THE SCHOOL DISTRICT OF PALM BEACH COUNTY  
INSTRUCTIONAL EMPLOYMENT SERVICES  
**Instructional Employee Reference**

Please Print or Type:

EVALUATOR NAME: (last) (first) (mi)  
EVALUATOR ADDRESS: (street/apt no.)  
(city) (state) (zip code)

APPLICANT NAME: (last) (first) (mi)  
APPLICANT MAIDEN NAME/AKA:  
Applicant Social Security Number: [ ] [ ] [ ] - [ ] [ ] [ ] - [ ] [ ] [ ] [ ]

The above candidate has applied for an instructional position with the School District of Palm Beach County and has listed you as a reference. This reference form will be included in the applicant's file for review by appropriate supervisors and also may be shown to the applicant upon request. Your prompt reply will be appreciated. Please return the completed form to **Instructional Employment Services, 3364 Forest Hill Boulevard, A-115, West Palm Beach, Florida 33406**

I authorize you to provide the School District of Palm Beach County with information regarding my suitability for employment.

\_\_\_\_\_  
SIGNATURE OF APPLICANT

\_\_\_\_\_  
DATE

Please evaluate and check as many items in the following section as your knowledge of the applicant will justify.

PROFESSIONAL TRAITS	E	G	A	BA	U	NO
General Appearance						
Attendance/Punctuality						
Language and Communication Skills						
Scholarship						
Dependability/Reliability						
Personal Initiative						
Self-Control						
Ability to Work with Others						
Ability to Accept Criticism						
Accuracy and Punctuality of Reports						
Overall Job Performance						

KEY: E = excellent A = Average U = unacceptable  
G = good BA = below average NO = not observed

TEACHING TRAITS	E	G	A	BA	U	NO
Enthusiasm for Teaching						
Knowledge of Subject Matter						
Lesson Planning and Preparation						
Use of Effective Methods and Techniques						
Student Response to Teaching						
Sensitivity to Individual Student Needs						
Classroom Management (Discipline)						
Interest in Total School						
Ability to Work with Parents/Community						

**PLEASE COMPLETE APPLICABLE INFORMATION BELOW**

- I have known the applicant:  As a student  As an employee  Personally
- Dates of employment or length of time you have known the applicant: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ to \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Month Year Month Year
- Position or job title of the applicant: \_\_\_\_\_
- Your title at the time you supervised the applicant: \_\_\_\_\_
- Would you consider hiring (re-hiring) the applicant?  Yes  No
- Does company policy prohibit re-hiring?  Yes  No
- The applicant is best suited for what position? \_\_\_\_\_
- If former employee, why did the applicant leave your employ? \_\_\_\_\_
- Please provide any additional information on the applicant we may need to know as a prospective employer (use reverse side if necessary)
- Do you prefer that we call you?  Yes  No Telephone: ( ) - \_\_\_\_\_



# Consent and Release of Liability Certificate

## 1. Student Acknowledgement and Release (to be signed by student).

I have read the (condensed) FHSAA Eligibility Rules printed on the reverse side of this "Consent and Release of Liability Certificate" and understand that they are a synopsis of the actual FHSAA Bylaws. I also understand that a complete copy of the FHSAA Bylaws is available for me to review at my school's administrative office. I know of no reason why I am not eligible to represent my school in athletic competition. If accepted as a representative, I agree to follow the rules of my school and the FHSAA and to abide by their decisions. I know that athletic participation is a privilege. I have been informed and know of the risks involved in athletic participation, understand that serious injury, and even death, is possible in such participation, and choose to accept such risks. I voluntarily accept any and all responsibility for my own safety and welfare while participating in athletics, with full understanding of the risks involved. Should I be 18 years of age or older, or should I be emancipated from my parent(s)/guardian(s), I release and hold harmless my school, the schools against which it competes, the contest officials, the National Federation of State High School Associations (NFHS) and the FHSAA of any and all responsibility and liability for any injury or claim resulting from such athletic participation and agree to take no legal action against any of the above-referenced entities because of any accident or mishap involving my athletic participation. Furthermore, I grant the released parties and their assigns the right to photograph and/or videotape me and further to use my name, face, likeness, voice and appearance in connection with exhibitions, publicity, advertising and promotional materials without reservation or limitation. The released parties, however, are under no obligation to exercise said rights herein.

I HAVE READ THIS CAREFULLY AND KNOW IT CONTAINS A RELEASE.

Date: \_\_\_\_\_ Signature of Student: \_\_\_\_\_  
Name of Student (printed): \_\_\_\_\_

## Part 2. Parental/Guardian Consent, Acknowledgement and Release of Liability

(to be completed and signed by all parents/guardians; if divorced or separated, parent/guardian with legal custody must sign).

A. I/we hereby give consent for my/our child/ward to participate in the following interscholastic sports that I/we have **not marked out**.

Boys Sports: Baseball, Basketball, Cross Country, 11-Man Tackle Football, Golf, Soccer, Swimming & Diving, Tennis, Track & Field, Weightlifting, Wrestling

Other sports added to this form by school: \_\_\_\_\_

Girls Sports: Basketball, Cross Country, Golf, Soccer, Fast-Pitch Softball, Swimming & Diving, Tennis, Track & Field, Volleyball

Other sports added to this form by school: \_\_\_\_\_

B. I/we understand that participation may necessitate an early dismissal from classes.

C. I/we consent to the disclosure, by my child's/ward's school, to the FHSAA, upon its request, of all detailed (athletic or otherwise) financial, scholastic and attendance records of such school concerning my child/ward.

D. I/we know and acknowledge that my child/ward and I/we have been informed and know of the risks involved in athletic participation, understand that serious injury, and even death, is possible in such participation and choose to accept any and all responsibility for his/her safety and welfare while participating in athletics. With full understanding of the risks involved, I/we release and hold harmless my/our child's/ward's school, the schools against which it competes, the contest officials, the National Federation of State High School Associations (NFHS) and the FHSAA of any and all responsibility and liability for any injury or claim resulting from such athletic participation and agree to take no legal action against any of the above-referenced entities because of any accident or mishap involving the athletic participation of my/our child/ward. I/we further authorize emergency medical treatment for my/our child/ward should the need arise for such treatment while my child/ward is under the supervision of the school. Furthermore, I/we grant the released parties and their assigns the right to photograph and/or videotape my/our child/ward and further to use said child's/ward's name, face, likeness, voice and appearance in connection with exhibitions, publicity, advertising and promotional materials without reservation or limitation. The released parties, however, are under no obligation to exercise said rights herein.

E. Please check the appropriate box(es):

My/our child/ward is covered under our family health insurance plan which has coverage limits of not less than \$25,000.

Company: \_\_\_\_\_ Policy Number: \_\_\_\_\_

My/our child/ward is covered by his/her school's activities medical base insurance plan.

I/we have purchased supplemental football insurance through my/our child's/ward's school.

I/WE HAVE READ THIS CAREFULLY AND KNOW IT CONTAINS A RELEASE.

Date: \_\_\_\_\_ Signature of Parent/Guardian: \_\_\_\_\_

Name of Parent/Guardian (printed): \_\_\_\_\_

Date: \_\_\_\_\_ Signature of Parent/Guardian: \_\_\_\_\_

Name of Parent/Guardian (printed): \_\_\_\_\_



DEPARTMENT OF TRANSPORTATION  
 PALM BEACH COUNTY PUBLIC SCHOOLS  
 WEST PALM BEACH, FLORIDA

FIELD TRIP TICKET

No 35961

- INSTRUCTIONS:**
1. This form should be typewritten and sent 15 days in advance of trip to the Department of Transportation.
  2. A separate form may be submitted for each bus needed.
  3. Passenger limit -- 65 Elementary -- 54 Secondary
  4. No. Buses Needed

Date of Trip \_\_\_\_\_ School \_\_\_\_\_ Number of Students \_\_\_\_\_

Destination -- \_\_\_\_\_ Group \_\_\_\_\_

Purpose of Trip -- \_\_\_\_\_

	Time Leaving	Time Returning
	A.M. _____	A.M. _____
	P.M. _____	P.M. _____

Bill Trip Charges to: Check if from Internal Accounts

1. Acct. # \_\_\_\_\_ 2. School # \_\_\_\_\_

Signature of Trip Sponsor \_\_\_\_\_ Date \_\_\_\_\_ Signature of Principal indicating approval \_\_\_\_\_ Date \_\_\_\_\_

Approved -- Director of Transportation \_\_\_\_\_ Date \_\_\_\_\_ If not approved -- State reason \_\_\_\_\_

Driver (Last Name, First Name, Initial) \_\_\_\_\_ Compound \_\_\_\_\_

Soc. Sec. No. \_\_\_\_\_ Bus No. \_\_\_\_\_

Odometer	Mileage		
Reading End _____	Rate _____		
Start _____	Mileage _____		
Total Miles _____	Charge _____		
Time End _____	Hourly _____		
Time Start _____	Rate _____		
Time of Trip _____	Total Hourly _____		
Hours/Min. _____	Charge _____		
Number of _____	Total _____		
Students _____	Charge _____		

NOTE: School retains Goldenrod copy. Transportation retains Pink copy. Bus driver fills out remaining four (4) copies -- forward to Transportation Dept.

White copy to Transportation Dept. Blue copy to Finance Dept. Green and Canary copies to School. School keeps canary copy and sends Green with remittance to Finance Dept.

Signature of Teacher \_\_\_\_\_ Date \_\_\_\_\_ Signature of Driver \_\_\_\_\_ Date \_\_\_\_\_

WHITE -- TRANSPORTATION DEPT. - BLUE -- FINANCE DEPT. - GREEN -- SCHOOL - CANARY -- SCHOOL - PINK -- TRANSPORTATION DEPT. RETAINS - GOLDENROD -- SCHOOL RETAINS



## GENDER EQUITY

The School Board of Palm Beach County approved a Gender Equity Action Plan on December 17, 1997. Implementation began during the second semester of the school year. Palm Beach County had only one school in compliance during the 1996-1997 school year; however, the District's Gender Equity Action Plan enabled six more schools to be in compliance for the 1997-1998 school year. Utilizing the availability of three new female supplemental coaching positions per school, adding two new sports lacrosse and flag football, and \$10,000 appropriated by the School Board, all but two of our schools were in full compliance by the 1998-1999 school year. It is important to note that overall, participation percentages for all schools improved from 1996-1997 to 1997-1998. The 1999-2000 has seen a lapse and some school have dropped out of compliance at the varsity or junior varsity level. Schools that stay in compliance will be able to split the \$10,000 between both boys and girls teams.

To be in compliance a school's female athletic participation percentage must be within 5% of the total female population in both varsity and junior varsity teams. Each year a report (see Appendix A) must be filed with the School District Department of Curriculum and Instruction, and a Federal Title IX report (see Appendix A) filed with the Federal Government.

The **three-prong test** for evaluating participation opportunities. Only one of the three tests must be satisfied for the school to be considered in compliance.

- **Substantial proportionality:** ratios of male athletic participation and female athletic participation must be "substantially proportional" to ratios of male enrollment and female enrollment
- **Athletics History and continuing practice of women's program expansion:** the school must show a continuing practice, in the very recent past, of expanding its women's sports offerings.
- **Full and effective accommodation of women's athletic interests:** the school must show that the athletics interests and athletics abilities of the institution's female enrollment have been fully and effectively accommodated.

The following is from A Level Playing Field: Title IX & Gender Equity in Sports  
Common violations in Title IX court case and OCR settlement agreements.

The following are suggestions on how athletic administrators can be aware of issues which will effect gender equity:

### RED FLAGS FOR ATHLETIC ADMINISTRATORS

- Equipment provided for boys not for girls.
- Equipment provided for the boys is of higher quality than the girls.
- Equipment is replaced more frequently for boys.
- Coed equipment shared is all charged to the budget of the women's team to create the façade of financial equity between programs.
- Boys have laundry service girls do not.
- Boys have more overall access to equipment than the girls and the boys have priority over the girls.

- Boys have equipment managers girls do not.
- There is a significant overall difference between the facilities or playing fields for the boys and girls.
- Boys have exclusive locker rooms girls share.
- Visiting boy's teams displace girl's teams from locker room while boy's team have exclusive use of their locker room.
- Quality size and security of girl's locker rooms are significantly different from the boy's locker rooms.
- Girl's teams share practice/competition facilities with other school activities while boy's teams have exclusive use of facilities.
- Girl's teams have primary off campus facilities.
- Girl's teams prepare their own facility for practice and games while the boy's teams have school staff and custodians prepare boy's facilities
- Girl's teams relegated to auxiliary gyms while boy's teams have priority of access to main gyms or prime playing fields.

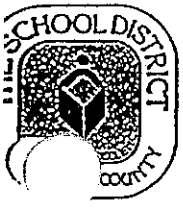
**Acid Test:** is all equipment and facilities such that your boys team would be willing to directly trade with the girl's team. Many schools alternate facilities use between boy's and girl's programs every other year.

- Girl's travel budget is smaller
- Boys travel by contract bus carrier while the women's team travel by school van or coach/parent/student vehicle.
- Boy's teams travel further and arrive the day before competition and stay over night while the girl's teams travel in smaller geographic areas arrive the day of the competition and come home immediately.
- Girls teams must assign more students per room than men's team and the quality of the room is lower.
- Girls teams are not provided with pre or post game meals or quality is not the same.

**Note Athletic directors must monitor these situations to ensure that significant overall discrepancies do not arise. The simplest approach is to standardize all travel/transportation/meals for all teams throughout the entire athletic program.**

- Girl's team coaches, overall, have less coaching experience than boy's.
- Girl's team coaches are not given same benefits (planning periods last hour, office space, support services)
- Girl's teams coaches have a higher number of volunteer coaches, non-teacher, or parent coaches than the men's team's.
- School's media coverage is less for girls than for boys.
- Pep bands, cheerleaders, drill teams, marching bands, pom pom squads and other support groups are often assigned to men's events but not to girl's.
- Boy's teams always play during "prime time" of same-sport doubleheaders.
- Team physicians or athletic trainers consistently attend boy's games but are only on call for girl's games.
- Student trainers attend girl's games and only professional athletic trainers attend the boy's games.


- Certain boy's teams have priority of access and longer time in the weight rooms, conditioning facilities and athletic training facilities.
- Boy's teams are provided tutoring to maintain athletic eligibility of the athletes.



THE SCHOOL DISTRICT  
OF PALM BEACH COUNTY, FLORIDA  
DEPARTMENT OF RISK MANAGEMENT  
3370 FOREST HILL BOULEVARD, A-103  
WEST PALM BEACH, FL 33406-6870  
(561) 434-8580 FAX (561) 434-8103

DR. JOAN P. KOWAL  
SUPERINTENDENT  
OF SCHOOLS

July 29, 1997

TO: High School Principals 

FROM: Brian Mariman, ARM  
Employee Benefits & Risk Management

SUBJECT: Insurance Certificates

I have attached copies of the certificates of insurance for both the High School Interscholastic Athletic and Student Catastrophic Insurance policies. These certificates cover the School District from August 1, 1997 through August 1, 1998.

The Catastrophic Insurance Certificate has already been forwarded to Mr. Bruce Nearon, Controller of the Florida High School Activities Association.

These certificates provide the proof of insurance required by the Florida High School Activities Association and probably any other organization which may require proof of insurance.

If you have any questions or comments, please contact me at your convenience.

BM/pb

cc: High School Athletic Directors  
Linda Cowart  
Dianne Howard

Attachment

# ACORD CERTIFICATE OF LIABILITY INSURANCE

DATE 7/26/97

**PRODUCER**

M'Kinley Financial Services, Inc.  
6555 Powerline Road, Suite 214  
Ft. Lauderdale, Florida 33309

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

**COMPANIES AFFORDING COVERAGE**

- COMPANY A American Bankers Life Assurance Company of Florida
- COMPANY B
- COMPANY C
- COMPANY D

**INSURED**

School District of Palm Beach County  
3370 Forrest Hill Blvd.  
West Palm Beach, FL 33460

**COVERAGES**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED, NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

CO LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
	<input type="checkbox"/> GENERAL LIABILITY <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> OCCUR <input type="checkbox"/> OWNERS & CONTRACTORS PROT				GENERAL AGGREGATE \$ PRODUCTS - COMPROP AGG \$ PERSONAL & ADV INJURY \$ EACH OCCURRENCE \$ FIRE DAMAGE (Any one fire) \$ MED EXP (Any one person) \$
	<input type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS				COMBINED SINGLE LIMIT \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE \$
	<input type="checkbox"/> GARAGE LIABILITY <input type="checkbox"/> ANY AUTO				AUTO ONLY - EA ACCIDENT \$ OTHER THAN AUTO ONLY: EACH ACCIDENT \$ AGGREGATE \$
	<input type="checkbox"/> EXCESS LIABILITY <input type="checkbox"/> UMBRELLA FORM <input type="checkbox"/> OTHER THAN UMBRELLA FORM				EACH OCCURRENCE \$ AGGREGATE \$
	<input type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY <input type="checkbox"/> THE PROPRIETOR/PARTNERSEXECUTIVE OFFICERS ARE <input type="checkbox"/> INCL <input type="checkbox"/> EXCL				WC STATE - OTHER LIMITS \$ EL EACH ACCIDENT \$ EL DISEASE - POLICY LIMIT \$ EL DISEASE - EA EMPLOYEE \$
	<input type="checkbox"/> OTHER ATHLETIC ACCIDENT MEDICAL	A203-10-1175-97	08-01-97	08-01-98	MED. MAX \$25,000+ DEDUCTIBLE \$ -0-

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/SPECIAL ITEMS

1001 District of Palm Beach County

**CANCELLATION**

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL ENDEAVOR TO MAIL 10 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO MAIL SUCH NOTICE SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE COMPANY, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE

*John M. McKinley*

# ACORD. CERTIFICATE OF INSURANCE

ISSUE DATE (MM/DD/YY)  
 7/2/97

PRODUCER  
 JACK NOBLE LOWMEDES  
 IA MCCREARY CORPORATION  
 700 CENTRAL PARKWAY  
 STUART FL 34994

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

### COMPANIES AFFORDING COVERAGE

- COMPANY LETTER A Life Insurance Co. of North America
- COMPANY LETTER B
- COMPANY LETTER C
- COMPANY LETTER D
- COMPANY LETTER E

INSURED  
 PALM BEACH COUNTY SCHOOL DISTRICT  
 3340 FOREST HILL BOULEVARD  
 WEST PALM BEACH FL 33406

COVERAGE  
 THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

CO LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
	GENERAL LIABILITY <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> OCCUR <input type="checkbox"/> OWNER'S & CONTRACTOR'S PROT.				GENERAL AGGREGATE \$ PRODUCTS-COMPROP AGG. \$ PERSONAL & ADY. INJURY \$ EACH OCCURRENCE \$ FIRE DAMAGE (Any one fire) \$ MED. EXPENSE (Any one person) \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS <input type="checkbox"/> GARAGE LIABILITY				COMBINED SINGLE LIMIT \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per occurrence) \$ PROPERTY DAMAGE \$
	EXCESS LIABILITY <input type="checkbox"/> UMBRELLA FORM <input type="checkbox"/> OTHER THAN UMBRELLA FORM				EACH OCCURRENCE \$ AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY				STATUTORY LIMITS EACH ACCIDENT \$ DISEASE-POLICY LIMIT \$ DISEASE-EACH EMPLOYEE \$
	OTHER Student Accident Castastrophic	KCC001753	08/01/97	08/01/98	\$5,000,000 MAX. MEDICAL \$500,000 DISABILITY \$25,000 DEDUCTIBLE

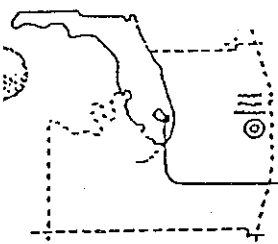
DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/SPECIAL ITEMS  
 RE: CLASS I: ALL ENROLLED STUDENTS OF THE SCHOOL OR SCHOOL DISTRICT INCLUDING ALL SPORTS AND ACTIVITIES.

CERTIFICATE HOLDER  
 BRUCE NEARON, CONTROLLER  
 FLORIDA HIGH SCHOOL ACTIVITIES  
 ASSOCIATION  
 PO BOX 1173  
 GAINESVILLE FL 32602

CANCELLATION  
 SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO MAIL SUCH NOTICE SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE COMPANY, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE  



# THE SCHOOL BOARD OF PALM BEACH COUNTY, FLORIDA

3323 BELVEDERE ROAD  
WEST PALM BEACH, FLORIDA 33402

TELEPHONE 464-5000

October 3, 1985

BULLETIN #P-5303-ASA-RM

THOMAS J. MILLS  
SUPERINTENDENT  
OF SCHOOLS

LOUIS J. SASSA

SUSAN R. PELL

JOSEPH N. BELLUCCO

GAIL BUORK

ROBERT S. HOWELL

LYNDA M. JOHNSTON

HUGH MACMILLAN, JR.

Contact Person:  
Roger Anderson  
Ext. 5009

TO: All Principals and Department Heads

FROM: Henry R. Boekhoff, *HRB* Associate Superintendent  
Administration

SUBJECT: Self-Insurance of Automobile and Public Liability

### General

Effective September 26, 1985, the School Board is self-insuring its automobile and public liability exposures. This change was necessary because the coverages available were unacceptable and the costs were prohibitive. In fact, none of the insurance companies that submitted proposals were willing to extend the automobile liability insurance coverage to employees and volunteers who drive their personal vehicles on School Board business. Arrangements are being made for an independent adjustment company to administer self-insured claims. Automobile accidents and liability claims are to continue to be reported to the Department of Risk Management.

### Volunteers

It is more important than ever to be certain that volunteers carry bodily injury and property damage liability insurance on their vehicles before approving a field trip or other school sponsored trip that includes the transportation of students. PIP (Personal Injury Protection) is not sufficient. It is necessary that you continue to follow control procedures that are reiterated below:

1. The sponsoring teacher prepares a memo requesting the principal's approval which includes the following information:
  - a) the purpose of the trip,
  - b) the number of drivers,
  - c) the number of participants,
  - d) the departure, destination & return locations, and
  - e) written confirmation (suggested form on the reverse side of this bulletin) from the drivers that the vehicles are insured for bodily injury and property damage liability.
2. If the trip is approved, the principal signs the memo, returns a copy to the sponsoring teacher and retains a copy for the school files along with the insurance confirmation.



# THE SCHOOL BOARD OF PALM BEACH COUNTY, FLORIDA

3323 BELVEDERE ROAD  
WEST PALM BEACH, FLORIDA 33402

TELEPHONE 689-3000

November 25, 1985

BULLETIN #P-5365-ASA-RM

THOMAS J. MILLS  
SUPERINTENDENT  
OF SCHOOLS

JOSEPH W. ...  
DORIS ...  
JOSEPH ...  
LINDA ...  
RUSH ...

CONTACT PERSON  
Roger C. Anderson  
Extension 5009

To: All Principals and Department Heads

From: Henry R. Boekhoff *HRB*  
Associate Superintendent  
Administration

Subject: Liability on Employees' and Volunteers' Personal Vehicles

The School Board of Palm Beach County is responsible for bodily injury and property damage liability of employees and agents to the full extent of the law. It is the position of the School Board that volunteers conducting business for the School Board at the direction of or with the approval of the principal are agents of the School Board.

However, the School Board of Palm Beach County will continue to look to School Board employees' and agents' insurance companies for primary liability insurance coverage when employees or agents have an accident in a personal vehicle while in the scope of their employment or function.

The School Board is "not responsible for bodily injury or property damage if an employee or agent acts in bad faith or with malicious purpose or in a manner exhibiting wanton and willful disregard of human rights, safety or property." The School Board is not responsible for damage to employees' or volunteers' personal vehicles.

Any accident or injury involving employee's or volunteer's personal vehicles while conducting business for the School Board shall immediately be reported to the Department of Risk Management.

HRB:RCA:slc

TO: Principal

SUBJECT: Confirmation for Automobile Liability Insurance

ACTIVITY: \_\_\_\_\_ DATE/DATES \_\_\_\_\_

DESTINATION: \_\_\_\_\_

I am a (check one) \_\_\_\_\_ School Board Employee

\_\_\_\_\_ School Volunteer

\_\_\_\_\_ Student Driver

and will be driving my personal, rented, or school based vehicle on \_\_\_\_\_ to  
transport students. (DATE)

The motor vehicle that I am operating on School Board Business is covered for bodily injury and property damage liability insurance. I understand that the School Board does not provide insurance or any protection for accidental damage to the vehicle. P.I.P. (Personal Injury Protection) is not sufficient.

NAME OF DRIVER \_\_\_\_\_

DRIVER LICENSE NUMBER \_\_\_\_\_

INSURANCE COMPANY AND POLICY NO \_\_\_\_\_

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Social Security Number

\_\_\_\_\_  
School Volunteer Signature

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

\_\_\_\_\_  
Date

# DRIVER PERMISSION

Dear Parent / Guardian:

Your child, as a member of the \_\_\_\_\_ Student body may be called upon to attend functions which will necessitate travel during school hours as well as weekends. We would like to have on file your signature and the proper forms completed in advance.

If you give your son/daughter permission to be a passenger in a car driven by a school approved ADULT driver then complete and sign form A.

If you give your child permission to transport other students, please sign form B.

If you give your child permission to be a passenger in a car driven by another STUDENT, sign form C.

Any student who drives to a school function must have completed and on file the form on the reverse. Complete this form if your child will be driving to any school function.

## A. Passenger with ADULT driver

I understand that in some cases it is necessary to make trips by private car.

I hereby give my permission for \_\_\_\_\_ to make necessary trips in a car driven by a school approved adult driver for the following school sponsored activity/activities: \_\_\_\_\_

\_\_\_\_\_  
Date

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

## B. Student Driver Permission Form

I hereby give permission for \_\_\_\_\_ to transport students as the driver of his/her/my car, for the following school sponsored activity/activities \_\_\_\_\_

I have completed the form on the reverse, indicating liability and collision insurance, and I shall not hold the school or advisor responsible in the event of an accident.

\_\_\_\_\_  
Date

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

## C. Passenger with a STUDENT driver

I understand that in some cases it is necessary to make trips by private cars.

I hereby give my permission for \_\_\_\_\_ to make necessary trips in a car driven by a student driver for the following school sponsored activity/activities \_\_\_\_\_

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parents Signature

LEAVES/TDE APPLICATION

(See Instructions on Cover)

THE SCHOOL BOARD OF PALM BEACH COUNTY

3323 Belvedere Road  
WEST PALM BEACH, FLORIDA 33402

Name (Please Print) \_\_\_\_\_ Date \_\_\_\_\_  
(Last) (First) (MI)  
Social Security No. \_\_\_\_\_ Position/Classification \_\_\_\_\_ Noninstructional   
Instructional   
School/Department Name \_\_\_\_\_ School/Department No. \_\_\_\_\_

I. REQUEST FOR LEAVE OF ABSENCE

I hereby apply for Leave of Absence on the following duty-days:

Dates absent \_\_\_\_\_  
(Identify 1/2 days by A.M. or P.M.)  
Total Duty Days Absent This Request \_\_\_\_\_

Check only one reason (For another reason in same pay period, an additional form is required).

PAID LEAVE

- Sick
- Personal (Four days per year maximum charged to Sick Leave)
- Line-of-Duty Injury or Illness (LOD)
- Vacation (12-month positions only)
- Military Leave (Reserve Duty)
- Other—Explain \_\_\_\_\_

UNPAID LEAVE

- Extended Illness
- Maternity/Recovery/Childcare
- Other Personal—Explain: \_\_\_\_\_
- Personal (To be charged to an employee and submitted by Prin./Dept. Head due to improper reporting procedures)

Signature (Person making request) \_\_\_\_\_ Date \_\_\_\_\_

COMPLETE FOR UNPAID LEAVE ONLY

APPROVED  DISAPPROVED   
\_\_\_\_\_  
(Principal/Department Head) Date \_\_\_\_\_

APPROVED  DISAPPROVED   
\_\_\_\_\_  
(Area/Assistant Superintendent, Deputy Superintendent, Superintendent) Date \_\_\_\_\_

II. REQUEST FOR TEMPORARY DUTY ELSEWHERE (TDE)

Dates of TDE \_\_\_\_\_ Total Days \_\_\_\_\_

Justification \_\_\_\_\_

In-County  Out-of-County Destination \_\_\_\_\_

Substitute required?  No  Yes — Fund Source: Dept. \_\_\_\_\_ Prog./Funct. No. \_\_\_\_\_ Object No. \_\_\_\_\_

Travel \$ \_\_\_\_\_ Per Diem \$ \_\_\_\_\_ Other \_\_\_\_\_

Total Est. cost to District \$ \_\_\_\_\_ Fund Source: Dept. \_\_\_\_\_ Prog./Funct. No. \_\_\_\_\_ Object No. \_\_\_\_\_

If Federal Funds, Project Title \_\_\_\_\_ No. \_\_\_\_\_

Signature (Person making request) \_\_\_\_\_ Date \_\_\_\_\_

RECOMMENDED  NOT RECOMMENDED   
\_\_\_\_\_  
(Principal/Department Head) Date \_\_\_\_\_

APPROVED  DISAPPROVED   
\_\_\_\_\_  
(Area/Assistant Superintendent, Deputy Superintendent, Superintendent) Date \_\_\_\_\_

TRAVEL AGENCY \_\_\_\_\_ TICKET NO. \_\_\_\_\_ PRICES \_\_\_\_\_

THE SCHOOL DISTRICT OF PALM BEACH COUNTY

**Medical Consent**

The patient and others whose signatures are attached below do hereby consent to any and all medical and/or surgical treatment including anesthesia and operations which may be advisable by his or her physicians and surgeons. The intention hereof being to grant authority to administer and perform all and singularly examinations, treatments, anesthetics, operations and diagnostic procedures which may be deemed advisable or necessary. We also agree that the patient, when admitted, is to remain in the hospital until his or her physician recommends that the patient is discharged.

In witness of our consent and agreement to the matters stated in the three preceding sentences, we have subscribed our signatures below:

\_\_\_\_\_  
STUDENT'S NAME (Please Print)

\_\_\_\_\_  
STUDENT'S SIGNATURE

\_\_\_\_\_  
PARENT'S/GUARDIAN'S SIGNATURE

STATE OF FLORIDA, COUNTY OF PALM BEACH

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_ of \_\_\_\_\_  
DAY MONTH YEAR

\_\_\_\_\_  
NOTARY PUBLIC  
State of Florida at Large

My commission expires: \_\_\_\_\_

## AGREEMENT

**THIS AGREEMENT**, (the "Agreement") dated as of this \_\_\_\_\_ day of \_\_\_\_\_, 1999, entered into by and among the East Coast Football Officials Association, Inc., East Coast Basketball Officials Association, Inc., East Coast Umpires Association, Inc., East Coast Volleyball Officials Association, Soccer Referees of Palm Beach County, Inc., Palm Beach County Wrestling Officials Association, Inc. (collectively referred to as "Association"), and The School Board of Palm Beach County, Florida (the "School Board"), acting as the governing body of The School District of Palm Beach County, Florida (the "School District"), collectively, the "Parties", with their participation evidenced by the signature of their authorized representatives.

### WITNESSETH:

**WHEREAS**, the Parties agree that the effective provision of education to the residents of Palm Beach County is of paramount concern and utmost importance to the general welfare of the entire South Florida community; and

**WHEREAS**, part of the student's comprehensive education includes athletic activities governed by rules and regulations appropriate to each sport; and

**WHEREAS**, the certain schools would like to utilize sports officials who are members of the Association during the course of competition relating to each sporting event (schools utilizing sports officials shall be referred to as "School"); and

**WHEREAS**, the parties would like to memorialize their agreement with respect to each School's use of sports officials.

**NOW, THEREFORE, FOR AND IN CONSIDERATION** of the mutual covenants and agreements hereinafter set forth, the Parties agree as follows:

#### 1.0 RECITALS

The recitals set forth above are true and correct and are hereby incorporated herein by reference. All exhibits to this Agreement are hereby deemed a part hereof.

#### 2.0 REPRESENTATIONS

2.1 The Association hereby represents to the School Board that it has the authority to execute any and all documents necessary to effectuate and to implement the terms of this Agreement.

2.2 The School Board hereby represents to the Association that it has the authority to execute any and all documents necessary to effectuate and to implement the terms of this Agreement.

### 3.0 OBLIGATIONS OF THE PARTIES

3.1. **Obligations of the Association:** Immediately following the commencement date as hereinafter defined, the Association shall:

3.1.1. **Indemnification.** Indemnify and hold School District, School Board and their officers, directors employees and agents, harmless from and against any and all loss, suit, action, legal or administrative proceeding, claim, demand, damage, liability, interest, attorney's fee, cost and/or expense of whatsoever kind or nature arising in any manner directly or indirectly related to the performance of this Agreement. However, the Association does not indemnify the School District from and against any and all loss, suit, action, legal or administrative proceeding, claim, demand, damage, liability, interest, attorney's fee, cost and/or expense due to the School District's negligence or willful misconduct.

3.1.2. **Insurance.** Prior to execution of this Agreement by the School Board, Association shall provide a certificate evidencing insurance coverages as required herein. Through the National Federation of State High School Associations (NFSHA), the Association shall ensure that each of their respective officials receive insurance coverage provided by the NFSHA insurance package. Such insurance shall be primary insurance coverage for no less than the following amount: (a) CGL: \$1,000,000 per occurrence for both personal injury and property damage with no general aggregate limitation; (b) Accident Medical: \$25,000 of accident medical expense coverage for officials; and (c) Accident Death & Dismemberment for officials: \$25,000 of accidental death and dismemberment coverage for losses occurring during a covered activity which extends to and includes travel to and from a covered activity, and (d) Directors and Officers: \$1,000,000 aggregate limit of liability for directors, trustees, officers, employees, board members, committee members, or volunteers of state and local associations. Compliance with the foregoing requirements shall not relieve Association of its liability and obligations under this Agreement.

3.1.3. **Sports.** A. Association shall provide the services of its sports officials in the following sports: football, volleyball, basketball, baseball, softball, soccer and wrestling.

B. Association sports officials are Independent Contractors in accordance



with Florida Law, responsible for their own equipment and training, and are collectively provided initial contest assignments through the Association's assignor, accepting the contractually negotiated contest fees as set forth in Section 3.2.4, as full compensation for services. The Association will make initial assignments of officials for each scheduled contest, including jamborees and classics.

(i) All changes thereafter will be handled by the School District's designee. Officials who need to cancel, change or add contests should contact the School District's designee.

(ii) The Association will be solely responsible for providing officials for intra-squad games and any other non-regulation contest.

(iii) For Florida High School Activities Association ("FHSAA") districts, entirely within Palm Beach County, the Association will provide to the Schools a list of recommended officials for district contests. The Association and the Schools will work together on district assignments. For Schools in FHSAA districts in part outside of Palm Beach County, the Association will provide a list of recommended officials and any help in assignments as requested by the Schools.

**3.1.4. Officials.** The Association shall furnish Schools with two (2) lists of names, addresses and social security numbers of members in good standing prior to the start of each sports season.

**3.2. School Board's Obligations:**

**3.2.1 Contest Schedules.** A. Schools will furnish the Association written schedules of all Varsity contests as soon as they become available, but not later than 21 calendar days before the first scheduled contest. The Schools agree to furnish the Association written schedules of all JV and 9<sup>th</sup> grade contests not later than 14 calendar days before the first scheduled contest.

B. Schedules submitted will include contest sites, starting times, and opponents, for all regular season, jamborees and tournament contests.

C. The athletic director or designee is responsible for notifying the School District's designee as soon as any change is known.

D. All changes to such schedules shall be made in writing and received by School District or designee at least 72 hours prior to the contest.

E. Payment of officials shall be in accordance with the School District policies in effect.

3.2.2. Scratches. A. Schools may "scratch" up to four (4) officials per sport. Any scratched official shall not be assigned to any of the applicable School's games, home or away. The exact limit of scratches is dependent on the number of officials available in that sport.

3.2.3. Policies. Schools and officials shall comply with the current FHSAA Officials Guidebook.

3.2.4. Fees. A. Schools shall pay officials the maximum fees published by FHSAA for the regular season and tournament contests, unless otherwise stated in the separate sport specific addendum.

B. Travel fee shall be \$3.00 per official.

C. The fee, if any, for intra-squad or jamborees will be negotiated by each sport.

D. Should any School fail to provide notification of a contest cancellation or postponement not due to inclement weather, power failure or other unforeseen circumstances, such School will pay the full contest fee and mileage to the assigned officials.

3.2.5. Game Management. A. Each School will make its best effort to provide reasonable security for officials before, during and after all contests while on School Property. Each School will use its best efforts to assign a representative to officials from the time they arrive at the contest site until the time they depart.

B. Each School will provide a private dressing facility whenever possible, for the officials exclusive use during their stay at the contest site.

3.3. **Mutual Obligations:** Immediately following the commencement date of this agreement, the Parties shall:

3.3.1. Documents. Ensure that all documents, of any nature, necessary to effectuate the terms, conditions, and provisions of this Agreement, are executed in a timely fashion.

3.3.2. Officials. It is mutually understood and agreed that all contest rules and officiating procedures shall be in accordance with directives issued by the

FHSAA and the National Federation of High School Associations.

**4.0. TERM**

The term of this Agreement shall be for the 1999-2000 school year term. This Agreement may be renewed by the parties for additional one year terms. Any party may terminate this Agreement at any time, with or without cause, upon thirty (30) days written notice.

**5.0 NO IMPACT ON SCHOOL DISTRICT OBLIGATIONS AND DUTIES**

The implementation of this Agreement will in no way obligate the School District nor will it infringe upon the School District's constitutional duties or other requirements which are mandated by law.

**6.0 GOVERNING LAW AND VENUE**

This Agreement and all agreements incorporated here shall be governed by the laws of the State of Florida. Should any legal action be required, pursuant to this Agreement and all agreements incorporated herein, venue shall be in Palm Beach County, Florida.

**7.0 NOTICE**

Whenever any party desires to give notice unto any other party, it must be given by written notice, sent by registered United States mail, with return receipt requested, addressed to the party for whom it is intended and the remaining party, at the places last specified, and the places for giving of notice shall remain such until they shall have been changed by written notice in compliance with the provisions of this section. For the present, the School Board and the Association designate the following as the respective places for giving of notice:

Association: Rick Carter  
17370 128<sup>th</sup> Trail N.  
Jupiter, FL 33478

School Board: The School District of Palm Beach County, Florida  
3340 Forest Hill Boulevard  
West Palm Beach, Florida 33406  
Attn: Director: Curriculum & Instruction

**8.0 BINDING AUTHORITY**

Each person signing this Agreement on behalf of either party individually warrants that he or she has full legal power to execute this Agreement on behalf of the party for whom he or she is signing, and to bind and obligate such party with respect to all provisions contained in this Agreement.

**9.0 HEADINGS**

Headings herein are for the convenience of reference only and shall not be considered on any interpretation of this Agreement.

**10.0 EXHIBITS**

Each Exhibit referred to in this Agreement forms an essential part of this Agreement. The exhibits, if not physically attached, should be treated as part of this Agreement and are incorporated herein by reference.

**11.0 WAIVER**

Failure of the Association or School Board to insist upon strict performance of any covenant or condition of this Agreement, or to execute any right herein contained, shall not be construed as a waiver or relinquishment for the future of any such covenant, condition or right, but the same shall remain in full force and effect.

**12.0 LEGAL REPRESENTATION**

It is acknowledged that each party to this Agreement had the opportunity to be represented by counsel in the preparation of this Agreement and accordingly, the rule that a contract shall be interpreted strictly against the party preparing same, shall not apply herein due to the joint contributions of both parties.

**13.0 ATTORNEY'S FEES**

To the extent and limit provided by law, connection with any litigation, including appellate

proceedings, arising out of this Interlocal Agreement, the prevailing party shall be entitled to recover reasonable attorney's fees and costs, including paralegal expenses, from the other party.

#### **14.0 JOINT DEFENSE**

In the event that the validity of this Agreement is challenged through legal proceedings or otherwise, the Parties agree to cooperate with each other in defense of this Agreement, with each Party to bear its own attorney's fees and costs associated with such defense.

#### **15.0 ENTIRE AGREEMENT**

This Agreement sets forth all the promises, covenants, agreements, conditions, and understandings between the Parties hereto, and supersedes all prior and contemporaneous agreements, understandings, inducements or conditions, expressed or implied, oral or written, except as herein contained.

#### **16.0 PROVISIONS SEVERABLE**

This Agreement is intended to be performed in accordance with, and only to the extent permitted by all applicable laws, ordinances, rules, and regulations of the jurisdiction in which the Parties do business. If any provision of this Agreement or the application thereof to any person or circumstance shall, for any reason or to any extent, be invalid or unenforceable, the remainder of this Agreement and the application of such provision to other persons or circumstances shall not be affected thereby, but rather shall be enforced to the greatest extent permitted by law.

#### **17.0 NO THIRD-PARTY BENEFICIARY**

This Agreement is made solely and specifically among and for the benefit of the Parties hereto, and their respective successors and assigns subject to the express provisions hereof relating to successors and assigns, and no other person shall have any rights, interest, or claims hereunder or be entitled to any benefits under or on account of this Agreement as a third-party beneficiary or otherwise.

#### **18.0 REMEDIES**

Each party hereto recognizes and agrees that the violation of any term, provision, or condition of this Agreement may cause irreparable damage to the other Parties which may be difficult to ascertain, and that the award of any sum of damages may not be adequate relief to such parties. Each party, therefore, agrees that, in addition to other remedies available in the event of a breach of this Agreement, any other party shall have a right to equitable relief, including, but not limited to, the remedy of specific performance.

**19.0 COUNTERPART SIGNATURES**

This Agreement may be executed in one or more counterparts, each of which shall be deemed an original but all of which together will constitute one and the same instrument.

IN WITNESS WHEREOF, this Agreement has been executed by the Parties this \_\_\_\_ day of \_\_\_\_\_, 1999.

**THE SCHOOL BOARD OF PALM BEACH COUNTY, FLORIDA, as the Governing Body of the SCHOOL DISTRICT OF PALM BEACH COUNTY**

(SEAL)

BY: \_\_\_\_\_  
Chairperson

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

**ATTEST:**

\_\_\_\_\_  
Superintendent

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

**REVIEWED & APPROVED:**

BY: \_\_\_\_\_  
School Board Attorney

**[SIGNATURES CONTINUE ON NEXT PAGE]**

**EAST COAST FOOTBALL OFFICIALS ASSOCIATION, INC.**

---

**(Authorized Representative)**

**EAST COAST BASKETBALL OFFICIALS ASSOCIATION, INC.**

---

**(Print Name — Authorized Representative)**

**EAST COAST UMPIRES ASSOCIATION, INC.**

---

**(Print Name — Authorized Representative)**

**EAST COAST VOLLEYBALL OFFICIALS ASSOCIATION**

---

**(Print Name — Authorized Representative)**

**SOCCER REFEREES OF PALM BEACH COUNTY, INC.**

---

**(Print Name — Authorized Representative)**

**PALM BEACH COUNTY WRESTLING OFFICIALS ASSOCIATION, INC.**

---

**(Print Name — Authorized Representative)**

Physician's Release After Injury

TO: \_\_\_\_\_  
(Coach or Athletic Director)

\_\_\_\_\_

I hereby certify that I have examined \_\_\_\_\_  
(Student's Name)

on \_\_\_\_\_ and he/she is: (Check appropriate responses below.)  
(Date)

\_\_\_\_\_ 1. Able to continue/resume interscholastic competition immediately.

\_\_\_\_\_ 2. Unable to continue interscholastic competition.

\_\_\_\_\_ 3. Able to resume interscholastic competition \_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Physician's Signature)



## GRADE CLASSIFICATION

The following requirements are used to determine grade classification to the next grade level:

- ▶ At least 5 credits are required for 10<sup>th</sup> grade classification. Students entering the ninth grade in the 1999-2000 school year and thereafter must also: (1) earn a required mathematics credit as one of the 5 required credits and (2) attain a 2.0 cumulative GPA in the 24 credits required for graduation in order to obtain 10<sup>th</sup> grade classification.
- ▶ At least 11 credits and a 2.0 cumulative GPA in the 24 credits required for graduation are required for 11th grade classification. With the exception of those students seeking a Special Diploma, students entering the ninth grade in the 1999-2000 school year and thereafter, achievement of a Level 2 score or above on the Florida Comprehensive Assessment Test (FCAT) or a rank of Quartile 2 or above on the FCAT norm-referenced assessment tests is also required for 11<sup>th</sup> grade classification.
- ▶ At least 17 credits and a 2.0 cumulative GPA in the 24 credits required for graduation are required for 12th grade classification. At the time a student earns the appropriate number of credits and GPA, he/she will be classified as a 12th grade student provided the student is eligible for graduation by the end of summer school.

The school district will classify students to the 10th and 11th grades two times each year:

- 1) following the completion of summer school;
- 2) following completion of the first semester for students who fail to qualify for classification to the next grade level at the completion of summer school.









# THE SCHOOL DISTRICT OF PALM BEACH COUNTY TEACHER EDUCATION CENTER

## Staff Development Report

COMPONENT NUMBER: \_\_\_\_\_ WORKSHOP COORDINATOR: \_\_\_\_\_

COMPONENT TITLE: \_\_\_\_\_ TELEPHONE NUMBER: \_\_\_\_\_

WORKSHOP LOCATION/NUMBER: \_\_\_\_\_ SCHOOL DEPARTMENT NAME: \_\_\_\_\_

DATE(S) FROM: \_\_\_\_\_ TO \_\_\_\_\_ INSTRUCTOR \_\_\_\_\_ SCHOOL/DEPARTMENT NUMBER: \_\_\_\_\_

SIGN IN	FIRST SIX LETTERS OF LAST NAME	FIRST INITIAL	SOCIAL SECURITY NUMBER	SIP Y/N APPROPRIATE	COMPLETED		POINTS EARNED
					Y/N		
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							
11.							
12.							
13.							
14.							
15.							
16.							
17.							
18.							
19.							
20.							

A45







THE SCHOOL DISTRICT OF PALM BEACH COUNTY  
**Prenumbered Document Inventory  
 for Tickets or Custom Designed Tickets**

SCHOOL: _____	SCHOOL YEAR: _____
---------------	--------------------

Instructions on page 6

**Documents Issued**

DATE	BEGINNING NO.	ENDING NO.	NO. ISSUED	RECEIVER SIGNATURE
<b>TOTAL</b>				

**Documents Returned\***

DATE	BEGINNING NO.	ENDING NO.	NUMBER USED	NUMBER VOIDED

\* All tickets must be returned to and inspected by the Document Custodian to ensure all voided tickets have been accounted for and are available for audit purposes.

**Unused Documents**

DATE	BEGINNING NO.	ENDING NO.	NO. ON HAND	DATE	BEGINNING NO.	ENDING NO.	NO. ON HAND
<b>TOTAL</b>							

**Voiced Documents**

DOCUMENT NO.	DOCUMENT NO.	DOCUMENT NO.

**Documents Received by School (or beginning unused inventory)**

DATE RECEIVED	BEGINNING NO.	ENDING NO.	NO. RECEIVED	DOCUMENT CUSTODIAN SIGNATURE
<b>TOTAL</b>				

Quarterly Inventory Date: \_\_\_\_\_

Are remaining unused documents usable next year?  Yes  No

\_\_\_\_\_  
DOCUMENT CUSTODIAN SIGNATURE

A48









THE SCHOOL DISTRICT OF PALM BEACH COUNTY

**Ticket Sellers Report # \_\_\_\_\_**

INSTRUCTIONS ON REVERSE SIDE

EVENT COVERED:	EVENT DATE:
----------------	-------------

The tickets and change fund of \$ \_\_\_\_\_ issued to me have been checked and found correct.

\_\_\_\_\_  
TICKET SELLER'S SIGNATURE

ROLL NO.	BEGINNING NO. RETURNED	BEGINNING NO. ISSUED	NUMBER DISTRIBUTED (fill in One)			PRICE EACH	TOTAL \$ VALUE
			STUDENT	GEN. ADM.	COMP.		
1.						\$	\$
2.						\$	\$
3.						\$	\$
4.						\$	\$
5.						\$	\$
6.						\$	\$
<b>TOTALS</b>							\$

**RECAP:**

Number of student tickets sold \_\_\_\_\_ X price each \_\_\_\_\_ = \$ \_\_\_\_\_

Number of gen. adm. tickets sold \_\_\_\_\_ X price each \_\_\_\_\_ = \$ \_\_\_\_\_

Total Ticket Sales \_\_\_\_\_

Add, Change Fund Returned \_\_\_\_\_

**TOTAL MONIES DUE \$ \_\_\_\_\_**

**TOTAL MONIES RETURNED \$ \_\_\_\_\_**

Cash over (short) \$ \_\_\_\_\_

**Receipt Acknowledgment**

Received from \_\_\_\_\_

\$ \_\_\_\_\_ on \_\_\_\_\_, 19 \_\_\_\_\_

By \_\_\_\_\_

ATHLETIC DIRECTOR, PRINCIPAL/DESIGNEE, OR SPONSOR

Explain any shortages and list names of those receiving complimentary tickets:

## INSTRUCTIONS - PBSO 0157

Tickets for an event can be priced at a maximum of two levels, Student and General Admission plus complimentary, if desired. A separate type of ticket must be used for each level. If the school chooses, the student price ticket may be used for children, senior citizens, staff, or advanced sales. Ticket sellers must sell each series of tickets in numerical order.

### Preparation

1. Ticket Sellers Report for each event must be consecutively numbered with one report prepared for each ticket seller.
2. Before distribution of tickets and change funds to ticket sellers, each report should be numbered and the headings filled in.
3. If a change fund is to be issued, the amount should be entered in the space provided. If no fund is to be issued, enter the word "NONE" in that space.
4. For each series of tickets to be issued to the seller, enter the beginning number issued in the appropriate column. In the rare instance when more than six tickets series are issued to one seller, use an additional report as a continuation of the first.
5. When the tickets and any change fund are given to the ticket seller, the statement attesting to the correctness of items issued must be signed by the seller.

### Processing

1. Each time ticket sales proceeds are turned in, the unsold tickets must also be returned to the person responsible for ticket sales and accountability.
2. For each series of tickets issued, enter the first number of the returned unsold tickets, the number of tickets sold (first number returned minus beginning number issued) and total dollar value of sales (number of tickets sold X price each.)
3. Total the columns for tickets sold and dollar sales.
4. Complete the sales recap portion of the report summarizing student and general admission ticket sales, which, combined with the return of any change fund, gives the amount which should be remitted.
5. Compare the total monies remitted with the total monies due and enter the amount of any cash over or short plus an explanation of any significant variation in the appropriate spaces. Also list those receiving complimentary tickets.
6. Complete and sign the receipt acknowledgment.



THE SCHOOL DISTRICT OF PALM BEACH COUNTY

# Master Ticket Sellers Report

INSTRUCTIONS ON REVERSE SIDE

SCHOOL:	EVENT:	EVENT DATE:
---------	--------	-------------

1 RPT. NO.	2 NUMBER OF TICKETS SOLD		4 TOTAL \$ VALUE	5 CHANGE FUND RETURNED	6 CASH OVER <SHORT>	7 NET REMITTANCE
	STUDENT	GEN. ADM.				
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
<b>TOTALS</b>						

**Distribution of Net Remittance:**

Change Fund Returned	Account #	_____	_____
Sponsoring Account	Account #	_____	_____
Stadium Tax	Account #	_____	_____
Extra Services (Attach form PBSB 0162)	Account #	_____	_____
Other (Specify)	Account #	_____	_____
Other (Specify)	Account #	_____	_____
Other (Specify)	Account #	_____	_____
Sales Tax Payable	Account 6-1800.00	_____	_____
<b>Net Remittance</b>			_____

PREPARED BY (Principal or Designee) (Signature Required)	TITLE	DATE
--	-------	------

## INSTRUCTIONS - PBSD 0158

This form is used to summarize all Ticket Sellers Reports for an event and to distribute the proceeds among various accounts. It is to be prepared by the sponsor, Athletic Director, or the person designated by the Principal to oversee school activities and must accompany a completed Monies Collected form each time proceeds are submitted to the school bookkeeper.

### Preparation

1. Complete form headings.
2. Transfer information from each Ticket Sellers Report into the appropriate columns.
3. Total all columns and verify that the totals for columns 4, 5, and 6 add across to total column 7.
4. Distribute the total money remitted to any applicable accounts.

a. **Change Fund Returned** - enter the total of column 5.

b. **Sponsoring Account**

Money credited to the sponsoring sport or activity account.

c. **Stadium Tax, Account 1-0030.00**

Allocation to this account will be made for admission ticket sales to any school event using a senior high football field and will be computed at \$.10 per student ticket sold (total of column 2) and \$.25 per general admission ticket sold (total of column 3).

d. **Extra Services, Account 6-1500.00/6-1600.00**

To set money aside for the supplementary payroll for any School District Employees who worked at the event, enter the total amount obtained on the School District Employee Event Workers Report (PBSD 0162).

e. **Other**

Use these spaces to identify any additional account, other than the sponsoring account, to receive part of the event proceeds.

f. **Sales Tax Payable, Account 1800.00**

Sales tax is due on gross ticket sales to K-12 plays, dances, games, etc. ONLY when student or faculty talent is NOT utilized. Ticket sales to all post-secondary school events are taxable. The amount of sales tax is determined by dividing the TOTAL \$ SOLD (column 4) total by 1.06 and subtracting the results from the TOTAL \$ SOLD (column 4) total. For example ticket sales of \$100.00 divided by 1.06 equals \$94.34. Sales of \$100.00 minus \$94.34 equals \$5.66 sales tax payable.

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

ACTIVITY DEPARTMENT

ACTIVITY TRIP ADVANCE EXPENSE REPORT

SPORT \_\_\_\_\_ DESTINATION \_\_\_\_\_ DATE \_\_\_\_\_

ADDITIONAL INFORMATION \_\_\_\_\_

ACCOMMODATION: \_\_\_\_\_  
NAME OF LODGING \_\_\_\_\_ PHONE # \_\_\_\_\_

NO. OF ROOMS: \_\_\_\_\_  
\_\_\_\_\_ @ \$ \_\_\_\_\_ X \_\_\_\_\_ NIGHTS \_\_\_\_\_ \$  
\_\_\_\_\_ @ \$ \_\_\_\_\_ X \_\_\_\_\_ NIGHTS \_\_\_\_\_ \$

MEALS: STUDENT \_\_\_\_\_ @ \$ \_\_\_\_\_ ADULT \_\_\_\_\_ @ \$ \_\_\_\_\_

TOTAL AMOUNT (SEE ATTACHED FORM) \_\_\_\_\_ \$

VEHICLES:

NO. OF VEHICLES: \_\_\_\_\_  
\_\_\_\_\_ @ \$ \_\_\_\_\_ X \_\_\_\_\_ \$

OTHER EXPENSES: (approximate)

\_\_\_\_\_ \$  
\_\_\_\_\_ \$  
\_\_\_\_\_ \$

TOTAL \_\_\_\_\_ \$

REQUEST SUBMITTED BY:

COACH \_\_\_\_\_ DATE \_\_\_\_\_ \$

APPROVAL BY:

ATHLETIC DIRECTOR \_\_\_\_\_ DATE \_\_\_\_\_ \$

BOOKKEEPER \_\_\_\_\_

PRINCIPAL \_\_\_\_\_

REMINDER!!!! TAX EXEMPT NUMBER

# **APPENDIX**

## **A**

### **SECTION II**



SAMPLE

Daily Practice Plan and Schedule

Day \_\_\_\_\_ Date \_\_\_\_\_ Weather (if applicable) \_\_\_\_\_

Condition of Field/Area/Facility \_\_\_\_\_

Special Considerations \_\_\_\_\_

Time	Practice Group	Organization-Procedures	Safety Emphasis



SAMPLE

Letter to Parents

Dear \_\_\_\_\_ :  
(Name)

A meeting will be held on \_\_\_\_\_ (Date) at \_\_\_\_\_ (Time)  
for all students wishing to participate this year in \_\_\_\_\_ (Sport)  
and their parents. The meeting will be held in \_\_\_\_\_ (Location)  
at the school. The purpose of the meeting is to provide you and your child  
with important information about participation in \_\_\_\_\_ (Sport).

During the meeting we will view a presentation \_\_\_\_\_ (Name of Topic or Presentation).  
The purpose of this presentation is to discuss the injuries an individual may  
suffer while participating in athletics, and to warn both the student and  
his/her parents of the possibility of those injuries. After you and your child  
have viewed the presentation, we will ask you and your child to sign the  
Acknowledgement of Risk which is attached to this letter.

We believe that it is very important that you and your child be aware of the  
information contained in the presentation \_\_\_\_\_ (Name of Topic or Presentation).  
Therefore, you and your child must view the film together, and sign the the  
Acknowledgement of Risk, before your child will be allowed to practice or  
participate in any way in \_\_\_\_\_ (Sport).

If you cannot attend the meeting, please contact \_\_\_\_\_ (Coach)  
and arrange an alternative time for you and your child to view the presentation  
in the company of a member of the coaching staff.

\_\_\_\_\_  
(Coach)

\_\_\_\_\_  
(Athletic Director)





# **APPENDIX**

## **B**

## School Board Policy 6Gx50-2.13

**ADVERTISING IN SCHOOLS OR ON SCHOOL PROPERTY**

Schools are discouraged from using their facilities for advertising or otherwise promoting the interests of commercial, political, or other non-school agency, individual or organization except that advertising in facilities may be permitted when the benefits received outweigh the risk of exploitation of or by such advertisement or promotion. Schools are prohibited from using their facilities as forums for partisan political activity. The District prohibits advertisements which promote the use of drugs, alcohol and tobacco products.

The use of advertising materials within schools should be kept to a minimum and in compliance with the rules established by the school principal.

1. If it is the policy of the school to allow advertising, the school principal shall establish procedures by which advertisements may be displayed. Principals do retain the right to refuse advertising which is obscene or offends the morals and/or conscience of the school community.
2. School officials may cooperate with governmental agencies or charitable organizations in promoting activities in the general public's interest or in furthering the work of any nonprofit community-wide social service agency, provided that such cooperation does not restrict or interfere with the educational program of the school provided that school facilities are not used for partisan political activity.
3. A school may use film, videotape, or other educational materials bearing mention of the producing firm. The film, videotape or material shall be carefully evaluated by the school principal or the principal's designee for classroom use.
4. The Area Executive Director or principal may announce or authorize the announcement of any lecture or community activity of particular educational merit.
5. Demonstrations of educational materials and equipment shall be permitted only with the approval and through the arrangement of the school principal.
6. Advertisements may appear under these conditions:
  - a. On School District property, if deemed appropriate by the principal.
  - b. On billboards and vending machines located on School District property.
  - c. In school publications such as newsletters, newspapers, yearbooks, and graduation programs.
  - d. Through communication with business partnerships.
7. School District employees shall not give written or oral endorsement to any company representative for any periodical, book, or product which may be offered for sale to students, parents, or schools.
8. In situations which may involve the use of advertisements, such as on athletic fields, gyms, and auditoriums, the acceptance of a gift may justify the display of the donor's name.

STATUTORY AUTHORITY: Section 230.22(2), Florida Statutes

LAWS IMPLEMENTED: Section 230.22(5), Florida Statutes

HISTORY: 2/18/72; 9/3/97

## ATHLETIC TRAINER CONTRACTS

1. Contracts are negotiated and executed through the Purchasing Department and Curriculum & Instruction on behalf of all high school athletic programs. The contract is approved by the School Board and signed by the Chairman.
2. Curriculum & Instruction will notify each Athletic Director of their vendor's name, the contact amount, and the funding source for the contract. This information must be shared with the School Treasurer.
3. The school must request a TERMS purchase order for the entire contract amount. The requisition will be coded in TERMS as a blanket purchase order and routed to Sandra Brady for review and final processing. The school must use the funding strip, contract total, and vendor name as specified in the memo from Curriculum & Instruction.
4. The Purchasing Department will issue a purchase order to the vendor. The purchase order number must be included on all invoices rendered by the vendor in conjunction with the contract.
5. At the close of each sports season, the vendor must submit an invoice to the Athletic Director for one third of the contract total. The invoice must be approved for payment against the school's blanket purchase order.
6. To approve the invoice for payment, the following documentation must be provided to Accounts Payable:
  - ◆ Endorsing memorandum signed by the principal authorizing payment to the athletic trainer. The memorandum should include the dates of service, the payment amount, the purchase order number, and the funding information.
  - ◆ The vendor's invoice must be attached to the endorsing memorandum.
7. Forward the endorsing memorandum and vendor's invoice to Accounts Payable, Suite A323. The vendor will receive payment within a week to ten days.
8. The approval of the contract and the setting up of the purchase order is an annual event. The payments must be approved three times per year, at the conclusion of the fall, winter, and spring sports seasons. The Athletic Director must work with the School Treasurer to be certain all athletic trainer contracts are paid in full prior to the close of the fiscal year.



(3) Buildings/Facilities

- (a) School buildings or grounds shall not be used during regular school hours by a person, group, or organization outside the school system for an activity that is not a part of the school's educational program without following appropriate lease agreement.
- (b) Lease agreements for after school use of buildings or ground may be executed according to regular procedures.

## School Board Policy 6Gx50-2.16

**FUND-RAISING ACTIVITIES**

1. All fund-raising projects and activities by schools or groups within the school shall contribute to the educational and extracurricular experiences of students and shall not be in conflict with the overall instructional program. The determination of fund-raising projects and activities for a school shall be the responsibility of the principal and instructional staff and shall conform to any directives established by the Superintendent.
2. Fund-raising activities and projects within all schools shall be kept within a reasonable limit. The principal shall approve all fund-raising activities in the school in accordance with established procedures and directives. Each school shall continuously evaluate its fund-raising projects and extracurricular activities as they relate to the promotion of educational experiences, the time involved for students and teachers, and the additional demands made on the school community.
3. Principals have the right to prohibit any organization from directly soliciting from students in the school during instructional time. However, nothing in this policy prohibits students from fund-raising activities in the schools on behalf of such organizations.
4. Money derived from any school fund-raising project or activity shall be deposited in the school's internal funds account and shall be disbursed as prescribed by School District Policy and State Board of Education Rules
  - a. Merchandising projects shall be kept to a minimum.
  - b. Door-to-door solicitation shall be prohibited for elementary students and strongly discouraged for middle and high school students.
  - c. Schools are discouraged from using instructional time to plan, promote or execute fund-raising projects unless the project directly relates to a planned curriculum component.
  - d. Street-median solicitation is prohibited for all students.
5. A parent-teacher association or other community or school related organization may sponsor fund-raising projects and activities provided school work and instructional time are not negatively impacted. Such activities shall be conducted in accordance with School District Policy and shall be approved by the principal.
6. The School Board encourages schools who are able to raise considerable amounts of money to adopt schools who do not have that capability and share such resources.
7. Gambling in violation of § 849.04, Fla. Stat. shall be prohibited.
8. Schools may not have drawings of chance, however, organizations qualified under 26 U.S.C. § 501(c)(3), (4), (7), (8), (10), or (19) are authorized to conduct raffles or drawings by chance pursuant to § 849.0935, Fla. Stat. provided the organization has complied with all provisions of Ch. 496, Fla. Stat.
9. It is unlawful for any organization that is authorized to conduct a drawing by chance to require an entry free, donation, substantial consideration, payment, proof of purchase, or contribution as a condition of either entering the drawing or being selected to win a prize.
10. The organization distributing the raffle tickets may not require a contribution or donation in order to participate in the raffle; nor may it arbitrarily disqualify or reject any entry or discriminate in any manner between entrants who contribute to the organization and those who do not.
11. It is also unlawful to fail to notify the person whose entry is selected to win that they have won, or fail to award the prizes in the manner and at the time stated.
12. If a raffle or drawing by chance is held, all brochures, advertisements, notices, tickets, or entry blanks used for such drawings must conspicuously disclose:
  - a. The rules governing the conduct and operation of the drawing;
  - b. The full name of the organization or operator, and its principal place of business;
  - c. The source of the funds used to award cash prizes or to purchase prizes, and;
  - d. The date, hour, and place where the winner will be chosen, unless the brochures,

advertisements, notices, tickets, or entry blanks are not offered to the public more than three (3) days prior to a drawing.

- e. That no purchase or contribution is necessary, which means that the organization cannot require an entry fee, donation, substantial consideration, payment, proof of purchase, or contribution as a condition of entering the drawing or of being selected to win a prize. However, this provision shall not prohibit an organization from suggesting a minimum donation or from including a statement of such suggested minimum donation on any printed material utilized in connection with the fund-raising event or drawing.

STATUTORY AUTHORITY: § 230.23(17); 230.23005, Fla. Stat.

LAWS IMPLEMENTED: Ch. 496; § 230.23(6); 230.33(12); 231.085; 237.01; 237.02(4); 849.04; 849.0935, Fla. Stat.

STATE BOARD OF EDUCATION RULE: 6A-1.085

HISTORY: 2/18/72; 7/21/82; 9/3/97; 7/1/98

School Board Policy 6Gx50-5.65

**GUARDIANSHIPS AND SCHOOL ATTENDANCE**

1. The Superintendent shall establish procedures to insure that students in a legal guardianship are in attendance at their assigned school.
2. A student in a legal guardianship is qualified to attend the school in the guardian's attendance area when:
  - a. The student meets all the applicable School Board Policies and Directives concerning attendance; and
  - b. The student currently, actually and continuously lives with the guardian. "Continuously" shall be interpreted as including weekends and summers.
3. A student in a legal guardianship who does not fulfill Item 2 shall attend the school in the parent's attendance area.

Authority: 230.22(22), FS

Implemented: 230.22(22), FS

History: New: 2/21/79; Revised: 4/6/83

School Board Policy 6Gx50-5.61

**PHYSICAL EXAMINATION FOR ATHLETIC COMPETITION**

1. Before a student can begin practice or competition in interscholastic sports at the middle/junior high school or senior high school level the student must present evidence from a licensed, practicing, medical authority of a physical examination and authorization as to which sport or sports the student may or may not compete.
2. Each subsequent year before practice or competition begins, the student must present evidence from a licensed, practicing authority that an interval medical history has been completed and a determination whether an additional physical is needed. The examiner will authorize in which sport or sports the student may or may not compete.
3. The student's Athletic Health Forms Pre-participation and Interval will be on file in the principal's office for the duration of that student's eligibility.

Authority: 230.22(2), FS  
Implemented: 230.22(2), FS  
History: New: August 21, 1985

School Board Policy 6Gx50-2.14

**SALES CALLS AND DEMONSTRATIONS**

Agents, solicitors, and salespersons may visit schools to demonstrate products and methods. The following rules shall be observed:

1. The principal shall exercise judgment as to the merit of any such calls and may issue permission, when deemed necessary, for such a call to be made on a staff member.
2. The principal shall prohibit all forms of canvassing or soliciting of teachers or students on school premises during instructional time and may permit calls to be made at other times when the teachers are on duty.
3. Attendance is voluntary and instructional personnel are not to be used as a captive audience for sales promotion.

STATUTORY AUTHORITY: Section 230.22(2), Florida Statutes

LAWS IMPLEMENTED: Section 230.22(2), Florida Statutes

HISTORY: 2/18/72; 7/21/82; 9/3/97

## CHAPTER 3

### Purchasing Requirements and Thresholds

#### 3-1 REQUIREMENTS AND THRESHOLDS:

The Purchasing Department is charged with procuring for the District the best quality of supplies, equipment and services at the lowest cost. In order to maintain economies of scale, it is necessary for the Purchasing Department to combine and bid like purchases. Therefore, it is required that all requisitions over \$250 be sent to the Purchasing Department. The Purchasing Agent will review and evaluate all requisitions over \$250 and group all like items together. This process may require a formal written bid/RFP to be released by the Purchasing Department.

- A. The minimum purchase order processed by the Purchasing Department shall be \$250. Schools/departments are responsible to combine like purchases. Purchases must not be split to meet this threshold. Purchases less than \$250 may be processed as follows:
1. Purchase can be made by attaching the signed original invoice to a Payment Request Form and forwarding it directly to accounts payable for payment.
  2. Purchase can be paid through an authorized petty cash fund or internal account utilizing established procedures.
- B. A purchase for services, supplies, and equipment for any item or group of similar items **over \$250 but less than \$3000** does not require a quote, but a requisition must be sent to Purchasing to evaluate and create a purchase order. Purchases must not be split to meet this threshold.
- C. A purchase for services, supplies, and equipment for any item or group of similar items **over \$3,000 but less than \$15,000** must have competitive quotes secured by the Purchasing Department. Purchases must not be split to meet this threshold. The requisition must give clear, precise direction and specifications to the Purchasing Agent. The Purchasing Agent may secure quotes by telephone, letter or facsimile.

A telephone quote requires that a minimum of three vendors be contacted, two of which must be currently certified Minority/Women Business Enterprise (M/WBE) firms, when such vendors are available. A letter or facsimile quote requires a minimum of five vendors to be contacted, three of which must be currently certified M/WBE firms, when such vendors are available.

If you have received a quote(s) from a vendor(s) please forward it to the appropriate Purchasing Agent for review and deposition. Please remember never give a vendor the approval to perform unless you and the vendor have a purchase order issued by the Purchasing Department. The purchase order issued by the Purchasing Department is the only legal authorization for a vendor to perform.

## CHAPTER 4

### Purchases Exempt from the Bid/RFP Process

- 4-1 Purchases in excess of fifteen thousand dollars (\$15,000) which are exempt from the bid process and do not require Board approval are as follows:
- A. Purchases of instructional materials under state contract, which are authorized by State Board of Education Rule 6A-1.012(1).
  - B. Purchases of various goods and services under State Board of Education Rule 6A-1.012(4) (State Contracts) which require school systems to receive and give consideration to prices available to it under rules of the Department of General Services, Division of Purchasing, including State Negotiated Agreement Price Schedule ("SNAPS"). There is a term limitation of one (1) year on a SNAPS agreement and a dollar limitation of one hundred fifty thousand dollars (\$150,000) for the total/collective amount of expenditures by the Board which cannot be waived or modified.
  - C. Purchases of food products, required for the School Food Service Program and other ancillary food operations, which are exempt from the bid requirements by State Board of Education Rule 6A-7.042(2)(i)(2).
  - D. Purchases of professional or educational services, educational tests, textbooks, computer software and other instructional materials, where such materials are purchased directly from the producer or publisher, the owner of the copyright, an exclusive agent within the state, a government agency or a recognized educational institution, where the requirement for requesting bids from three (3) or more sources has been waived as provided by law and State Board of Education Rule 6A-1.012(7).
  - E. Emergency purchases made in accordance with Board Rule 6.14(10) and approved by the Superintendent or designee(s).
  - F. Purchases made under contracts awarded by other city or county governments/agencies, other school boards, community colleges, or state university system cooperative bid agreements, (Piggy-Back Bids) wherein such agreements permit purchases by a school board at the same terms, conditions, and unit prices awarded in the contract, and such purchases are to the economic advantage of the school board, as authorized by State Board of Education Rule 6A-1.012(5).
  - G. Purchases or maintenance and/or service contracts, on various types of technical equipment, that are offered and/or supplied only by the original manufacturer or its sole representative, or that are required to maintain the integrity of the manufacturer's warranty, or that are part of the manufacturer's rental/lease/lease purchase agreements, terms, and conditions.
  - H. The District, when acquiring whether by purchase, lease, lease with option to purchase, rental or otherwise, information technology resources, as defined in § 282.303(13), Fla. Stat., may make any acquisition through the bid process as described in State Board of Education Rule 6A-1.012, or by direct negotiation, and



6.14 PURCHASING DEPARTMENT

1. The Director of Purchasing is responsible for the purchase of the material, equipment and services for the District in compliance with Florida Statute, State Board of Education Rules and Board Policy.
2. a. Purchases.
  1. Authority is vested in the Director of Purchasing to approve or reject purchase requisitions and to authorize purchase of supplies, equipment, and services when the total amount of each purchase does not exceed fifteen thousand dollars (\$15,000).
  2. Authority is vested in the Principal of each school center (1) to contract for educational or student activity services in an amount not to exceed two thousand five hundred dollars (\$2,500); and (2) to approve purchases of goods which are to be paid from the internal funds of the school when the total amount of each purchase does not exceed fifteen thousand dollars (\$15,000.00).
- b. Bids/RFPs shall be requested from three (3) or more sources for supplies, services, and equipment when requisitioning any item or group of similar items exceeding fifteen thousand dollars (\$15,000). It is the intent of this policy to ensure that requisitions shall be appropriately grouped together to promote the bidding process. Bid/RFP forms or card notices of bids shall be sent to all vendors on the active vendor mailing list for that category of goods or services. This list shall include all minority/women vendors identified with the School District for that particular category of goods or services, as well as organizations involved in assisting M/WBE firms by posting and disseminating information regarding available contracts.
- c. The requirements for requesting bids and making purchases for goods and services as set forth in this section, are hereby waived as authorized by § 237.02, Fla. Stat., when the following conditions have been met by the District:
  - i. Bids have been requested in the manner prescribed by the State Board, and
  - ii. The Board has made a finding that no valid acceptable firm bid has been received within the prescribed time

When such a finding has been officially made, the Board may enter into negotiations with suppliers of such goods and services and shall have the authority to execute contracts with such suppliers under whatever terms and conditions as the Board determines to be in the best interests of the District.
- d. Purchases in excess of fifteen thousand dollars (\$15,000), except as exempt below, shall be approved by the Board as follows:
  - i. The Director of Purchasing may authorize purchases between fifteen thousand dollars (\$15,000) and fifty thousand dollars (\$50,000). Such purchases shall be presented to the Board within the scheduled deadlines for the next Board Meeting for ratification.

- viii. The District, when acquiring whether by purchase, lease, lease with option to purchase, rental or otherwise, information technology resources, as defined in § 282.303(13), Fla. Stat., may make any acquisition through the bid process as described in State Board of Education Rule 6A-1.012, or by direct negotiation, and contract with a vendor or supplier, as best fits the needs of the District as determined by the Board.
3. Sealed bid(s)/RFP(s) shall be received in the Purchasing Department until the date and time that is indicated in the bid(s)/RFP(s) for the return of that bid(s)/RFP(s). Any bid(s)/RFP(s) received after the designated time will not be accepted or considered.
  4. Unless otherwise noted in the Special Conditions of the bid (§119.07(3)(m), Fla. Stat.), all bid(s)/RFP(s) shall be publicly opened, and the name of the bidder read aloud, by a designated member of the Purchasing staff, bid(s)/RFP(s) will be evaluated, tabulated, posted in the Purchasing Department and an award recommendation will be submitted by the Superintendent.
  5.
    - a. The Board shall accept the lowest and best bid from a responsive and responsible bidder and/or in accordance with District's M/WBE Policy, and in the case of an RFP, in accordance with the terms thereof. In the case of a bid/RFP responsible bidder or offeror is defined as a person/firm who has the capability, in all respects, to perform the contract requirements and the moral and business integrity and reliability to assure good faith performance. Responsive bidder or offeror is defined as a person/firm who has submitted a bid(s)/RFP(s) that conforms in all material respects to the invitation for bid(s) or RFP(s). The Board shall have the authority to reject any and all bid(s)/RFP(s) and request new bids/RFPs.
    - b. District personnel related to or involved with bid(s)/RFP(s) shall not be lobbied by any bidder(s) or individual(s) on behalf of a bidder(bid) or offeror. Lobbying District personnel will result in rejection/ disqualification of said bid(s)/RFP(s). Board Members shall not be lobbied by any bidder(s), offeror or individual(s) on behalf of a bidder (bid(s) or RFP(s).) Lobbying Board Members will result in rejection/ disqualification of said bid(s)/RFP(s). Lobbying is defined as any action taken by an individual, firm, association, joint venture, partnership, syndicate, corporation, and all other groups who seek to influence the governmental decision of a Board member or District personnel after advertisement and prior to the Board's vote on the award of a contract.
  6. A bidder or offeror may not withdraw a bid/RFP after the final call for bids/RFPs at a designated time of opening. Where a bidder or offeror wishes to withdraw a bid/RFP, in its entirety, or by item, a written request shall be submitted to the Director of Purchasing and their request will be reviewed by the Board for their consideration. In no case shall a bidder or offeror be granted a release from their bid or proposal more than one (1) time in a two (2) year period without penalty.
  7. Any bidder or offeror who is adversely affected by the actual or proposed award of contract or the specifications contained in an invitation to bid or in a request for proposal may file a notice of protest, in writing, within seventy-two (72) hours after the posting of the bid tabulation or within seventy-two (72) hours after the receipt of specifications in an invitation to bid or request for proposals and shall file a formal written protest within ten (10) days after filing the notice of protest. All notices shall be directed to the Director of Purchasing.

- (4). Violation of contract provisions, as set forth below, of a character which regarded by the Director of Purchasing as justification for debarment action:
    - (a). Failure to perform in accordance with specifications or within the time limits provided in the contracts; or
    - (b). A recent record of unsatisfactory performance in accordance with the terms of one or more contracts.
  - (5). Refutation of an offer by failure to provide bonds, insurance, or other required certificates within the time period as specified in bid/RFP response
  - (6). Refusal to accept a purchase order, agreement, or contract, or to perform thereon, provided such order was issued timely and in conformance with the offer received.
  - (7). Presence of principals or corporate officers in the business or concern who were principals within another business at the time when the other business was suspended within the last three (3) years under the provisions of this section.
  - (8). Violations of the ethical standards set forth in state law or Department of Regulation.
  - (9). Providing anything of value, including but not limited to, a gift, loan, reward, promise of future employment, favor or service to any employee to influence the award of contract or purchase of items from a contract.
  - (10). Any other cause the Director of Purchasing determines to be so serious and compelling as to affect the credibility as a District vendor, including debarment by another government entity for any cause listed in this rule.
  - (11). Any violation of School Board policy.
- b. Recommended Decision. The Superintendent or designee shall issue a notice letter which advises the party that a recommendation will be made to the Board to debar. The letter shall state the reason for the action taken.
- c. Notice of Decision. School Board final approval on agenda. A copy of the decision for the debarment shall be mailed or otherwise furnished immediately to the affected person by the Superintendent or Designee.
- d. Reinstatement.
- i. A person or corporation may be reinstated to do business with the District under the following conditions:
    - (1). Discovery of new and material evidence not previously available.
    - (2). Dismissal of indictment or reversal of conviction.

**6.146 MINORITY/WOMAN BUSINESS ENTERPRISE POLICY**

**Purpose**

It shall be the policy of the Palm Beach County School Board that all businesses be afforded an opportunity for full participation in our free enterprise system. In order to implement this policy, the Palm Beach County School Board is committed to ensuring full and equitable participation by minority/women business enterprises in the provision of goods and services to the School District. The ultimate objective of this policy is to increase the use of minority/women business enterprises to a level comparable to the availability of minority/women business enterprises which are ready, willing, and able to provide goods and services to the District. The Palm Beach County School District shall take all necessary, reasonable and legal actions to prevent discrimination to ensure that all businesses, including minority and women businesses are afforded the maximum opportunity to participate in the District's competitive purchasing process and to establish a record keeping procedure whereby the District can monitor the participation of minorities and women in its competitive purchasing process. This policy is intended to be consistent with and in furtherance of the District's Purchasing, Construction, Educational Services and Professional Service Policy, which requires award of bids and contracts to the lowest, most responsive, responsible bidder. The determination of lowest, most responsive, responsible bidder shall consider compliance with the provisions of this policy.

**Scope**

This policy shall apply to all solicitation of all goods, services, and construction by the District which are governed by Palm Beach County School Board policies, Florida Statutes, and DOE rules. Whenever possible, the District shall utilize a solicitation process which encourages M/WBE participation even on those items which are exempted from the requirements of the DOE rule. All M/WBEs certified by Palm Beach County School District shall be eligible for the benefits of the program contained within this policy. The only exception shall be that certified firms that exceed the established size standards shall not be eligible to participate in the preferential portion of this policy.

**Goals**

All goals are expressed in terms of percentage of the district's total revenue expended in the identified discipline. The three primary disciplines are purchasing, professional services and construction. All District expenditures shall be subject to the same provisions contained in this policy, as areas of possible M/WBE participation are identified. Tri-annual reviews will facilitate adjustments of the categorical goals. The determining factors for this adjustment shall be: (1) the annual review of the district's achievements of goals in the preceding year; (2) the fluctuation in the availability reviews conducted by the Department of Equity Assurance. The goals expressed in ranges as a means of providing baseline or beginning goals for the start of the program and target goals for the programs sunset. The failure of the District to meet the annual dollar utilization goals shall not constitute grounds for a lawsuit against the District, provided the District made reasonable efforts to meet the goals.

1. Annual Construction Goals

Blacks	5.20%
Hispanics	3.00%
White Women	2.80%
Other	3.80%

not exceed the lowest bidder's price by an amount greater than \$250,000 or ten percent (10%), whichever is less. In instances where the price difference is greater than \$250,000 or 10% the lowest responsive, responsible bidder regardless of M/WBE goals will be awarded the contract, and the goals shall be deemed waived for such a contract.

#### **Request for Proposals Preference**

For projects/contracts, request for proposal that are awarded by committee on a point system, 10% of the total points established to evaluate the responses shall be awarded on the compliance with M/WBE goals, and/or on the basis of demonstrating "good faith efforts" to meet the M/WBE goals. If a proposal meets or exceeds the M/WBE goals assigned to the project, the proposal shall be entitled to receive 100% of the total allotted points. If the proposer is a certified minority vendor, who is performing at minimum 55% of the project with their own work force, he or she shall be entitled to be assigned 70% of the assigned points. If the proposer is a certified minority vendor, performing 55% or more of the project with his own work force and has sub-contracted at minimum 15% of the remainder of the project to other certified minority contractors he or she shall be awarded 100% of the assigned points. If the proposer is a certified M/WBE who is performing less than 55% but more than 30% of the project with his/her own forces 40% of the allocated points will be assigned to him/her.

#### **Contract Awards**

The prevailing factors for award of contracts shall be in order of consideration: (1) price and accomplishment of goals (2) price and partial attainment of goals combined with good faith effort (3) price and good faith effort (4) price.

Firms that are eligible to participate in this program shall meet the established size standards and other criteria as established in the M/WBE procedures manual.

A community/business based council whose membership shall be recommended and appointed by The School Board shall be established to serve in an advisory capacity to the Director of the Department of Equity Assurance.

#### **Availability Analysis**

An independent consultant shall conduct an availability analysis every three years to determine the number of available M/WBEs in the market area. This information shall be used to make appropriate adjustments in the goals for M/WBE participation.

#### **Annual Report Information**

The Director of the Department of Equity Assurance shall provide the Superintendent of Schools with a report based upon analysis of the annual report information for his/her consideration in completing the evaluations of administrative staff.

#### **Sunset**

This policy shall sunset on June 6, 2001. At least six months prior to sunset, the Board will review all of the successes and failures of the M/WBE program and make a determination as to the need for continuing M/WBE program.

#### **Severability**

If any section, paragraph, sentence, clause, phrase or word of this policy is for any reason held by a Court to be unconstitutional, inoperative or void, such holding shall not affect the remainder of this policy.

6.146 - (A)/(B) is supported by a procedures manual 6.146, both instruments comprise policy 6.146.

LEGAL REFERENCES

BOARD POLICIES

2.51 CONTRACTS FOR PROFESSIONAL AND TECHNICAL CONSULTATIVE SERVICES

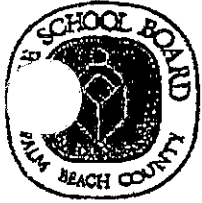
- (1) It is the intent of the School Board to carry out in-service training activities for district employees on an annual basis. Where appropriate, use of district personnel to conduct training activities is encouraged. However, the Board recognizes that out-of-district professional and technical consultants may be necessary to provide such training and staff development activities. This policy is adopted in accordance with the Florida State Board of Education Administrative Rule 6A-1.012.
- (2) The Superintendent shall establish, by directive, a process by which professional and technical consultants are retained for in-service training which contributes to the district's educational program.
- (3) The Superintendent is authorized to approve of and contract with consultants recommended for such services in the amount of \$10,000 or less. Any consultant whose fees for such in-service training will exceed \$10,000 must be approved by the Board.
- (4) In accordance with the District Minority/Women Business Enterprise Policy, the Superintendent shall solicit proposals and retain consultants in compliance with the M/WBE participation goals for the retention of professional services.

6.07 INTERNAL ACCOUNTS

- (1) The principal of the school shall be directly responsible for administering the state and district regulations and may be held accountable for any failure to carry out procedures relative to said rules and regulations.
- (2) The Superintendent shall designate the assistant superintendent of business affairs as responsible for issuing proper procedures within the guidelines established by the state.

# APPENDIX

## C



THE SCHOOL BOARD  
OF PALM BEACH COUNTY, FLORIDA

DIVISION OF PERSONNEL  
3368 FOREST HILL BOULEVARD, SUITE A-119  
WEST PALM BEACH, FL 33406-5870

FAX (407) 434-8383

DR. C. MONICA UHLHORN  
SUPERINTENDENT  
OF SCHOOLS

## MEMORANDUM

TO: High School Principals

FROM: *Ann B. McKay*  
Ann B. McKay, Coordinator  
Personnel Information Management

DATE: September 7, 1994

SUBJECT: Clarification of High School Athletic Coaching Supplements and other Activities

Following a review of the most recent listing of high school athletic supplements and other listed activities, we are providing you with the criteria to receive a supplement and a revised list that specifies the number of positions. By providing this information at this time, we hope to avoid a number of unnecessary telephone calls.

The specific implementation guidelines for payment of athletic supplements are as follows:

- The supplement for the athletic trainer may be used to contract with an outside athletic training provider or may be paid to school individuals for providing training services each season. One-third of the supplement is paid in December, March, and May of each year.
- Junior Varsity (J.V.) supplements can be paid only to those schools that field a J.V. team in that sport (basketball, soccer, baseball, and softball). The assistant supplement may be used to pay for a varsity assistant coach, with or without a J.V. team.
- Swimming is considered a coed sport and there is one head and one assistant coaching supplement.
- Golf and Tennis supplements have been designated as boys and girls, not coed, with a head coach for the boys and girls teams in each sport.

NOTE: AN INDIVIDUAL CAN NOT COLLECT TWO SUPPLEMENTS FOR THE SAME SPORT (E.G. CROSS COUNTRY, SWIMMING, TENNIS, AND GOLF) UNLESS HE/SHE CONDUCTS TWO SEPARATE PRACTICES AND MEETS/MATCHES ARE SCHEDULED SEPARATELY. ADDITIONAL SUPPLEMENTS ARE PAID FOR ADDITIONAL DUTIES, NOT MORE PARTICIPANTS.



**APPENDIX B - SUPPLEMENTS (From CTA Bargaining Agreement)**

Supplements are to be paid for service performed beyond regular duty. Therefore, as per Board direction, personnel, excluding Athletic Directors, receiving any supplements are to teach or carry a full instructional assignment.

**HIGH SCHOOL**

Athletic Director	4,488
Assistant Athletic Director	2,243
Athletic Trainer	4,986
Baseball Head Coach	2,992
Baseball Assistant Coach	1,745
Baseball Junior Varsity Coach	2,243
Basketball Head Coach	3,491
Basketball Junior Varsity Coach	2,493
Basketball 9th Grade Coach	1,745
Bowling Coach	1,745
Cheerleading Varsity Coach (two semesters)	3,000
Cheerleading Junior Varsity Coach	1,745
Cross Country Coach	1,994
Dance/Drill Team Coach	1,745
Female Sports Coach (9th grade)	1,745
Female Sports Coach (JV)	2,243
Female Sports Coach (Varsity)	2,992
Football Head Coach	3,740
Football Assistant Coach	2,743
Football Junior Varsity Coach	2,743
Football 9th Grade Coach	2,743
Golf Coach	1,745
Gymnastics/Weight Coach	1,745
Soccer Head Coach	2,992
Soccer Assistant Coach	1,745
Soccer Junior Varsity Coach	2,243
Softball Head Coach	2,992
Softball Assistant Coach	1,745
Softball Junior Varsity Coach	2,243
Swimming Head Coach	2,992
Swimming Assistant Coach	1,745
Tennis Head Coach	1,745
Tennis Assistant Coach	1,745
Track Head Coach	2,992
Track Assistant Coach	1,745
Volleyball Head Coach	2,992
Volleyball JV Coach	2,243
Volleyball Assistant Coach	1,745
Wrestling Head Coach	2,992
Wrestling Assistant Coach	1,745
Wrestling Junior Varsity Coach	2,243

**MIDDLE SCHOOL**

Athletic Director (10-15 sports)	2,243
Athletic Director (5-9 sports)	1,745
Athletic Director (2-4 sports)	1,246
Baseball Head Coach	1,745
Basketball Head Coach	1,745
Intramural Coordinator	745
Intramural Sponsor	499
Soccer Head Coach	1,745
Track Head Coach	1,745
Volleyball Coach	1,745

## SUPPLEMENTAL SALARIES FOR COACHING

SPORT	HEAD	ASSISTANT	J.V.	9 <sup>TH</sup>
Basketball Boys	1@3,491		1@2,493	1@1,745
Basketball Girls	1@3,491		<u>1@2,493</u>	1@1,1745
Baseball Boys	1@2,992	1@1,745	1@2,243	
Bowling Co-ed	1@1,745			
Cross Country Boys	1@1,994			
Cross Country Girls	1@1,994			
Flag Football Girls	1@2,992			
Football Boys	1@3,740	5@2,743	2@2,743	2@2,743
Golf Boys	1@1,745			
Golf Girls	1@1,745			
Lacrosse Girls	1@ 2,992			
Soccer Boys	1@2,992	1@1,745	1@2,243	
Soccer Girls	1@2,992	1@1,745	1@2,243	
Softball Girls	1@2,992	1@1,745	1@2,243	
Swimming Boys	1@2,992			
Swimming Girls	<u>1@2,992</u>			
Tennis Boys	1@1,745			
Tennis Girls	1@1,745			
Track Boys	1@2,992	1@1,745		
Track Girls	1@2,992	1@1,745		
Volleyball Boys	1@2,992	1@1,745	1@2,243	
Volleyball Girls	1@2,992	1@1,745	1@2,243	
Weightlifting Co-ed	1@1,745			
Wrestling Boys	1@2,992	1@1,745	1@2,243	

NOTE: There are two gender equity supplements which can be used beyond the allocations listed above. One is an assistant at 1,745 and the second is a J.V. team listed at 2,243.

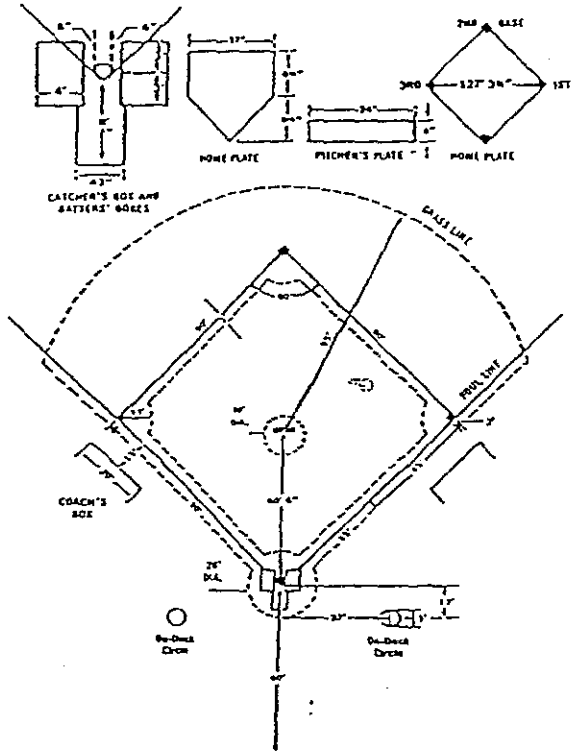
# APPENDIX

## D

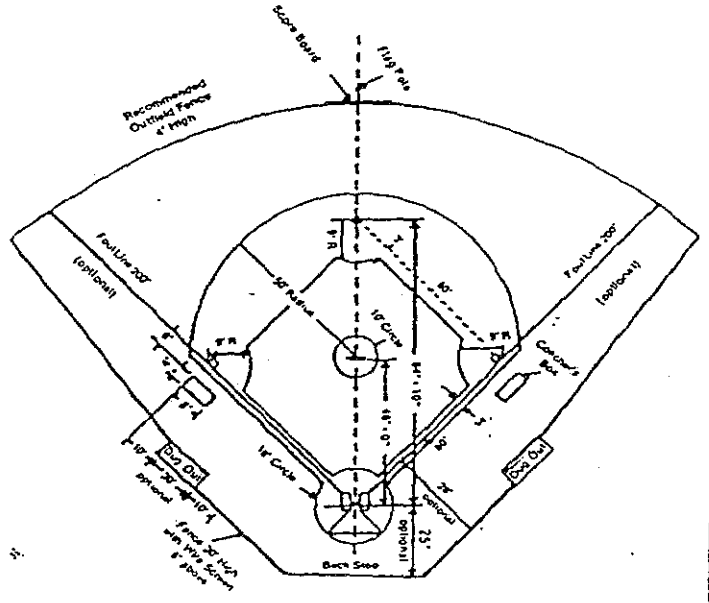


# FIELD COURT DIAGRAMS

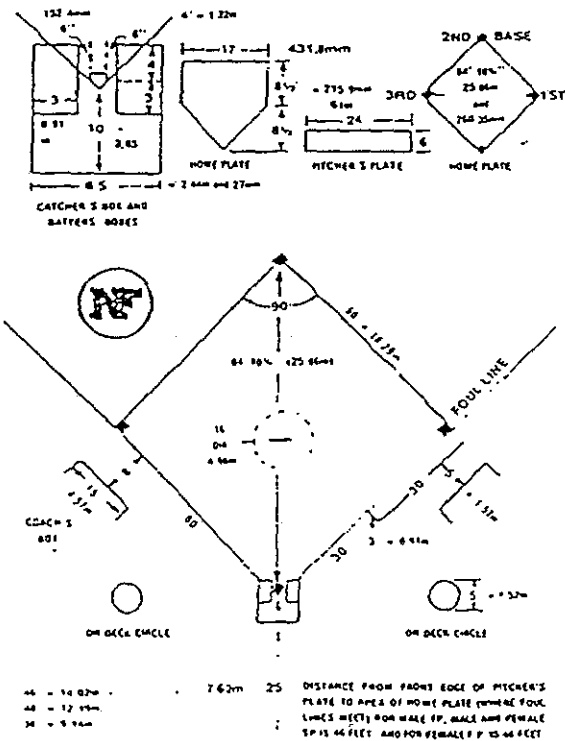
## MAJOR LEAGUE BASEBALL



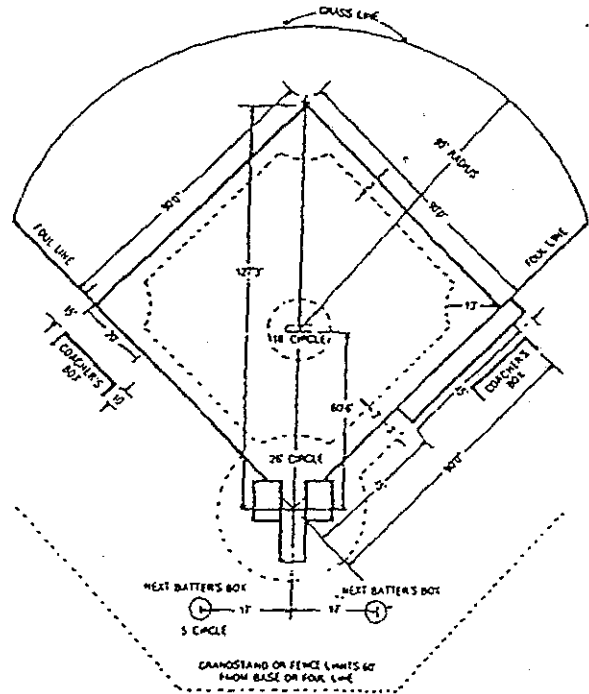
## LITTLE LEAGUE BASEBALL



## OFFICIAL HIGH SCHOOL SOFTBALL



## SENIOR & BIG LEAGUE



# APPENDIX

## E

## Media Directory



<p><i>Belle Glade/Pahokee Sun</i> <b>Address:</b> P.O. Box 2226, Belle Glade, FL 33430 <b>Phone:</b> (561) 996-4404 <b>Fax:</b> (561) 996-2209 <b>Contacts:</b> Jenny Sears Schneider</p>
<p><i>American Press</i> <b>Address:</b> 826 Park Avenue, Lake Park, FL 33403 <b>Phone:</b> (561) 844-2408 <b>Fax:</b> (561) 844-5917 <b>Contacts:</b> John Carroll</p>
<p><i>Boca News</i> <b>Address:</b> 33 SE 3rd St., Boca Raton, FL 33432 <b>Phone:</b> (561) 338-4960 <b>Fax:</b> (561) 338-4944 <b>Contacts:</b> Jason Zacher - (561) 338-4925 Randall Murray, Editor</p>
<p><i>Channel 12</i> <b>Address:</b> P.O. Box 198512, West Palm Beach, FL 33419 <b>Phone:</b> (561) 881-0737 <b>Fax:</b> (561) 881-0731 <b>Contacts:</b> Tonia Green Suzanne Boyd</p>
<p><i>Channel 20 - Boca</i> <b>Address:</b> <b>Phone:</b> <b>Fax:</b> (561) 393-7704 <b>Contacts:</b></p>
<p><i>Channel 20 - WPB</i> <b>Address:</b> 301 N. Olive Ave., #104, West Palm Beach, FL 33401 <b>Phone:</b> (561) 355-4573 <b>Fax:</b> (561) 355-6685 <b>Contacts:</b> Jule Brechbill</p>
<p><i>Channel 25</i> <b>Address:</b> 3970 RCA Blvd., #7007, Palm Beach Gardens, FL 33410 <b>Phone:</b> (561) 694-2525 <b>Fax:</b> (561) 624-1089 <b>Contacts:</b> Peter Dobens, A. Editor Margaret Cronan - 691-4412 Sue Jackson</p>
<p><i>Channel 29</i> <b>Address:</b> 4119 W. Blue Heron Blvd., West Palm Beach, FL 33404 <b>Phone:</b> (561) 845-2929 <b>Fax:</b> (561) 863-1238 <b>Contacts:</b> Jerry Ridling</p>

Revised: July 21, 1999

**Channel 34**

**Address:** 3970 RCA Blvd., #7007, Palm Beach Gardens, FL 33410

**Phone:** (561) 694-2525

**Fax:** (561) 624-1089

**Contacts:** Donna Minarg

**Channel 44 (Haitian TV)**

**Address:** 417 N. Federal Hwy., Boynton Beach, FL 33435

**Phone:** (561) 738-9440

**Fax:** (561) 738-9405

**Contacts:** Fresnel Jean-Baptiste

**Channel 5**

**Address:** P.O. Box 510, Palm Beach, FL 33480

**Phone:** (561) 653-5720

**Fax:** (561) 653-5719

**Contacts:** David Gould  
Dave Peterson

**Channel 61 (Haitian TV)**

**Address:** 2406 S. Congress Ave., Suite 2, West Palm Beach, FL 33406

**Phone:**

**Fax:** (561) 967-5961

**Contacts:** Samuel Bruce

**Coastal Observer**

**Address:**

**Phone:**

**Fax:** (561) 585-5434

**Contacts:**

**Condo News**

**Address:** P.O. Box 109, West Palm Beach, FL 33402

**Phone:** (561) 471-0329

**Fax:** (561) 471-0329

**Contacts:** Cathy Tzoumas

**Florida Photo News**

**Address:** P.O. Box 1583, West Palm Beach, FL 33402

**Phone:** (561) 833-4511

**Fax:** (561) 833-0711

**Contacts:**

**Forum Comm**

**Address:**

**Phone:**

**Fax:** (561) 791-7593

**Contacts:**



<b>Forum Comm 2</b>	
<b>Address:</b>	
<b>Phone:</b>	<b>Fax: (954) 429-1207</b>
<b>Contacts:</b>	
<b>Gardens News</b>	
<b>Address: 931 Village Section 905-195, West Palm Beach, FL 33409</b>	
<b>Phone: (561) 684-2400</b>	<b>Fax: (561) 712-8999</b>
<b>Contacts:</b>	
<b>Jupiter Courier</b>	
<b>Address: P.O. Box 1486, Jupiter, FL 33468</b>	
<b>Phone: (561) 746-5111</b>	<b>Fax: (561) 745-2403</b>
<b>Contacts: Jim Turner</b>	
<b>Kreyol Connection</b>	
<b>Address: P.O. Box 20813, West Palm Beach, FL 33416</b>	
<b>Phone: (561) 533-7229</b>	<b>Fax:</b>
<b>Contacts: Elsie St. Felix</b>	
<b>Lake Worth Herald-Press</b>	
<b>Address: P.O. Box 191, Lake Worth, FL 33460</b>	
<b>Phone: (561) 585-9387</b>	<b>Fax: (561) 585-5434</b>
<b>Contacts: Mr. Pat Parrish</b>	
<b>Miami Herald</b>	
<b>Address: 139 N. County Rd. #35, Palm Beach, FL 33480</b>	
<b>Phone: (561) 832-2442</b>	<b>Fax: (561) 848-3784</b>
<b>Contacts: Lori Rozsa</b>	
<b>Observer, The</b>	
<b>Address: 240 RPB. Blvd., Royal Palm Beach, FL 33411</b>	
<b>Phone: (561) 791-9687</b>	<b>Fax: (561) 791-9690</b>
<b>Contacts: Georgia Jacoviell</b>	
<b>Ocean Ridge Reporter</b>	
<b>Address: 5011 N. Ocean Blvd., Ocean Ridge, FL 33435</b>	
<b>Phone: (561) 276-3220</b>	<b>Fax: (561) 276-3297</b>
<b>Contacts: Gail Wascov</b>	
<b>PALMA Radio</b>	
<b>Address:</b>	
<b>Phone:</b>	<b>Fax: (561) 737-2813</b>
<b>Contacts:</b>	

**Parenting Plus of the Palm Beaches**

**Address:** 11924 Forest Hill Blvd., Suite 22-302, Wellington, FL 33414

**Phone:** (561) 795-0629

**Fax:** (561) 792-1774

**Contacts:** Carmella Dimatteo

**PB Daily Business Review**

**Address:** 100 S. Dixie Hwy., West Palm Beach, FL 33401

**Phone:** (561) 820-2060

**Fax:** (561) 820-2077

**Contacts:** David Sedora

**PB Daily News**

**Address:** 265 Royal Poinciana Way, Palm Beach, FL 33480

**Phone:** (561) 820-3800

**Fax:** (561) 655-4594

**Contacts:** Linda Rawls, Editor

Antigony Barton - (561) 820-3861

**PB Gazette**

**Address:** P.O. Box 18469, West Palm Beach, FL 33416

**Phone:** (561) 844-5501

**Fax:** (561) 844-5551

**Contacts:** Lee & Gwen Ivory

**PB Latino**

**Address:** 4325 Georgia Ave., West Palm Beach, FL 33405

**Phone:** (561) 835-4913

**Fax:** (561) 655-5059

**Contacts:** Miguel A. Lavin

**PB Post**

**Address:** P.O. Box 24700, West Palm Beach, FL 33416

**Phone:** (561) 820-4401

**Fax:** (561) 820-4407

**Contacts:** Stephanie Desmond - (561) 820-4435

Sonja Isgar - (561) 279-3470

Mary Ellen Flannery - (561) 820-4703

Matt Mossman - (561) 820-3465

**Radio Fiesta - AM 1390**

**Address:** 1939 7th Ave., N., Lake Worth, FL 33461

**Phone:** (561) 585-5533

**Fax:** (561) 585-0131

**Contacts:** Helman Ruiz

**Radio Fiesta - AM 590**

**Address:** 116 Commercial St., Clewiston, FL 33440

**Phone:** (561) 585-1380

**Fax:** (941) 983-6109

**Contacts:** Olinda Moyeda

<p><b>So. Fla. Business Journal</b>  <b>Address:</b> 1050 Lee Wagner Blvd., #302, Ft. Lauderdale, FL 33315  <b>Phone:</b> (954) 359-2100 <b>Fax:</b> (954) 359-2135  <b>Contacts:</b> Ross Nethery</p>
<p><b>So. Fla. Newspaper Network</b>  <b>Address:</b> 601 Fairway Dr., Deerfield Beach, FL 33441  <b>Phone:</b> (954) 698-6397 <b>Fax:</b> (954) 429-1207  <b>Contacts:</b> Andy Polin</p>
<p><b>Sun Sentinel</b>  <b>Address:</b> 3333 S. Congress Avenue, Delray Beach, FL 33445  <b>Phone:</b> (561) 243-6600 <b>Fax:</b> (561) 272-3189  <b>Contacts:</b> Larry Barszewski - (561) 243-6637  Lois Solomon - (561) 243-6536  Kellie Patrick - (561) 243-6629</p>
<p><b>Town Crier</b>  <b>Address:</b> 12794 W. Forest Hill Blvd., #21, Wellington, FL 33414  <b>Phone:</b> (561) 793-7606 <b>Fax:</b> (561) 793-6090  <b>Contacts:</b> Robert Markey</p>
<p><b>WBGS</b>  <b>Address:</b>  <b>Phone:</b> <b>Fax:</b> (561) 996-1852  <b>Contacts:</b></p>
<p><b>WBZT</b>  <b>Address:</b> 701 Northpoint Pkwy, #500, West Palm Beach, FL 33406  <b>Phone:</b> (561) 439-1111 <b>Fax:</b> (561) 689-4043  <b>Contacts:</b> Mike Sarnoff</p>
<p><b>WEAT - AM 850</b>  <b>Address:</b> 2406 S. Congress Ave., West Palm Beach, FL 33406  <b>Phone:</b> <b>Fax:</b> (561) 689-4043  <b>Contacts:</b> Les Jacoby</p>
<p><b>Wellington Forum</b>  <b>Address:</b> 11320 Fortune Cir., G-32, Wellington, FL 33414  <b>Phone:</b> (561) 791-7790 <b>Fax:</b> (561) 791-7593  <b>Contacts:</b> Don Brown, Editor</p>

<b>WIRK, WEAT, WKGR</b> <b>Address:</b> 701 Northpoint Pkwy., #500, West Palm Beach, FL 33407 <b>Phone:</b> (561) 686-9505 <b>Fax:</b> (561) 965-9475 <b>Contacts:</b> Bill Adams
<b>WJNO - AM 1230</b> <b>Address:</b> P.O. Box 189, West Palm Beach, FL 33402 <b>Phone:</b> (561) 616-6666 <b>Fax:</b> (561) 881-8553 <b>Contacts:</b> Jim Edwards Dan Bryant
<b>WLVJ</b> <b>Address:</b> <b>Phone:</b> <b>Fax:</b> (561) 688-9601 <b>Contacts:</b>
<b>WOEQ</b> <b>Address:</b> <b>Phone:</b> <b>Fax:</b> (561) 687-3398 <b>Contacts:</b>
<b>WOLL - FM 94.3</b> <b>Address:</b> 2406 S. Congress Ave., West Palm Beach, FL 33406 <b>Phone:</b> <b>Fax:</b> (561) 965-1102 <b>Contacts:</b> Jan O'Connor
<b>WPBR - AM 1340</b> <b>Address:</b> P.O. Box 1340, Lake Worth, FL 33460 <b>Phone:</b> (561) 582-8255 <b>Fax:</b> (561) 582-9254 <b>Contacts:</b> Mark Pierre-Louis (Creole) Roger Anderson (English)
<b>WPOM-AM 1600 (Haitian Radio)</b> <b>Address:</b> 520 S. Dixie Hwy., West Palm Beach, FL 33401 <b>Phone:</b> <b>Fax:</b> (561) 840-0061 <b>Contacts:</b> Dominique Joseph
<b>WPSP - AM 1190</b> <b>Address:</b> 5730 Corporate Way S-210, West Palm Beach, FL 33407 <b>Phone:</b> (561) 687-9345 <b>Fax:</b> (561) 687-3398 <b>Contacts:</b> Lissette Diaz Herly Gonzalez

**WRLX - FM 92.1**

**Address:** 901 Northpoint Pkwy, #201, West Palm Beach, FL 33407

**Phone:** (561) 616-6666

**Fax:** (561) 686-9776

**Contacts:** Paul Dunn

**WRMB - FM 89.3**

**Address:** 1511 W. Boynton Bch. Blvd., Boynton Beach, FL 33436

**Phone:** (561) 737-9762

**Fax:** (561) 737-9899

**Contacts:** Sondra McCarty

**WSBR - AM 740**

**Address:** 6699 N. Federal Hwy. #200, Boca Raton, FL 33487

**Phone:** (561) 737-9762

**Fax:** (561) 997-0476

**Contacts:** Bob Morency

**WSWN - AM 900**

**Address:** P.O. Box 1505, Belle Glade, FL 33430

**Phone:** (561) 996-2063

**Fax:** (561) 996-1852

**Contacts:** Dave Hazard

**WXEL - FM 90.7**

**Address:** 3401 S. Congress Ave., Boynton Beach, FL 33426

**Phone:** (561) 737-8000

**Fax:** (561) 369-3067

**Contacts:** Johanna Rando

John La Bonia

# APPENDIX

## F

## DIRECTORY OF RESOURCE MATERIALS

- Emery, Donald B. Handbook for High School Athletic Directors, Bellingham, Washington.
- Graham, James Stuart. Handbook for Athletic Directorship, Azusa, California.
- McKinnon, C.H. LWCHS Athletic Department Handbook of Policies and Procedures.
- Athletic Policy and Guidebook. School Board of Hillsborough County, Tampa, Florida.
- High School Athletic Handbook. The School Board of Broward County, Florida.
- Shetler, Tom, Athletic Director, Santaluces Community High School Athletic Handbook.
- Florida High School Activities Associations By-Laws.
- Marshall, Samuel, Athletic Specialist, School Board of Palm Beach County.
- Games Plan for Athletics, National Interscholastic Athletic Administrators Association.
- School Board Policies, School Board of Palm Beach County, West Palm Beach, Florida.

### WRITING TEAM

David Currier - Olympic Heights Community High School

Patti Fitzhugh - Santaluces Community High School

Jack McLaughlin - John I. Leonard Community High School

Jay Rader - Palm Beach Gardens Community High School

Jay Seider - Glades Central Community High School

# APPENDIX

# G



APPROVED INSURANCE CERTIFICATES	TELEPHONE #'S	EXPIRATION DATE
Aero Bus Charters, Ft. Myers	(941) 337-3883 (800) 848-2376	08/01/98
Aero Car **SEE GRAY LINE**		
Allegro Tours	(561) 588-7234	04/08/98
American Sightseeing Tours	(800) 367-5149	05/16/98
Annette Tours	(800) 282-3655	04/01/99
Anyplace, Anytime Transport Svcs.	(561) 335-5858	11/08/97
B & B Charter Bus	(561) 845-8754	10/03/97
Classic Lines	(954) 887-6223	05/26/98
Conway Bus Service	(561) 658-3400/ (800) 533-7755	04/21/98
Davis Tours	(954) 472-2858	08/28/97
Deb-Li Ent. DBA Shortway Lines	(800) 753-2914	05/01/98
Don Carters All Star Lanes (Jupiter)		09/01/97
FL Trails **SEE ANNETTE TOURS**		
Gray Line	(800) 275-8687	03/17/98
Heavens Colors/Himelfarb Tour Lines	(561) 615-3727	12/20/97
Le Bus	(954) 633-1234	08/26/98
Mango Express	(561) 547-2354	09/30/97
Marie's **SEE TIPPETT**		
Mears Motor Coaches	(800) 826-6754	03/01/99
Midnight Sun Tours	(561) 588-4446	06/08/98
Mike's Charter	(954) 321-8696	02/22/98
O. K. Tours, Inc.	(561) 347-8373	12/20/97
Orlando Tour Coaches	(407) 855-3200/ (888) 407-8553	02/01/98
P & S Tours Corp.	(561) 842-5190	09/08/98
Quality Transportation	(954) 791-2505	11/01/98
Tippett/MARIE'S CHARTER	(800) 874-4871/ (561) 439-0333	09/17/97

# APPENDIX

## H

# COACHING THEORY

51020900

## INSTRUCTOR'S SIGN OFF LOG

1. Attend the American Sports Education Program (ASEP) 10 points

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

2. Attend the following:  
rules clinic 1 point  
conference meeting 5 points  
coaches clinic 12 points  
CPR/First Aid 5 to 10 points

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

3. Meet with your school Athletic Trainer and review all relevant information related to the health and safety for athletic training and prevention of injuries to high school aged athletes. Review the school board insurance plan and accident claims forms. 1-5 points

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

4. Meet with the athletic director monthly. 1-10 points

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

5. Read and review current FHSAA publications related to your sport, including the by-laws, contest regulations, and rule books. 10 points

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

6. Make a list of safety rules and regulations for you and your athletes to review prior to the season. Discuss what will be necessary to adjust to unsafe conditions prior to or during practice or games. 1-10 points

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

7. Review the current ESOL programs and reflect on their relevance to athletic team selection and discipline in today's athletic programs. 3 points

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

8. Review three current articles that reflect the current status of gender equity and what effects these trends will have on today's athletic programs.  
*APPROVED:* \_\_\_\_\_ *DATE:* \_\_\_\_\_
  
9. View the National Federation video on sportsmanship and develop a plan to include coaches, parents, and players in promoting sportsmanship. 3 points  
*APPROVED:* \_\_\_\_\_ *DATE:* \_\_\_\_\_
  
10. Review the CTA Handbook, "Informed Consent" video, and other related materials about legal concerns for athletes and coaches. 5 points  
*APPROVED:* \_\_\_\_\_ *DATE:* \_\_\_\_\_
  
11. Attend a coaches clinic and review literature to prepare a plan for motivational aspects of coaching today's athlete. 3-10 points  
*APPROVED:* \_\_\_\_\_ *DATE:* \_\_\_\_\_
  
12. Complete an equipment inventory and prepare a budget for your current sports year. 5 points  
*APPROVED:* \_\_\_\_\_ *DATE:* \_\_\_\_\_
  
13. Complete the American Red Cross courses in CPR and First Aid. 10 points  
*APPROVED:* \_\_\_\_\_ *DATE:* \_\_\_\_\_
  
14. Successfully complete the pre and post test for this course. 3 points  
*APPROVED:* \_\_\_\_\_ *DATE:* \_\_\_\_\_
  
15. Pass the ASEP Coaching Certification Test. 10 points  
*APPROVED:* \_\_\_\_\_ *DATE:* \_\_\_\_\_
  
16. Read your school's and the Palm Beach County Athletic Handbook.  
*APPROVED:* \_\_\_\_\_ *DATE:* \_\_\_\_\_
  
17. Develop a practice plan to include: preseason organization and conditioning, try out plan, practice and game lesson plans, post season activities, recognition and awards 5 points  
*APPROVED:* \_\_\_\_\_ *DATE:* \_\_\_\_\_

18. Pass the official's rules test for your specific sport (if applicable). 2 Points

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

19. Explain the relationship between body weight and athletic fitness. Develop a plan for an overweight athlete to decrease his/her body fat in preparation for the season. 3 points

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

20. Explain your philosophy about nutrition for activity during the season. Design an ideal pregame meal. 3 points

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

21. Develop an evaluation tool for each member of your team and the coaching staff. 3 points

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

COACHING THEORY

51020800

COURSE EXAM

1. List the three most important motivational techniques to be used with the athletes in your sport.
2. Describe the SDPBC procedures and policies concerning legal and ethical responsibilities.
3. Describe your school's procedure for filing an athletic injury insurance claim.
4. Describe the growth and development difference between JV and varsity athletes and what adjustments might be needed to effectively coach both groups.
5. How might you recognize the following potential problems with your student athletes?
  - A. Academic performance
  - B. Substance abuse
  - C. eating disorders
6. Describe your procedures for a proper warmup and cool down for your sport.
7. How do you decide who plays and how you will communicate your decisions?
8. Develop individual and team goals for the upcoming season.
9. List your three most important instructional strategies.
10. How does your sport relate to the rest of the athletic department program?

**COMPONENT TITLE:** Care and Prevention of Athletic Injuries

**IDENTIFIER NUMBER:** 51018900

**MAXIMUM POINTS:** 60

**GENERAL OBJECTIVE:** To enable the participant to acquire additional knowledge and skills in the care and prevention of athletic injury, injury detection, treatment, prevention, and rehabilitation.

**SPECIFIC OBJECTIVES:**

Participant will:

1. Exhibit a knowledge of athletic nutrition and the ability to advise athletes concerning nutrition.
2. identify skills needed to recognize athletic injuries.
3. Exhibit an understanding of the appropriate athletic-injury treatment methods, including, ice, compression and elevation.
4. Identify appropriate first-aid emergency planning and care procedures.
  - A. Cardiopulmonary resuscitation (CPR)
  - B. Treatment of an unconscious person
  - C. Care of suspected head, neck, and spine injuries
  - D. Consideration of other life-threatening circumstances
5. Identify the acceptable selection and usage of basic rehabilitation exercise programs.
6. Exhibit an understanding of athletic-injury counseling methodology.
7. Exhibit a knowledge of and application for playing conditions and for athletic facilities in order to facilitate injury prevention and enhance athletic performance.
  - A. Selection of appropriate athletic uniforms
  - B. Protective equipment
  - C. Sanitary maintenance of the foregoing
8. Identify accepted methods for conduct of inservice training.
9. Exhibit an understanding of athletic-injury reporting systems.
10. Identify major characteristics of illegal substance abuse problems; recommend/refer identified athletes appropriately.

11. Exhibit a knowledge of appropriate health-related policies and procedures.
  - A. Parental medical consent
  - B. Established policy/guidelines regarding athletes health.
  - C. Referral procedures
  - D. Medical examinations
  - E. Role/importance of athletic trainer
  - F. On-call physician
12. Maintain currency in field.
13. Exhibit a basic understanding of anatomy and physiology as related to sports medicine.
14. Understand the importance of a knowledge of sports medicine as a lifelong activity.
15. Exhibit a knowledge of appropriate conditioning/training methods for various age groups and sports.
16. Exhibit a knowledge of exercise physiology as it relates to athletic coaching.
17. Understand training programs for sports and demonstrate the ability to implement appropriate programs.
18. Exhibit a knowledge of principles of accident prevention.
19. Exhibit proficiency in the selection and correct application of support, protective pads, and splints, for injuries to parts of the body.
20. Identify the common injuries that can occur in sports-related activities.
21. Identify sterile and cleaning techniques for wound management.
22. Understand the correct procedures for applying protective taping, wraps, dressings, etc.

#### **PROCEDURES:**

Participant will:

1. Attend laboratory activities consisting of methods, techniques, and recommended operational procedures by certified trainers and/or physicians. Participate in lectures, demonstrations and individual/group applications. The activities will include, but not be limited to:
  - a. Application of CPR and standard first aid procedures
  - b. Taping and wrapping techniques



- c. Conditioning and rehabilitation methods
- d. Anatomy and physiology as related to sports medicine
- e. Conference/seminars

#### **PARTICIPANT EVALUATION:**

Participant will:

Successfully demonstrate increased competence as indicated by valid measures of performance as required by 236.608(1) F.S. on eighty (80) percent of the specific objectives of a component that is used for the renewal of certificates.

#### **FOLLOW-UP:**

Participants will:

Use information and knowledge gained by attending laboratory sessions, clinics, and/or workshops to improve their coaching skills and development of student athletes.

#### **COMPONENT EVALUATION:**

Participants and instructors will assess the degree to which the activities addressed the specific objectives and will make recommendations for revision through a questionnaire/survey.

SPORTS FIRST AID COURSE  
OFFERED BY BILL MASSEY ASEP CERTIFIED INSTRUCTOR  
FOR PALM BEACH COUNTY COACHES ONLY  
SPANISH RIVER HIGH SCHOOL  
5100 JOG ROAD  
BOCA RATON, FL  
33496  
561-241-2220

#### REQUIREMENTS FOR COMPLETION

1. SUCCESSFULLY COMPLETE AN AMERICAN RED CROSS ADULT CPR COURSE  
IN THE PREVIOUS 12 MONTHS.  
10 POINTS APPROVED \_\_\_\_\_
2. SUCCESSFULLY COMPLETE AN AMERICAN RED CROSS FIRST AID COURSE  
IN THE PREVIOUS 36 MONTHS.  
10 POINTS APPROVED \_\_\_\_\_
3. READ THE TEXTBOOK "SPORT FIRST AID". AVAILABLE FROM HUMAN  
KINETICS, PO BOX 5076, CHAMPAIGN, IL 61825-5076. 1-800-747-4457 (1997  
COST \$18.95  
10 POINTS APPROVED \_\_\_\_\_
4. CONSTRUCT 5 MULTIPLE CHOICE QUESTION AND CORRECT ANSWERS  
FROM ALL 14 CHAPTERS TO REFLECT A MASTERY OF MATERIAL IN EACH  
CHAPTER. (70 QUESTIONS AND ANSWERS)  
15 POINTS APPROVED \_\_\_\_\_
5. PASS THE OPEN BOOK MASTERY TEST FOR THE SPORT FIRST AID BOOK.  
15 POINTS APPROVED \_\_\_\_\_

COACHES WHO COMPLETE THE COURSE SHOULD DELIVER ALL MATERIALS TO  
BILL MASSEY FOR REVIEW AND GRADING AT THE ADDRESS ABOVE.

#### COMPLETED COURSE DOCUMENTATION

1. CURRENT COPY OF CPR AND FIRST AID CARD
2. FIVE MULTIPLE CHOICE QUESTIONS AND ANSWERS FROM EACH CHAPTER  
WITH AN ANSWER KEY. (SEVENTY QUESTIONS TOTAL)
3. COMPLETED ANSWER KEY FROM MASTERY TEST WITH 80% ACCURACY.

## THEORY AND PRACTICE OF COACHING A SPECIFIC SPORT

51021800

### SPECIFIC ASSIGNMENTS AND REFERENCES

1. Pass the district coaching certification test. 10pts  
#1, 2, 6, 7, 9, 10, 11, 12, 13, 14, 15, 18
2. Keep a weekly time log of your coaching activities. 5pts
3. Attend the following:  
rules clinic 1pt  
coach's clinic 12pts  
conference meetings 5pts  
CPR/First Aid Training 5-10pts  
Session with the Athletic Trainer 2  
  
#3, 4, 5, 6, 8, 10, 11, 12, 13, 14, 15
4. Read the Federation Rule book, the FHSAA Contest Regulations, Coach's Handbook and any other school-based athletic reference material. 10pts  
  
#1, 2, 3, 6, 9, 10, 13, 14, 15, 16, 17
5. Write your philosophy for coaching your sport, including goals and objectives. Elaborate on how your sport contributes to immediate and lifelong benefits and how it adds to our culture. 2pts  
  
#1, 2, 7
6. Write out a general practice schedule for a week and a specific day's practice schedule. 2pts  
  
#4, 5, 6, 11, 12
7. Demonstrate for the facilitator, how to play two specific positions (teach the facilitator to play these positions as you would teach the athlete in practice). 1pt  
  
#4, 5, 8, 11
8. List five situation strategies (identify 5 specific game situations and what you would instruct your players to do in each situation). 3pts  
  
#3, 4, 5

9. Make a list of safety and health practices that you will distribute to your athletes and emphasize at all practices and games. 3pts

#6, 14, 15

10. List at least three specific things that you will do or you will have your athletes do to promote sportsmanship. 2pts

#10

11. List specific activities in your sport's training program, with special emphasis on pre-season and warm-up activities, designed to minimize injuries. 3pts

#6, 7, 14, 15, 18

13. List the three most common injuries in your sport, how to treat them, and how to prevent them. 3-4pts

#12, 17

14. Take the officials rules test for your sport (if applicable). 1 pt

#3

15. Meet with the athletic director at least monthly. 5pts

ALL REFERENCES

16. Complete the pre and post tests. 2pts

ALL REFERENCES

17. Complete the yearly evaluation form. 1 pt

ALL REFERENCES

18. Read articles from sports journals, magazines, and newspapers as deemed appropriate by the athletic director. 5pts

ALL REFERENCES

# THEORY AND PRACTICE OF COACHING A SPECIFIC SPORT

51021900

## COMPETENCY COMPLETION RECORD

Participant has completed the following objectives:

1. Identify the importance of a selected interscholastic sport as a lifelong activity.

APPROVED \_\_\_\_\_ DATE

2. Understand the importance of a selected interscholastic sport as a part of our culture.

APPROVED \_\_\_\_\_ DATE

3. Identify the rules and terminology used in a selected interscholastic sport.

APPROVED \_\_\_\_\_ DATE

4. Identify the strategies of a team and/or individual play in a selected interscholastic sport.

APPROVED \_\_\_\_\_ DATE

5. Identify the strategies of individual position play in a selected interscholastic sport.

APPROVED \_\_\_\_\_ DATE

6. Exhibit a knowledge of safety practices necessary to participate in a selected interscholastic sport.

APPROVED \_\_\_\_\_ DATE

7. Understand the physical fitness value derived from participation in selected interscholastic sports.

APPROVED \_\_\_\_\_ DATE

8. Identify the skills necessary to participate in selected interscholastic sports.

APPROVED \_\_\_\_\_ DATE

9. Identify the social skills derived from participation in selected interscholastic sports.

APPROVED \_\_\_\_\_ DATE

10. Identify positive sportsmanship techniques derived from participating in selected interscholastic sports.

APPROVED \_\_\_\_\_ DATE

11. Identify new methods and techniques for more effective coaching in selected interscholastic sports.

APPROVED \_\_\_\_\_ DATE

12. Identify innovative methods of organizing and administering a selected interscholastic sport.

APPROVED \_\_\_\_\_ DATE

13. Identify national, state, and local policy revisions that will effect the administering of a selected interscholastic sport.

APPROVED \_\_\_\_\_ DATE \_\_\_\_\_

14. Exhibit a basic understanding and knowledge of sport medicine as it pertains to selected interscholastic sports.

APPROVED \_\_\_\_\_ DATE \_\_\_\_\_ (Rev. 7/96)

15. Exhibit a basic understanding in the recognition, treatment, and evaluation of athletic injuries in selected interscholastic sports.

APPROVED \_\_\_\_\_ DATE

16. Understand contractual law as applied to selected interscholastic sports.

APPROVED \_\_\_\_\_ DATE

17. Identify managerial skills regarding use of equipment and facilities for selected interscholastic sports.

APPROVED \_\_\_\_\_ DATE

18. Identify training program(s) for a selected interscholastic sport.

APPROVED \_\_\_\_\_ DATE

**PROCEDURES:**

Participant will:

1. Attend laboratory activities consisting of methods, techniques, and recommended operational procedures by qualified professionals. Participate in lectures, demonstrations, and individual/group applications. The activities will include, but not be limited to:
  - a. Strategies of play
  - b. Skill acquisition
  - c. Sport assessment
  - d. Sport improvement
  - e. Sport organization and management
  - f. Safety procedures
  - g. Sportsmanship/social values
  - h. Conference/seminars

APPROVED \_\_\_\_\_ DATE

**PARTICIPANT EVALUATION:**

Participant will:

Successfully demonstrate increased competence as indicated by valid measures of performance as required by 236.608(1) F.S. on eighty (80) percent of the specific objectives of a component that is used for the renewal of certificates.

APPROVED \_\_\_\_\_ DATE

**FOLLOW-UP:**

Participant will:

Use information and knowledge gained by attending laboratory sessions, clinics, and/or workshops to improve their coaching skills and development of student athletes.

**COMPONENT EVALUATION:**

Participants and instructors will assess the degree to which the activities addressed the specific objectives and will make recommendations for revision through a questionnaire/survey.



Veronica Vallecillo &lt;veronica.vallecillo@palmbeachschools.org&gt;

EXHIBIT

tabbies

4

**Subject: Draft Report for OIG Case No's: 18-729/18-734**

1 message

Hugh Brady <hebrady66@aol.com>  
To: veronica.vallecillo@palmbeachschools.org  
Cc: hebrady66@aol.com

Wed, Mar 6, 2019 at 4:20 PM

Sent: Wed, 6 Mar 2019 13:18  
Subject: Re: Draft Report for OIG Case No's: 18-729/18-734

Good afternoon Ms . Vallecillo,  
Please review my comments pertaining to my interview with you. Comments in red should be added to my comments.

Page 2 in paragraph of my interview:

First sentence, first paragraph

Mr. Brady (***stated he was the third Executive Secretary of the Suncoast Conf, proceeded by Dr, Edward Essie, principal at Howell Watkins Middle and Harry Davis, principal at Canal Point Elem.)*** The Suncoast Conference was established by the school principals in Martin, Saint Lucie and Palm Beach Counties (***along with private school Cardinal Newman High School***)

Fifth sentence first paragraph

Mr. Brady recalls ( ***1st Union Bank of Lake Worth*** ) being the last bank he dealt with.

First sentence second paragraph

Mr Brady stated there ( ***was a detailed Constitution and bylaws in place for the Conference*** )

New fourth sentence third paragraph

( ***Mr. Brady noted conference funds were zeroed out at the end of each school year in the conference bank accounts.This allowed the new Palm Beach County Athletic to assume the existing bank accounts without conflict with outgoing schools.. The account name was changed with the bank to reflect the Palm Beach County Athletic Conference.*** )

do not want your e-mail address released in response to a public records request, do not send electronic mail to this entity. Instead, contact this office by phone or in writing.





Veronica Vallecillo &lt;veronica.vallecillo@palm

EXHIBIT

tabbies  
5**Re: Draft Report for OIG Case No's: 18-729/18-734**

1 message

Larry Clawson &lt;larry.clawson@palmbeachschools.org&gt;

Thu, Mar 7, 2019 at 2:38 PM

To: Veronica Vallecillo &lt;veronica.vallecillo@palmbeachschools.org&gt;, Lung Chiu &lt;lung.chiu@palmbeachschools.org&gt;

Good afternoon Inspector General and Mrs. Vallecillo

I am writing this response in regards to the Draft Report for OIG Case Numbers 18-729/18-734. I would like to commend Mrs. Vallecillo for the professionalism she exhibited during her investigation. Most importantly, I would like address the very long and dedicated career of Ms. Yetta Green. I have known and worked with Ms. Green for over twenty years. Her dedication to students and staff of Palm Beach County School District needs to be highly commended. In my opinion, Ms. Green has been vital to the success of student athletics in Palm Beach County. The hours that Ms. Green has worked beyond her regular duty day is why athletic events have officials and coaches are certified & cleared to work with children. Over the many years, Ms. Green has been a tremendous resource to new athletic directors and principals. In closing, I hope that the School District of Palm Beach County recognizes the outstanding work of Ms. Green as this process continues.

Sincerely,

Larry Clawson  
Director of Construction, Principal Liaison  
(561) 357-7514 PX - 47514  
Cell (561) 628-7183

On Wed, Mar 6, 2019 at 6:52 AM Veronica Vallecillo &lt;veronica.vallecillo@palmbeachschools.org&gt; wrote:

Good morning Mr. Clawson,

Please see the attached from Inspector General Chiu.

Sincerely,

---

Veronica Vallecillo  
Senior Investigator

Office of Inspector General  
The School District of Palm Beach County  
3318 Forest Hill Blvd., Suite C-306  
West Palm Beach, Florida 33406  
Phone: 561.432.6359