

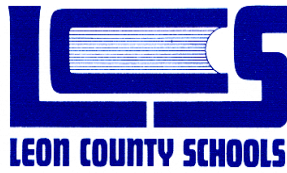
# **Student Activities Handbook Leon County Schools**

**MIDDLE SCHOOL SUPPLEMENT  
Superintendent  
Rocky Hanna**

## **School Board Members**

Georgia “Joy” Bowen  
Darryl Jones  
Alva Swafford Striplin  
Rosanne Wood

**Scott Hansen, Director  
Interdivisional Support Services  
(850)487-7364**



### **Nondiscrimination Notification and Contact Information**

“No person shall on the basis of gender, marital status, sexual orientation, race, religion, national origin, age, color or disability be denied employment, receipt of services, access to or participation in school activities or programs if qualified to receive such services, or otherwise be discriminated against or placed in a hostile environment in any educational program or activity including those receiving federal financial assistance, except as provided by law.” No person shall deny equal access or a fair opportunity to meet to, or discriminate against, any group officially affiliated with the Boy Scouts of America, or any other youth group listed in Title 36 of the United States Code as a patriotic society.

An employee, student, parent or applicant alleging discrimination with respect to employment, or any educational program or activity may contact:

Wallace Knight  
Equity Coordinator and Title IX Compliance Officer  
Leon County School District  
2757 West Pensacola Street  
Tallahassee, Florida 32304  
(850) 487-7306  
[rodgersk@leonschools.net](mailto:rodgersk@leonschools.net)

A student or parent alleging discrimination as it relates to Section 504 of the Rehabilitation Act may contact:

Dr. Alan Cox, 504 Specialist  
Leon County School District  
2757 West Pensacola Street  
Tallahassee, Florida 32304  
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# **Important Names and Numbers**



**Rocky Hanna**  
**Superintendent**  
**487-7147**

**Dr. Alan Cox**  
**Assistant Superintendent**  
**487-7175**

# The Coaches Code of Ethics: NFHS/NFCA

The function of a coach is to educate students through participation in interscholastic competition. An interscholastic program should be designed to enhance academic achievement and should never interfere with opportunities for academic success. Each student-athlete should be treated as though he or she were the coaches' own, and his or her welfare should be uppermost at all times. Accordingly, the following guidelines for coaches have been adopted by the NFCA Board of Directors.

**The coach shall** be aware that he or she has a tremendous influence, for either good or ill, on the education of the student-athlete and, thus, shall never place the value of winning above the value of instilling the highest ideals of character.

**The coach shall** uphold the honor and dignity of the profession. In all personal contact with student-athletes, officials, athletic directors, school administrators, the state high school athletic association, the media, and the public, the coach shall strive to set an example of the highest ethical and moral conduct.

**The coach shall** take an active role in the prevention of drug, alcohol and tobacco abuse.

**The coach shall** avoid the use of alcohol and tobacco products when in contact with players.

**The coach shall** promote the entire interscholastic program of the school and direct his or her program in harmony with the total school program.

**The coach shall** master the contest rules and shall teach them to his or her team members.

**The coach shall not** seek an advantage by circumvention of the spirit or letter of the rules.

**The coach shall** exert his or her influence to enhance sportsmanship by spectators, both directly and by working closely with cheerleaders, pep club sponsors, booster clubs, and administrators.

**The coach shall** respect and support contest officials. The coach shall not indulge in conduct which would incite players or spectators against the officials. Public criticism of officials or players is unethical.

**Before and after contests,** coaches for the competing teams should meet and exchange cordial greetings to set the correct tone for the event.

**A coach shall not** exert pressure on faculty members to give student-athletes special consideration. A coach shall not scout opponents by any means other than those adopted by the league and/or state high school athletic association.

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# BY-LAWS OF THE LEON COUNTY MIDDLE SCHOOL ACTIVITIES ASSOCIATION

## ARTICLE 1- NAME

1-1.1 This association shall be known as the Leon County Middle School Activities Association and is made up of the public middle schools in Leon County

## ARTICLE 2 - PHILOSOPHY

2-1 The primary objective of the Leon County Middle School Activities Association is to enhance the education system by offering a wide variety of co-curricular activities that develops social skills, self discipline, goal orientation, and a sense of self-esteem. It is the commitment of our program to provide the following: a safe learning environment, safe equipment and qualified coaches. While acknowledging the competitive nature of the middle school program, every effort will be made to maximize potential of all athletes. Although this is a competitive program emphasis is still given to participation.

2-2 Although winning is important, it shall not be emphasized above the welfare of the participant in any activity. Sportsmanship is paramount and is our number one core value.

2-3 All activities shall be a part of, and contribute toward, the entire educational program of the Leon County Public Middle Schools.

## ARTICLE 3 - MEMBERSHIP

3-1 The membership of this association shall be made up of the principals of the public middle schools in Leon County participating in the program.

3-2 Member schools participate in the following activities:

- a.           **Academic Activities:**
- |                             |                    |
|-----------------------------|--------------------|
| Spelling Bee County Contest | Student Government |
| Brain Bowl                  | Science Fair       |
| Geography Bee               | Computer           |
| Math Counts                 | Mu Alpha Theta     |
| Beta                        | FFEA               |
| Yearbook                    | Newspaper          |
|                             | History Fair       |
- b.           **Performing Arts:**
- Florida Vocal Association District Festivals
  - Florida Vocal Association Solo/Ensemble
  - Florida Band Masters Solo/Ensemble
  - Florida Music Educators Association "All State"
  - School Based Concerts
  - Florida Band Master District Festival

- |    |  |   |
|----|--|---|
| c. | <b>Sports Programs:</b><br>Basketball<br>Cross Country<br>Soccer<br>Softball<br>Tackle Football<br>Track<br>Volleyball | <b>Intramural Programs:</b><br>Cheerleading |
|----|--|---|

\* ( Sports Programs will be divided into two(2) divisions (1A & 2A), these divisions will be based upon school enrollment.)

- d. **Enhancement Clubs:**  
 Determined at school level as approved by the principal.

**Any student participating in any of the above activities must meet the requirements for participation set forth in the Middle School Student Activities Handbook.**

#### **ARTICLE 4 - OFFICERS**

- 4-1 The officers of this association shall be as follows:
- a. **Board of Directors:** The principal, or designated representative, of each public middle school in Leon County
  - b. **Activities Committee:** Shall be made up of 10 activity directors. Each principal will appoint **one** activity director from their respective school.
  - c. **Chairman:** The chairman of the activities committee shall be one of the activity directors on the activities committee.
  - d. **Executive Secretary:** The executive secretary of both the activities committee and the board of directors shall be the Director of Interdivisional Support Services.

#### **ARTICLE 5** **BOARD OF DIRECTORS AND THEIR DUTIES**

- 5-1 Each middle school principal shall be a member of the board of directors, and will have responsibility to see that the provisions of these by-laws are adhered to in his/her individual school.
- 5-2 He/she shall attend meetings of the board of directors and shall have the right to vote on matters brought before the board of directors by the activities committee.
- 5-3 The decision of the board of directors shall be subject to reversal only by the School Board of Leon County or the administrative staff.



- 5-4 The site principal is charged with the responsibility of making all decisions relative to the conducting of an activity event. In all cases the site principal should make sure that a responsible person is designated to be at the site for all decisions relative to a scheduled activity event.

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

- 6-1 Middle School Activities Committee members shall be appointed by the middle school principals in accordance with 4-1 (b) of these by-laws.
- 6-2 The Committee will deal with problems submitted to it by principals and will make recommendations for possible solutions.
- 6-3 The Committee will evaluate the Leon County Middle School Activities Program and make recommendations to the board of directors for improvement.
- 6-4 All actions of the activities committee are subject to approval by the board of directors.
- 6-5 A member of the activities committee shall not participate as a member of the committee if a case involving his/her school is under consideration.

**ARTICLE 7**  
**EXECUTIVE SECRETARY DUTIES**

- 7-1 The Director of Interdivisional Support Services shall be the executive secretary and shall be charged with the responsibility of keeping on file and up-to-date all papers and records that are necessary to conduct the business of the association. These records shall include athletic eligibility lists as submitted by activity directors.
- 7-2 The Director of Interdivisional Support Services shall investigate all charges of violations of rules and make necessary interpretations thereof. Where there are no regulations covering a situation, he/she shall refer the matter to the activities committee and/or the board of directors.
- 7-3 The Director of Interdivisional Support Services shall call meetings of the activities committee for the purpose of scheduling activity events. He/she shall reproduce copies of the schedules and distribute them to the schools and news media.
- 7-4 The board of directors should review the Director of Interdivisional Support Services.
- 7-5 The Director of Interdivisional Support Services shall send a copy of any school's eligibility sheet to any principal requesting it.

**ARTICLE 8**  
**ACTIVITIES COMMITTEE TERMS**

- 8-1 Appointments shall be made to the activities committee by the middle school principals.
- 8-2 It shall be the responsibility of the Director of Interdivisional Support Services to advise the middle school principals as to the vacancies occurring on the activities committee so that the first meeting following July 1 of each school year, those vacancies shall be filled for the current school year.

**ARTICLE 9**  
**MEETINGS**

- 9-1 It will be necessary for two-thirds of the schools to be represented to establish a quorum. Official action can be taken by a simple majority vote of the Board of Directors.
- 9-2 Meetings of the activities committee shall be called by the Director of Interdivisional Support Services. (meetings will be held quarterly – 4 per school year)

**ARTICLE 10**  
**FINANCING OF ACTIVITY PROGRAMS**

- 10-1 All activities shall be supported financially by combined effort through budgeting of funds by the School Board of Leon County, school based funds, donations, and partners in Excellence Program.
- 10-2 All school based funds must be used exclusively to enhance the total group activity.
- 10-3 All students selected to participate (excel) beyond the total group activity will be funded by private and public donations and/or support.

**ARTICLE 11**  
**SPORTS AND INTRAMURAL OFFICIALS**

- 11-1 Officials for soccer, basketball, volleyball, softball, track, and, football shall be secured through the Director of Interdivisional Support Services. The number of officials scheduled per game will be based on budgetary allocations.
- 11-2 Soccer: Two officials for each game
- 11-3 Basketball: Two officials for each game
- 11-4 Volleyball: Two officials for each game
- 11-5 Softball: Two officials for each game

- 11-6 Golf: Participant scorekeepers (N/A)
- 11-7 Track: Hy-Teck system and volunteers
- 11-8 Cross-Country: Officials determined by hosting school
  
- 11-10 Tackle Football: Regular middle school crew

**ARTICLE 12**  
**AUTHORITY AND RESPONSIBILITY**

- 12-1 The decision of the board of directors shall be subject to reversal only by the School Board of Leon County or the County Administrative staff.
- 12-2 Action of the activities committee is subject to approval of the board of directors.
- 12-3 Action of the Director of Interdivisional Support Services should be reviewed by the board of directors.
- 12-4 Activity committee members and coaches are charged with the responsibility for proper crowd control at activity contests.
- 12-5 A faculty member shall be present and in charge at any activity.

**ARTICLE 13**  
**CONTEST WITH NON-MEMBER SCHOOLS**

- 13-1 Member schools are not allowed to participate in intramural or athletic contests with middle schools outside Leon County, nor are they permitted to schedule intramural or athletic contests with non-member schools within the County. Practice games, scrimmages, etc. are not permitted in any intramural or sports program with member or non-member schools or teams. **This article does not pertain to academic activities, and performing arts.**

**ARTICLE 14**  
**ADMISSION TO ACTIVITY EVENTS**

- 14-1 The price of admission to athletic contests shall be as follows:

Regular Season ( <b>except football</b> )	<b>All Tickets:</b>	\$4.00
Play-off Series	General	\$5.00
Tackle Football Season	General (Cash \$10)	\$7.00 (Go Fan plus fee)
Cheerleading Showcase	General	\$5.00

- 14-2 Admission will be free to any person designated on the official Pass List generated by the Director of Interdivisional Support Services or a school employee ID badge.

**ARTICLE 15**  
**SCHEDULING OF ACTIVITIES**

- 15-1** The Director of Interdivisional Support Services of the Association shall call a meeting of the activities committee in the spring of each school year as soon as the school calendar for the following year has been approved by the School Board of Leon County. The purpose of this meeting shall be to schedule activity contests for the following school year. All schools shall have representation at this meeting. There will be no athletic event or practice on Saturday or Sunday.
- 15-2** For illness of an excessive number of team members, for inclement weather, or for other justifiable causes, a principal may request the activities committee to postpone a particular event. In case of inability to reschedule the event, it shall be rated as not having been scheduled.
- 15-3** Home team shall be designated on the schedule and is responsible for reporting the score to office of Student Activities the next morning.
- 15-4** Athletic/Activities Calendar for beginning and ending of intramural and athletic seasons can be found in the annual Middle School Sports Program manual. This is generated through the office of Interdivisional Support Services and can be obtained through the activity director at each participating school. General months of participation for each sport are listed below. Specific beginning and ending dates vary from year to year and are specified in the annual Middle School Sports Program manual.

Cross-Country:	August-October
Tackle Football:	August-October
Volleyball:	August-October
Basketball (Girls):	October-December
Soccer (Boys) :	October-December
Soccer (Girls) :	January-March
Basketball(Boys) :	January-March
Softball:	March-May
Track:	March-May

- 15-5** All intramural activities will be held before or after school. Practice times to be determined by site school with a schedule submitted to the Director of Interdivisional Support Services. Tackle Football practice will be after school in accordance with Tackle Football Rules. (See Middle School Sports Manual)

**ARTICLE 16**  
**CONTRACTS**

- 16-1** No official written contracts are required for activity contests. However, each activities director is required to check the composite schedule sent to him/her by the Director of Interdivisional Support Services. If a mistake is found, the activity director shall notify the Director of Interdivisional Support Services so that the necessary corrective measures may be taken.

**ARTICLE 17**  
**SUPPLEMENTS AND ALLOTMENTS**

- 17-1** Supplements shall be paid according to the supplement schedule approved by the School Board of Leon County. *(See Supplement Schedule in Appendix)*

**ARTICLE 18**  
**COACHES / SPONSORS/ MENTORS**  
**LCSB POLICY # 3120.03**

- 18-1** Coaches/sponsors of athletic and intramural teams shall be a certified teacher or approved personnel. Approved personnel shall be defined as an adult that has met the coaching certification guidelines (see Appendix) and is under direct supervision of a certified teacher or administrator.

**18-2** **Mentor Coaches.**

Will be defined as any non- Leon County School Board employee that does not receive compensation (supplemental pay) for the activity in which they participate. The maximum number adult Mentor Coaches is (2) two per team.

**MENTOR COACHES:**

1. **Must** register in front office with Leon County Schools Volunteer Program.
2. Are directly responsible to the supervisor of the activity.
3. **Must** complete Leon County School Board Volunteer coaching form.
4. **Must** have a completed Level (II) background check that satisfies F.S. 943.043 and complies with S.B1774/H.B.0891 fee for finger print paid by mentor coach.
5. **MUST** have a LCSB issued ID/ level II background badge before allowed with team.

**ARTICLE 19**  
**STUDENT TRANSFERS**

- 19-1** A transfer student may represent the school to which he/she transfers on the **sixth day** following the date of his/her entry to that school, provided his/her transfer record has been received by the principal of the school to which he/she has transferred and provided he/she meets all eligibility requirements. A transfer record is an official record written transcript signed by the principal or his/her authorized representative of the school from which the student transferred.

**ARTICLE 20**  
**ELIGIBILITY**

- 20-1** A student must have at least a 2.0 grade point average (G.P.A.) the previous grading period in order to be eligible to participate in an athletic contest .A student shall be eligible to participate in an athletic contest during the **(1<sup>st</sup> and 3<sup>rd</sup>)** 9 week grading period, provided they have a 2.0 G.P.A. in the previous grading period (4<sup>th</sup> and 2<sup>nd</sup> 9 weeks) or previous semester which ever benefits the student. Students become eligible or ineligible on the **seventh calendar day** after the previous grading period and it is the responsibility of the Activities Director to verify and maintain these records. The principal shall sign all eligibility reports and correspondence concerning eligibility and be responsible for their accuracy regardless of who compiles the information.

- 20-2** Age of Students: A student **is ineligible** if he/she turns **15** before August 1st of the current school year.
- 20-3** A student must have a completed Application for Activity Participation on file at the school. (see Appendix A). The Activity Participation Form or a copy must accompany the coach or sponsor for any off campus event.
- 20-4** **Insurance**. All students participating in the athletic and intramural programs shall be required to meet the insurance requirements set forth in the A.A.P. form. Each school is covered by Catastrophic Insurance through the District Office.
- 20-5** **Residence**. Any student who is attending a school in his or her attendance area or is assigned to the school by the School Board of Leon County is eligible to participate in the activity program, as long as he/she is a bona fide student of that school. Home schooled students and Leon County Charter schooled students are also qualified to participate. (must follow all state and district guidelines for home schooled and charter schooled children)
- 20-6** **School Suspensions**. From the time that the decision is made to place a student on suspension , he/she shall be ineligible to participate in any activity. Following their return to normal status, they shall be eligible to participate. Inter-School Suspensions shall be determined at the school level.
- 20-7** If an ineligible student participates in an activity contest, the contest will be forfeited. (Dressing out shall be considered participating.)

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

- 21-1** Any principal who feels that the by-laws of this association inflict undue hardship on one of his/her pupils may submit a proposal in writing to the Director of Interdivisional Support Services, requesting the by-laws of the association be set aside. A meeting may then be called by the activities committee so that a ruling may be made.

- 22-1 Protest of athletic competition is prohibited. The decision of the official is final.
- 22-2 Rules and Regulations will change from year-to-year as determined by the activities committee. The goal will be to have as many participants as possible for six (6) weeks of "movement" for each activity.

**ARTICLE 23**  
**AWARDS AND BANQUETS**

- 23-1 Schools may have group award banquets for fall, winter, and spring sports, or individual award nights with approval of principal.

**ARTICLE 24**  
**ACTIVITY TRANSPORTATION**

- 24-1 It is the responsibility of the school through the Activities Director and Principal to schedule transportation to scheduled events by buses or private vehicles.
- 24-2 If private vehicles are used for transporting students then the following conditions must be met.
  - a. Application for Activity Participation must be signed properly and on file at the school.
  - b. Notification of type of transportation must be provided to the parents of the students participating for each activity where travel is needed.
  - c. All drivers involved with organized private transportation must have driver's license "checked" by the participating school prior to travel.
  - d. School Board Policy# 8660 on transporting students in private vehicle must be followed.

**ARTICLE 25**  
**COMMUNITY INVOLVEMENT**

- 25-1 The activity program at each school should include and encourage community involvement.
- 25-2 Any person(s) from the community to be involved with an activity program must be approved by the activities director and principal.
- 25-3 Fundraisers - all fundraisers must be approved by the Activities Director and Principal.
- 25-4 Money generated from fundraisers must be deposited in school's internal account.

**ARTICLE 26**  
**CATASTROPHIC and GENERAL LIABILITY INSURANCE**

- 26-1 Coverage is provided by District Office.

**ARTICLE 27**  
**BAND DIRECTORS/CHORAL DIRECTORS**

- 27-1** Band, Choral, and String Directors are encouraged to join their respective FBA, FVA or FOA professional organizations, and to participate in as many activities as professionally and reasonably possible.
- 27-2** Directors are expected to attend meetings called by the Superintendent or his agents.
- 27-3** Directors are encouraged to be active, dues paying member of the Florida Band Association, Florida Vocal Association, Florida Music Educators Association, and M.E.N.C.
- 27-4** Directors are encouraged to attend fall and spring F.V.A./F.B.A.. District III meetings.
- 27-5** With the support of the school administration, Directors are encouraged to involve students in traditional concerts and specialty performances when appropriately possible.
- 27-6** To identify and work with "before and after school" solo/ensemble.
- 27-7** To prepare students for participation in "All-State" clinic and accompany them to auditions and the performance.
- 27-8** Encourage Directors to send in one name for 7th and 8th grade nominated Honor Band.
- 27-9** Prepare students to participate in Audition Band.
- 27-10** Turn in transportation requests to assistant principal for administration.
- 27-11** When making a trip that requires loss of time from school be sure that the principal has a list of students making the trip and amount of class time they will miss and complete the proper release form.
- 27-12** Responsible for facilities used by their activity. Turn in to the assistant principal for administration any needed maintenance requirements.
- 27-13** Fill out an accident report on any student who becomes injured.
- 27-14** Responsible for requesting recondition of equipment and complete a yearly inventory

**ARTICLE 28**  
**UNSPORTSMANLIKE CONDUCT**

- 28-1** Any student-athlete disqualified from a contest for unsportsmanlike conduct or a flagrant foul will be ineligible to compete for the remainder of that contest and in the next regularly scheduled athletic contest. If the disqualification occurs in the last contest of a season, the student will be ineligible for the same period of time as stated above in the next sport in which the student participates.



- 28-2** Any student-athlete who is disqualified from a contest for unsportsmanlike conduct or a flagrant foul for the second or subsequent time will be ineligible to compete in any interscholastic athletic contest for six weeks.
- 28-3** Any coach disqualified from a contest shall be suspended from coaching for the remainder of that contest and the next regularly scheduled contest, The principal of the school shall determine the status of the coach following the disqualification.
- 28-4** Upon disqualification from a contest, a coach shall leave the premises or facility to a place where the coach is not visible to either athletes, officials, spectators or other coaches, and to where the contest is not visible to the coach. A disqualified coach shall not have any further contact with or give instruction to athletes or other members of the coaching staff for the remainder of the contest, including halftime intermission and breaks between quarters. When a coach is disqualified and there is no other authorized school personnel present to take charge of the student-athletes, the contest shall be forfeited.

### **ARTICLE 29** **LIMIT OF ELIGIBILITY**

- 29-1** Upon reaching the age of **15 years** ( before **August 1<sup>st</sup>** of the current year) the student shall be **ineligible** for further participation in Leon County Middle School Association Sports and Intramural programs.

### **ARTICLE 30** **PARTICIPATION BY GIRLS ON BOYS TEAMS**

- 30-1** Girls may participate on a boys interscholastic athletic team in a sport if the school does not sponsor a girls interscholastic athletic team in that sport. Girls may not participate on a boys interscholastic athletic team in a sport if the school sponsors a girls interscholastic athletic team in that sport. Boys may not participate on a girls interscholastic athletic team in any sport.

### **ARTICLE 31** **CHEERLEADING**

- 31-1** Principal, sponsor, or designee (employee of the school board) shall accompany the groups when they are participating in an activity.
- 31-2** At basketball games, cheerleaders shall remain seated together on the first and second row or the second and third row of the bleachers while the game is in progress.
- 31-3** Must alternate time-outs with other schools cheerleaders in all sports. The home team sponsor is responsible for the coordination of this prior to each game.
- 31-4** At the end of each basketball game cheerleaders shall remain seated long enough to allow the teams to shake hands and to allow a brief cool down period for the two teams. Cheerleaders then should approach only their team's huddle. (Championship Only)

- 31-5 Cheerleaders shall observe the following procedure to encourage good sportsmanship;  
At all activity contest, cheerleaders shall set an example and encourage cheers for their own school and avoid cheers which would be derogatory to the opposing school. Mascots are allowed.
- 31-6 Cheerleaders shall not form more than **two** levels in height while doing stunts.
- 31-7 It shall be permissible to conduct cheerleading practice from the opening day of school for students to the closing day of the school for students with the permission of the principal.
- 31-8 Teams which cheerleaders shall support:

Tackle Football – All	Cheer Clinic and Showcase
Volleyball (home Only)	
Basketball (home Only)	
All Championship games (discretion of Principal and Sponsor)	

All other non-athletic activities are optional and shall be left to the discretion of the principal and cheerleader sponsor.

- 31-9 Cheerleading try-outs may take place in the Spring or in the Fall of each year. Each school is responsible for the coordination and advertising with-in the school of the dates and times for try-outs. Selection shall be the responsibility of the school. Squad size and final squad membership will be decided at the school level with the approval of the principal. **Judges Panel must be diverse, and shall not be composed of anyone employed by a private cheer company.**
- 31-10 Middle school cheerleaders may attend summer camps and clinics These events must be approved in advance by the Activity Director and Principal of the school. These events shall not be a requirement for being a member of the cheer squad.

**ARTICLE 32**  
**PHYSICAL EXAMINATION**

- 32-1 In order to try-out, practice and participate in interscholastic middle school athletics, the student shall undergo a physical evaluation by a licensed physician at least one time per calendar year, 365 days and shall be certified by the physician as being physically fit for participation. This requirement is also required for the non-competitive programs of Cheerleading, Dance, and Club Sports.

**The physical examination form must incorporate the requirements passed by the State legislature in Senate bill 2156 (FHSAA Form EL2 is acceptable).**

**ARTICLE 33**  
**CODE OF STANDARDS FOR STUDENT ACTIVITIES**

- 33-1 Code of Standards for Student Activities** - The following are requirements for all students involved in any co-curricular program in Leon County. The student must maintain satisfactory conduct at all times. All students are subject to school board policy 2430/2431.
- 33-2 Dress Code:** When questions arise involving "appropriateness of dress," the building principal shall make the decision. The principal may use a committee of faculty, parents, and student to assist in determining individual cases and/or school level guidelines. This is in direct compliance with School Board Policy 5500/5600. Penalty assessed by the principal may include loss of eligibility to participate in student activities.
- 33-3 Use of Tobacco Products:** Pursuant to School Board Policy 5500/5600 non-adult students shall be prohibited from possessing and/or using tobacco products while on school property and/or participating in school sponsored activities.

**ARTICLE 34**  
**OFF SEASON PARTICIPATION GUIDELINES**

- 34-1** Off season practice sessions with coach and student athletes is prohibited. However, individual athletic conditioning is allowed with proper supervision. All off season conditioning sessions must be approved by the principal. The off season is defined as that period of time during the regular school year but outside the defined sports season for a given sport. A sports season is defined as that period of time which begins with the first permissible day of practice and ends with the conclusion of the championship series.(students must have a current physical and permission forms)

**ARTICLE 35**  
**GUIDELINES FOR VIDEOTAPING ATHLETIC CONTEST  
AND COMMUNICATION DEVICES**  
**(See LCSB Policy 7440.01)**

- 35-1** Schools are allowed to video it's team's or contestants' performance in a contest. Video-graphers and their equipment must be positioned so that they do not block the view of any spectator.

No representative of a school which is not participating in a contest may video all or any part of a contest. Video from outside individuals or parents of an opposing team may not be used for game preparation purposes.

- 35-2** Communication devices of any kind are prohibited unless principals of the participating schools both agree prior to game. (If approved by principals and used during a game, communication devices must be in working condition for both teams the entire game or not used by either team.

# **LEON COUNTY SCHOOLS MIDDLE SCHOOL SPORTS MANUAL**

**Rocky Hanna  
Superintendent**

School Board Members

Georgia “Joy” Bowen  
Darryl Jones  
Alva Swafford Striplin  
Rosanne Wood

Scott Hansen  
Director of Student Activities  
[hansens@leonschools.net](mailto:hansens@leonschools.net)

**LEON COUNTY MIDDLE SCHOOL SPORTS PROGRAM**  
2022-2023

SPORT	TRY-OUT	PRACTICE DATES	SEASON	1 <sup>ST</sup> ROUND	CHAMPIONSHIP
Cross Country	Aug. 1	Aug. 1- Aug. 23	Aug. 24, - Oct. 5		CM Oct. 5
Tackle Football	Aug. 1	Aug. 1 - Aug. 22	Aug. 23 – Oct. 19		DC Oct. 19 (Jambo. Aug.23 )
Volleyball	Aug. 1	Aug. 1- Aug. 19	Aug. 22 – Oct. 3	Oct. 10	DC Oct. 12
Basketball (G)	Oct. 5 - Oct. 7	Oct. 5 - Oct. 26	Oct. 27 – Dec. 1	Dec. 6	DC Dec. 8
Soccer (B)	Oct. 5 - Oct. 7	Oct. 5 - Oct. 20	Oct. 25- Dec. 6	Dec. 8	DC Dec. 13
Basketball (B)	Jan. 4 - Jan. 10	Jan. 11 - Jan. 23	Jan. 23 – Feb.22	Feb. 27	DC Mar. 1
Soccer (G)	Jan. 4 - Jan. 10	Jan. 11 - Jan. 17	Jan. 18 - Feb. 24	Feb. 27	DC Mar. 2
Track	Mar. 6- Mar. 10	Mar. 6- April 5	April 5 – May 3		CM May 10
Softball	Mar. 6 – Mar. 10	Mar. 6 – March 24	Mar. 27 – May 8	May 4&8	DC May 9-D1 & May 11-D2
Cheerleading	August 1	On Going	On Going		SC Feb./ TBA

CM - Championship Meet  
DC - Division Championship  
SC – Showcase  
CC- Cheer Clinic

**Leon County Middle School  
Sports Program Information Sheet**

**Ticket Prices:**

**Volleyball, Basketball, Softball, and Track**

All regular games \$4.00  
Championship Series \$5.00

**Soccer at Cox** \$5.00  
**Adult Tickets only**

**Cheerleading**

Showcase \$5.00

**Tackle Football**

Ticket Prices:

(Go Fan plus fees) \$7.00  
(Cash at Gate) \$10.00

**\*\*\* All Leon County School Board Employees are admitted free.\*\*\***

**\*\*\* All non-school aged children are admitted free\*\*\***

**Tickets:**

Home Team will retain ticket sales for each site except Tackle Football and Championship games. Student Activities will retain ticket sales for these activities.

**Concessions:**

**Volleyball and Basketball** Concessions will be the responsibility of the home school. The home school will retain all profits from concession sales.

**Tackle Football**

Concessions will be the run by High School Boosters.

**Booster Groups:**

There will be **NO** middle school booster groups.

**Game Report:**

**Home team is to call in the score after the game** (850-487-7364). Fax a copy of the game report the next day to Student Activities (850-487-7369). E-mail / [hansens@leonschools.net](mailto:hansens@leonschools.net)

## **General Information for End of Season Tournament and Awards**

To include; volleyball, basketball, soccer and softball

1. Teams will be seeded (1) one through (4) four, based on their regular season record.
2. Round #1 will be played at the middle school site of the # 1& 2 seeded teams or at BelleVue Athletic Complex. (1 & 2 seeded teams will serve as host/home teams)
3. Round #2 will be our regular Championship night, to be played at a High School Site as we have done for the past several years.
4. See Appendix for Tournament bracket details and tie-breaker information

### **Awards (for Football, volleyball, basketball, soccer, and softball)**

- Awards: a championship trophy will be awarded to the winner of Division 1 A and to the winner of Division 2A.  
A runner-up trophy will be awarded for 2nd place of Division 1 A and 2nd of Division 2A.

### **Awards (for track and field and XC)**

- Awards: championship trophies will be awarded to the 1 St place girls and boys team and runner up trophies will be awarded to the 2nd place girls and boys team.

**Flag Football**  
**Intramural School Site Only**  
**RULES**

1. Each game is to be a total of 30 minutes in length. There will be 2 fifteen minute halves with a five minute half-time break.
2. The clock will be continuous running clock.
3. Each team is allowed two time-outs per game.
4. Time-outs are 25 seconds.
5. We will use FHSAA Rules
6. Each school is responsible for bringing their own jerseys, flags and footballs
7. No metal spikes or cleats allowed. Rubber soccer or football shoes are allowed.
8. A flip of the coin will determine kicking or receiving prior to the game.
9. First time sixth graders, who have been regularly promoted from the fifth grade, will be the only students allowed to participate.
10. Coed teams will be used.
11. A round robin type tournament will be available for teams to participate in at the conclusion of the season. There will be a tournament for each division (1A & 2A)
12. A total of 16 players are allowed on each team 8 girls and 8 boys. Eight players are allowed on the field at a time, 4 girls and 4 boys.
13. The mercy rule will be in-effect when one team is 30 points ahead of another.
14. The two minute rule will only be used in the second half.
15. No kick-offs – the ball is placed on the 10 yd. line.
16. XP and conversion rules – ( 1 pt. from 3 yard line, and 2 pts. From 5 yard line)





# **Leon County Middle School**

## **Cross-Country Regulations**



### **Meet Rules: NFHS Track & Field and Cross Country Rules**

#### **Modifications set aside by LCMSAA:**

1. Any clarification of rules will be referred to the FHSAA regulation manual for interpretation.
2. Length of course will be two miles.
3. No limit to the number of squad members.
4. Length of season: four meets and one championship meet.
5. Each team must have at least five members complete the race for their team to officially score in the meet.
6. No jewelry is allowed with the exception of a wristwatch (medic alert bracelets may be worn).
7. Only the first five runners for each team will score.
8. In case of a tie, the sixth runner will count in order to break the tie.
9. Opponents: limited to LCMSAA teams (LCS policy 13-1).
10. Team uniforms issued by LCMSAA shall be worn at all times during the race.
11. (LCS Policy 15-1) No Sunday practices, games, or meetings are allowed.
12. After 30 minutes time in each XC race (boys & girls) the clock will be stopped and preparations will begin for the next race.



# Leon County Middle School Football Regulations



## Game rules: NFHS Football Rules

### Modifications set aside by LCMSAA:

1. Any clarification of rules will be referred to the FHSAA regulation manual for interpretation.
2. Eight (8) minute quarters
3. Overtime: **NO TIES** (no game shall end in a tie with the exception of jamboree)\*
4. Length of season: one jamboree, seven regular season games and a championship game.
5. Squad limit: 50 players
6. Mercy rule: (Sportsmanship policy) if a team is ahead by 30 points at half time the clock will become a running clock for the second half.
7. Team uniforms issued by LCMSAA shall be worn at all times during the contest.
8. Opponents are limited to LCMSAA teams (LCS Policy 13-1).
9. Mandatory of three (3) days in shorts: confined to conditioning and exercise before engaging in body contact during a practice or a game.
10. (LCS Policy 15-1) No Saturday practices, games, or meetings are allowed. No Sunday practices, games, or meetings are allowed. (Jamboree only)
11. Spring practice is optional; Eight (8) days of spring football practice is allowed. Athletes should have a physical for the current year, parent's permission form, and insurance in order to practice. (May only). Helmets and shoulder pads are not allowed.
12. Reporting of scores: home team is responsible for reporting the final score to the Student Activities office (LCS Policy 15-3).
13. Canceled games will only be made up upon stadium availability.
14. Pass gate limit: other team personnel limited to ten (10): this includes coaches, team managers, water boys/girls, stat keepers, etc.

### **\*Tiebreaker Rules:**

1. Ten (10)-yard line overtime tiebreaker format (NFHS Football Rule Book).
2. Overtime tiebreaker format will continue until winner is decided.

# **MIDDLE SCHOOL TACKLE FOOTBALL**

## **Game Times**

<u>Cox Stadium:</u>	2 Games per Night
Game One:	5:30 p.m.
Game Two:	7:30 p.m.
<u>Chiles Stadium:</u>	2 Games per Night
Game One:	5:30 p.m.
Game Two:	7:30 p.m.
<u>School Site:</u>	6:00 p.m. 1 game

## **Game Information**

1. 30 Minute Warm Up Before Game
2. 8 Minute Quarters
3. 10 Minute Half
4. 3 Minute Team Warm Up
5. National Anthem before 1<sup>st</sup> of 2 Games Only

## **Home Team Will Provide**

1. 4 Adults for Chain Crew
2. 1 Game P.A. Announcer
3. Ball Boys (2)

## **Team Stadium Seating**

Cox Stadium:	Home Team Sits On Press Box side
Chiles Stadium:	Home Team Sits On Press Box side

## **HOME TEAM WILL WEAR DARK JERSEYS**

## **VISITING TEAM WILL WEAR WHITE JERSEYS**

# **MIDDLE SCHOOL TACKLE FOOTBALL**

## **SAMPLE PRACTICE SCHEDULE**

(Daily)

1. Stretching	Team	15 min.
2. Agility (pd)	<u>3 Groups</u> Lineman DB/WR/QB LB/RB/TE	15 min.
3. Fundamentals (pd)	Blocking, Tackling Catching, Throwing, Running, Ball Carrying	15 min.
4. Break		10 min.
5. Kicking Game	I each day	15 min.
6. Scrimmage		25 min.
7. Conditioning		10 min.

# **MIDDLE SCHOOL TACKLE FOOTBALL**

## **PRE-GAME SCHEDULE**

1. Arrive: 30 min. before game
2. Stretch: Team 10 min.
3. Agility: Groups 10 min.
4. Plays: Team 10 min.



# Leon County Middle School

## Volleyball Regulations



### Match Rules: NFHS Volleyball Rules

#### Modifications set aside by LCMSAA:

1. Any clarification of rules will be referred to the FHSAA regulation manual for interpretation.
2. Length of season: Eight regular season games (four home and four away)
  - One championship tournament per division.
3. Squad limit: 20 players
4. Team uniforms issued by LCMSAA shall be worn at all times during the contest.
5. Opponents: limited to LCMSAA teams.
6. (LCS Policy 15-1) No Saturday practices, games, or meetings are allowed. No Sunday practices, games, or meetings are allowed.
7. Score reporting: home team is responsible for reporting final scores to the Student Activities office.
8. Ticket report: home team is responsible for reporting ticket sells to the Student Activities office.
9. Pass gate limit: 4
10. Number of games: best three of five matches will be played during the regular season and championship matches.
11. Rally scoring shall be used for all games.
12. Pre-match warm-up period: twenty minutes (20).
13. 5-6-6-3: 5 minute warm-up for both teams, 6 minutes for visiting team practice, 6 minutes for home team practice, and 3 minutes for both teams (serving over net).
14. Pre-match warm-up period may be modified if time does not allow (2<sup>nd</sup> game only).
15. Let serves are playable
16. Scoring will be 25 points per game (4 games) and 15 points for 5<sup>th</sup> game if necessary.
17. Three out of Five games will be played.
18. The **Libero rule** will be in-effect
19. It is recommended that adults be responsible for the official book, clock, and line judges when available.



# Leon County Middle School Basketball Regulations



## Game rules: NFHS Basketball Rules

### **Modifications set aside by LCMSAA:**

1. Any clarification of rules will be referred to the FHSAA regulation manual for interpretation.
2. Four periods: 7-minute quarters (four time outs per game); 15-minute warm-up period prior to each game.
3. Overtime: **NO TIES**: a three minute overtime period will be played until a winner is decided (no game shall end in a tie with the exception of the jamboree). One time out shall be added for each overtime period.
4. Length of Season: Eight regular season games (four home and four away)
  - One championship tournament per division
5. Squad limit: 15 players
6. **Mercy/Sportsmanship Rule**: During any part of a game, if a team reaches a 30 point lead the clock shall run continually, and only stop for time-outs. If the team that is behind cuts the lead to less than 30 points the clock **still** continually runs. (No full court press is allowed after mercy rule is established)
7. Opponents: limited to LCMSAA teams.
8. Team uniforms issued by LCMSAA shall be worn at all time during the contest.
9. The new Free-Throw Lane rule will be used.
10. (LCS Policy 15-1) No Saturday practices, games, or meetings are allowed. No Sunday practices, games, or meetings are allowed.
11. Score reporting: home team is responsible for reporting final scores to the Student Activities office.
12. Ticket report: home team is responsible for reporting ticket sells to the Student Activities office.
13. Pass gate limit: 4

It is recommended that adults be responsible for the official book, clock, and line judges when available





# Leon County Middle School Soccer Regulations



## Game Rules: NFHS Soccer Rules

### Modifications set aside by LCMSAA:

1. Any clarification of rules will be referred to the FHSAA regulation manual for interpretation.
2. Length of Season: Eight regular season games (four home and four away)
  - One championship tournament per division
3. Two periods: Thirty minute running clock per period (No timeouts).
4. **NO TIES:** If a game ends in a tie, there will be one shoot-out round to end the game. Each team will select five players to participate in the shoot-out(Any members of the team may be selected, they do not have to be on the field to be selected). Sudden-victory kicks will follow if a winner is not determined by the best of five formats.
5. Squad limit: maximum of 25 players
6. **Mercy/Sportsmanship Rule: 8 Goal Rule**
  - If a team goes ahead by **eight** goals anytime during the second half the game is officially over.
7. Team uniforms issued by LCMSAA shall be worn at all time during the contest. Cold weather clothing may be worn under the uniform.
8. Opponents: limited to LCMSAA teams.
9. (LCS Policy 15-1) No Saturday practices, games, or meetings are allowed. No Sunday practices, games, or meetings are allowed.
10. Minimum number of players allowed is 7.
11. Score reporting: home team is responsible for reporting final scores to the Student Activities office.







# Leon County Middle School Softball Regulations



## Game Rules: NFHS Softball Rules

### **Modifications set aside by LCMSAA:**

1. Any clarification of rules will be referred to the FHSAA regulation manual for interpretation.
2. Squad Limit: 25 players
3. Five innings for regular season play or a time limit of one hour and thirty minutes.(always complete the inning)
  - The Championship game will be a Five inning game with no time limit.
  - The Run Rule applies in the Championship game.
4. The inning rule: (9 Runs per inning are allowed, or three outs) after the ninth run is scored the inning is over.
5. **Run rule**; (game is over): 15 runs after three innings, and 10 runs after four innings.
6. Team uniforms issued by LCMSAA shall be worn at all time during the contest.
7. Opponents: limited to LCMSAA teams.
8. All games to be cancelled due to rain will be determined at the site, unless the Student Activities Office cancels games by 3:30 p.m.
9. (LCS Policy 15-1) No Saturday practices, games, or meetings are allowed. No Sunday practices, games, or meetings are allowed.
10. Score reporting: home team is responsible for reporting final scores to the Student Activities office.
11. All equipment used in the LCS middle school sports program shall be certified and legal. Metal cleats are prohibited.
12. The **Texas Tie-Breaker Rule** will be used in case of a tie game.
13. Pager number for Officials (551-6737)





# Leon County Middle School Track and Field Regulations



## Meet Rules: NFHS Track and Field Rules

### Modifications set aside by LCMSAA:

1. Any clarification of rules will be referred to the FHSAA regulation manual for interpretation.
2. Students are to sit in stands as a team. No one is allowed on the infield at the meets unless the infield is designated as the holding area.
3. Individuals may participate in **THREE events: two running and one field event, or two field events and one running event.** Relays count as a running event.
4. Three athletes per school per field event. (only score two)
5. Two athletes per school per running event.
6. Only one relay team per event per school. (unless specified in advance)
7. We will schedule an open 1600 meter event at each regular season track meet. (unlimited entries and unscored)
8. In regular season meets we will allow each school to enter an additional non-scored 4x100 relay team.
9. There will be a girls division and a boys division for each event.
10. Scoring: 10-8-6-5-4-3-2-1 for both running and field events.
11. Team uniforms issued by LCMSAA shall be worn at all time during the contest.
12. No jewelry shall be worn at anytime
13. Opponents: limited to LCMSAA teams. (LCMSAA Policy 13-1)
14. (LCS Policy 15-1) No Saturday practices, games, or meetings are allowed. No Sunday practices, games, or meetings are allowed.
15. Track entry's must be completed on-line by 7pm, on the day before the meet.

# **Leon County Middle School Track and Field**

## Field Events

- Field events will be run before we start the running events, so athletes need to report to the High Jump, Shot Put, or Long Jump. Girls will go before the boys at High Jump.

### **High Jump**

1. Girls start at 3' 6"  
Boys start at 4'
2. Bar will move up in 4" increments until last 8 participants are left, then 2" increments will be used
3. If there are ties go to # of misses
4. If two or more participants tie, points will be added together and divided
5. Participants must take off on 1 foot; no 2 feet take offs allowed

### **Shot Put**

1. Each participant will have three throws
2. Girls use 6lb shot  
Boys use 8lb shot
3. Participants must stay in circle.
4. Participants must enter through back of circle and exit same way
5. Participants must use proper throwing techniques

### **Long Jump**

1. Participants must take off on the board, if you are over the board, your jump will be considered a scratch
2. Listen for name and be in order.
3. Three jumps per athlete.

# Leon County Middle School Track and Field

## Order of Running Events

1600 meter Run	Open event (boys & girls)	
1600 meter Run		Girls
1600 meter Run		Boys
100 Low Hurdles		Girls
100 Low Hurdles		Boys
100 meter Dash		Girls
100 meter Dash		Boys
400 meter Dash		Girls
400 meter Dash		Boys
4x100 Relay		Girls
4x100 Relay		Boys
800 meter Run		Girls
800 meter Run		Boys
200 meter Run		Girls
200 meter Run		Boys
4x400 relay		Girls
4x400 relay		Boys

## **Leon County Middle School Track and Field**

Lane Assignments will be done through the event scorer

### **Middle School Relay Meet – Order of Events**

Distance Medley Relay - (800-400-1200-1600)

4 x 100 Meter Relay

Sprint Medley Relay - (200-200-400-800)

4 x 800 Meter Relay

4 x 200 Meter Relay

4 x 400 Meter relay

# MIDDLE SCHOOL TRACK ENTRY FORM

SCHOOL \_\_\_\_\_

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

## RUNNING EVENTS (Please type or print)

### BOYS

### GIRLS

1600 meter Run: 1. \_\_\_\_\_  
2. \_\_\_\_\_  
3. \_\_\_\_\_  
4. \_\_\_\_\_  
5. \_\_\_\_\_

1. \_\_\_\_\_  
2. \_\_\_\_\_  
3. \_\_\_\_\_  
4. \_\_\_\_\_  
5. \_\_\_\_\_

100 Low Hurdles: 1. \_\_\_\_\_  
2. \_\_\_\_\_

1. \_\_\_\_\_  
2. \_\_\_\_\_

100 Meter Dash: 1. \_\_\_\_\_  
2. \_\_\_\_\_

1. \_\_\_\_\_  
2. \_\_\_\_\_

400 Meter Dash: 1. \_\_\_\_\_  
2. \_\_\_\_\_

1. \_\_\_\_\_  
2. \_\_\_\_\_

4 x 100 Relay: 1. \_\_\_\_\_  
2. \_\_\_\_\_  
3. \_\_\_\_\_  
4. \_\_\_\_\_

1. \_\_\_\_\_  
2. \_\_\_\_\_  
3. \_\_\_\_\_  
4. \_\_\_\_\_

800 Meter Run: 1. \_\_\_\_\_  
2. \_\_\_\_\_

1. \_\_\_\_\_  
2. \_\_\_\_\_

200 Meter Dash: 1. \_\_\_\_\_  
2. \_\_\_\_\_

1. \_\_\_\_\_  
2. \_\_\_\_\_

4x400 Relay: 1. \_\_\_\_\_  
2. \_\_\_\_\_  
3. \_\_\_\_\_  
4. \_\_\_\_\_

1. \_\_\_\_\_  
2. \_\_\_\_\_  
3. \_\_\_\_\_  
4. \_\_\_\_\_



**FIELD EVENTS (Please type or print)**

**BOYS**

**GIRLS**

High Jump:

1. \_\_\_\_\_
2. \_\_\_\_\_

1. \_\_\_\_\_
2. \_\_\_\_\_

Long Jump:

1. \_\_\_\_\_
2. \_\_\_\_\_

1. \_\_\_\_\_
2. \_\_\_\_\_

Shot Put:

1. \_\_\_\_\_
2. \_\_\_\_\_

1. \_\_\_\_\_
2. \_\_\_\_\_





## Leon County Middle School Cheerleading Regulations



### **Modifications set aside by LCMSAA:**

1. Any clarification of rules will be referred to the FHSAA regulation manual for interpretation.
2. Cheerleading practice may start the opening day of school and continue through the closing day of the school year with the permission of the principal.

*Cheerleading try-outs may take place in the spring or in the fall of each year. Each school is responsible for the coordination and advertising within the school of the dates and times for try-outs. Selection shall be the responsibility of the school. Squad size and final squad membership will be decided at the school level with the approval of the principal. **(Judges Panel must be diverse, and shall not be composed of anyone employed by a private cheer company.)***

3. Middle school cheerleaders are allowed to attend camps and clinics. The Activity Director and Principal of the school must approve these events in advance. (out of town summer camps cannot be mandatory)
4. Cheerleaders shall support all tackle football games, home games for volleyball and basketball, cheer clinic, and the Cheerleading Showcase. Cheerleaders may also attend all championship games if the school desires. All other athletic and non-athletic activities are optional and shall be left to the discretion of the principal and cheerleading sponsor.
5. Principal, sponsor, or designee (employee of the school board) shall accompany the groups when they are participating in an activity.
6. At basketball games, cheerleaders shall remain seated together on the first and second row or the second and third row of the bleachers while the game is in progress.
7. Cheerleaders shall not form more than two levels in height while doing stunts. All Basket Tosses must be performed with required spotters, and using a Cheer matt. (National Federation Rules)
8. Cheerleaders must alternate time-outs with other school's cheerleaders in all sports. The home team sponsor is responsible for the coordination of this prior to each game.
9. At the end of each basketball game cheerleaders shall remain seated long enough to allow the two teams to shake hands and allow a brief cool down period for the two teams. Cheerleaders then should approach only their team's huddle.
10. Cheerleaders shall observe the following procedure to encourage good sportsmanship at all activities: cheerleaders shall encourage cheers for their own school and avoid cheers, which would be derogatory to the opposing school.
11. Mascots are allowed.

# **APPENDIX - A**

**COACHING CERTIFICATION REQUIREMENTS**

**VOLUNTEER COACHING FORM**

**ATHLETIC COACHING ROSTER**

**LEON COUNTY PROCEDURES FOR 8TH GRADE STUDENT ATHLETES**

**TICKET REPORT FORM**

**ELIGIBILITY FORM**

**MIDDLE SCHOOL SUPPLEMENTS**

**PROCEDURES FOR ADDITIONAL SPORTS**

**CHECKLIST FOR COACHING EMPLOYMENT  
POLICY # 3120.03**

**HIPAA FORM**

**NOMINAL FEE COACHING FORM**

**SECONDARY SIRE APPROVAL FORM**

**APPLICATION FOR ACTIVITY PARTICIPATION**

**MIDDLE SCHOOL ATHLETIC PHYSICAL FORM**

## CERTIFICATION REQUIREMENTS FOR COACHES LCSB POLICY # 3120.03

In order to coach in Leon County Public Schools you must fall into one of the following categories:

- |    |                                     |                              |
|----|-------------------------------------|------------------------------|
| 1. | Valid Florida Teaching Certificate  | Eligible To Coach            |
| 2. | Valid Florida Temporary Certificate | Eligible To Coach            |
| 3. | 5 Year Coaching Endorsement         | Eligible To Coach            |
| 4. | 3 yr. Part Time Certificate         | Eligible To Coach            |
| 5. | Other Than Above                    | <b>Not Eligible To Coach</b> |

### 1. **Teaching Certificate**

If you currently hold a valid Florida Teaching Certificate you are eligible to coach in Leon County. You may choose to take the Athletic Coaching courses for the endorsement in Athletic Coaching to be added to your current certificate.

### 2. **Temporary Certificate**

If you are a first year teacher with a temporary certificate working towards your Teaching Certificate you are eligible to coach in Leon County.

### 3. **5- Year Coaching Endorsement**

If you do not have a teaching certificate but have taken the courses for the Coaching, endorsement you can coach in Leon County.

### 4. **Part-Time Endorsement (3 year)**

If you do not have a valid teaching certificate or a temporary certificate or you have not completed the endorsement courses you may apply for a (3 yr.) part-time certificate. This year part-time certificate can be obtained one time. During the three year part-time span you must complete the 9 hrs. of college credit required to obtain the coaching endorsement in order to continue coaching after the 3 year period.

#### Fees For Fingerprinting and Temporary Endorsement

Fingerprinting	\$95.00 - LCS
Temporary Endorsement	\$75.00 – DOE – pay on line

(credit cards accepted)

### 5. **Mentor Coaches**

He/she may coach an athletic sport without pay through the school mentor/volunteer program. If this is the case the coaching endorsement is not necessary. The individual **MUST** complete Leon County School Board Mentor/Volunteer Form and be cleared through the Office of Student Activities.

### 6. **If you do not fit into any of the above categories you are not eligible to coach in Leon County.**

# **Volunteer/Mentor Coaching Form**

I \_\_\_\_\_ agree to volunteer my services as a coach for \_\_\_\_\_ School. I agree to work under the supervision of a certified teacher/coach and understand that I cannot be left alone as the sole supervisor of any team or individual. I agree to abide by all Leon County School Board Policies and all bylaws, regulations, policies and procedures of the FHSAA. I agree to be volunteering my services for experience only and I do not expect the Leon County School Board to compensate me in any form. I agree that this form is for the 2\_\_\_\_ and 2\_ school year. I have agreed to sign this form because I understand as a volunteer I will not be paid for any of my services rendered to the above school. I also understand that I must undergo and be cleared through a background check , per state statute 943.043 & S.B.1774/H.B0891 for school volunteers, before I begin coaching.

Signed \_\_\_\_\_

Date \_\_\_\_\_

Principal \_\_\_\_\_

Date \_\_\_\_\_

Athletic Director \_\_\_\_\_

Date \_\_\_\_\_



## Mentor Coach Steps To Follow

1. Student activities must receive a memo/email from the Athletic Director authorizing a Mentor Coach at their school. **It is a requirement.**
2. The Mentor Coach should receive a Request for Background Check form **signed by the principal.** On the *Site Offering Position* line just write in Mentor Coach to differentiate the “Mentor Coach Status”. Finger Print Fee paid by mentor coach.
3. When the Mentor Coach is cleared, Student Activities will receive the badge.
4. Student Activities will contact the mentor coach for the training. After the training is complete, they will receive their badge (that same day).
5. Student Activities will email the AD’s every time someone has been trained and received their badge.

**Side Note:** Student Activities will still keep up with the mentor coach spreadsheets created so please, refer back to that any time you need.



## Athletic Coaching Roster

School \_\_\_\_\_ Season \_\_\_\_\_ Year \_\_\_\_\_

TEACHER/SPORT	NON- INSTRUCTIONAL /SPORT	SUPPLEMENT ONLY/SPORT	VOLUNTEER/SPORT
1.	1.	1.	
2.	2.	2.	1.
3.	3.	3.	2.
4.	4.	4.	3.
5.	5.	5.	4.
6.	6.	6.	5.
7.	7.	7.	6.
8.	8.	8.	7.
9.	9.	9.	8.
10.	10.	10.	9.
11.	11.	11.	10.
12.	12,	12.	11.

**Athletic Director:** \_\_\_\_\_

**Principal:** \_\_\_\_\_

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





**LEON COUNTY SCHOOL BOARD  
NON-INSTRUCTIONAL  
STUDENT ACTIVITIES & COACHING VOLUNTEER  
NOMINAL FEE FORM**

I have agreed to volunteer my services as a \_\_\_\_\_ for  
\_\_\_\_\_ School for the period \_\_\_\_\_ to \_\_\_\_\_ by  
signing the appropriate form – **NON-INSTRUCTIONAL STUDENT ACTIVITIES & COACHING  
VOLUNTEER FORM**. As indicated on that form, I have agreed that I will receive no compensation for  
these services I provide as a volunteer.

In acknowledgment and appreciation for these volunteer services that contribute to the educational  
and extracurricular program of the Leon County School District, I will be provided a nominal fee in the  
amount of \$ \_\_\_\_\_. I understand that although the amount of time spent in these volunteer  
activities may vary according to factors such as an extended season, travel, etc., the amount of the  
nominal fee as indicated above will  
**NOT** vary. In addition to being provided a nominal fee, I may be provided reimbursement for  
authorized expenses that I incur in carrying out these volunteer services to the extent that District  
resources are available for this purpose.

Volunteer \_\_\_\_\_  
Signature

Date \_\_\_\_\_

\_\_\_\_\_  
Print Name

Principal \_\_\_\_\_

Date \_\_\_\_\_

Athletic Director (if applicable) \_\_\_\_\_

Date \_\_\_\_\_

**Leon County Schools Sports Program  
Regular Ticket Report**

**Sport:** \_\_\_\_\_

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

**Host School:** \_\_\_\_\_ **Opponent:** \_\_\_\_\_

**ADMISSION PRICE \$3.00**

TICKET COLOR \_\_\_\_\_

BEGINNING NUMBER \_\_\_\_\_

ENDING NUMBER \_\_\_\_\_

TOTAL TICKETS SOLD \_\_\_\_\_

MONEY COLLECTED \_\_\_\_\_

\_\_\_\_\_  
ACTIVITY DIRECTOR SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
TICKET SELLER SIGNATURE

\_\_\_\_\_  
DATE





**SUPPLEMENTED ACTIVITIES SECONDARY WORKSITE APPROVAL LEON COUNTY SCHOOLS**

**EMPLOYEE NAME** \_\_\_\_\_  
Print Name \_\_\_\_\_ Pin # \_\_\_\_\_

**PRIMARY WORKSITE** \_\_\_\_\_  
Location \_\_\_\_\_ Position Classification \_\_\_\_\_

Work Schedule: Daily \_\_\_\_\_ a.m. to \_\_\_\_\_ p.m.  
 Days of Week \_\_\_ M \_\_\_ Tu \_\_\_ WD \_\_\_ TH \_\_\_ FR \_\_\_

**PROPOSED SECONDARY WORKSITE – SUPPLEMENTED ACTIVITIES**

Location: \_\_\_\_\_  
 Supplemented Activity: \_\_\_\_\_ Supplement Code: \_\_\_\_\_  
 Work Schedule: Daily \_\_\_\_\_ a.m. to \_\_\_\_\_ p.m.  
 Days of Week \_\_\_ M \_\_\_ Tu \_\_\_ WD \_\_\_ TH \_\_\_ FR \_\_\_

Other information regarding supplemented activity (include any anticipated conflicts with primary worksite activities) \_\_\_\_\_  
 \_\_\_\_\_

I certify that this information is correct and that my proposed supplemented activities will not interfere with my primary activities except as described above. If a conflict occurs that was not anticipated, I understand that my primary worksite supervisor may refuse to grant me temporary duty or personal leave to carry out these secondary, supplemented activities.

Employee:

\_\_\_\_\_  
Print Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

**SECONDARY WORKSITE AGREEMENT:** I hereby agree that the supplemented activity described above is to be carried out in a secondary capacity by an employee of the District who also is appointed to a primary worksite. The employee and the secondary worksite are primarily responsible for reconciling any conflicts of interest with the employee's primary assigned duties.  
 Secondary Worksite – Approving Administrator:

\_\_\_\_\_  
Print Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

**PRIMARY WORKSITE AGREEMENT:** I hereby authorize the employee identified above to carry out supplemented activities for the District at a secondary worksite as described above. These supplemented activities will not conflict with the employee's primary assigned duties at this site except as described and agreed upon in advance. If an unanticipated conflict arises, I understand that the employee and the employee's secondary worksite supervisor will be primarily responsible for accommodating such conflict. Such supplemented activities that occur during scheduled work hours at the primary site will be treated as temporary duties carried out on behalf of the District.

Primary Worksite – Approving Administrator:

\_\_\_\_\_  
Print Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Copies of completed form to be distributed by employee to: Primary Worksite Principal, Employee

Revised 11/17/2011  
 LCS 9810-1050

## **Procedures for Requesting Funds for Additional Supplemented Athletic Activities**

1. In order for an additional sport to be considered by the district for approval and funding. The sport must be at a minimum **a recognized sport** by the FHSAA, and authorized to conduct an invitational state championship series.
2. The school requesting funding for the additional sport must conduct an interest survey among all grade levels and genders at their particular school.
3. The Principal of each individual requesting school must submit in writing an official request for funding for an additional sport, indicating the results of their school's interest survey. This request is to be submitted to the Director of Interdivisional Support Services.
4. The Director of Interdivisional Support Services will contact the secondary schools involved to determine if a Majority of the schools are interested in offering an additional opportunity for their students. District-wide equity issues will be considered in this process.
5. If all of the above criteria are met, an official request from the Director of Interdivisional Support Services, as well as support from the majority of Principals from individual schools requesting an additional activity, shall be submitted to upper management. This request will be for additional supplement dollars to be added to the base for a particular activity, and for additional operational dollars to be added to the 23019 categorical dollars for student activities.
6. If the request is approved by the Superintendent, the proposal shall be submitted for negotiations with the Leon Classroom Teachers Association and implemented in the following school year upon agreement to include the new supplement in the collective bargaining contract supplement schedule.
7. All proposals are to be submitted no later than February 28 and approved by the Superintendent no later than March 31 of each year in order to be considered for implementation for the following school year.

**Student-Athlete Authorization  
For Disclosure of Protected Health Information**

I, \_\_\_\_\_ parent or guardian of \_\_\_\_\_ (the "student athlete"), hereby authorize the physicians, athletic trainers, sports medicine staff and other health care personnel representing Tallahassee Orthopedic Clinic, P.A., ("Health Care Personnel") to release information regarding the student-athlete's protected health information and related information regarding any injury or illness during the student-athlete's training for and participation in athletics at \_\_\_\_\_ School (the "School"). This protected health information may concern the student-athlete's medical status, medical condition, injuries, prognosis, diagnosis, athletic participation status, and related individually identifiable health information. This protected health information may be released to other health care providers, hospitals and/or medical clinics and laboratories, athletic coaches, athletic and/or school administrators, medical insurance coordinators, chaplains and/or clergy members, and officials of the Florida High School Activities Association, Inc. I also authorize the athletic coaches, athletic and/or school administrators, and medical insurance coordinators at the School ("School Officials") as well as chaplains and/or clergy members, and officials of the Florida High School Activities Association, Inc. to release protected health information and related information regarding any injury or illness during the student-athlete's training to the Health Care Personnel.

I understand that as a parent/legal guardian my authorization/consent to the disclosure of the student-athlete's protected health information is required so that Health Care Personnel and School Officials can freely and fully discuss any medical or condition that affects the student student-athlete's participation in interscholastic sports at the School, and that failure to sign this form may affect the ability of student athlete to participate in interscholastic sports at the School. I understand that the student-athlete's protected health information is protected under the federal Health Insurance Portability and Accountability Act ("HIPAA") and related regulations, and may not be disclosed without my consent. I, the parent/legal guardian, understand that once information is disclosed per this authorization, the information is subject to re-disclosure by the recipient and may no longer be protected under HIPAA or federal law. I, the parent/legal guardian, understand that I may refuse to sign this authorization, but, if I do, the School's athletic trainer or physician is not allowed to discuss your son/daughter's treatment information with any person other than the parent or guardian. I may revoke this authorization at any time by notifying the School's athletic director in writing, but if I do, it will not have any effect on actions taken in reliance of my prior authorization. This authorization expires one year from the date it is signed.

I may request a notice of the complete description of such uses and disclosures prior to signing this consent. I am aware that the Leon County School District may change the terms of the notice at any time, and I reserve the right to request a revised notice.

I have the right to request that the Leon County School District and/or Health Care Personnel restrict how protected health information is used or disclosed to carry out treatment, payment or health care operations of my child. I understand that Leon County School District and/or Health Care Personnel are not required to agree to the requested restrictions; however, if the Leon County School District and/or Health Care Personnel do agree to a requested restriction, the restriction is binding on the Leon County School District or Health Care Personnel as the case may be.

Print Student-Athlete Name \_\_\_\_\_

Signature of Parent/Legal Guardian \_\_\_\_\_

Date \_\_\_\_\_



# **APPENDIX-B**

## **LCSB SAFETY GUIDELINES**

### **LIGHTNING SAFETY**

# LEON COUNTY SCHOOL DISTRICT

## SAFETY GUIDELINES

**Prior to participating, both the student and parent must read carefully.**

### BASEBALL/FASTPITCH

When a person is involved in any athletic activity, an injury can occur, especially in a contact sport. One should be aware the information presented in these safety guidelines is to inform the athlete of proper techniques and inherent dangers involved with this particular activity. There is a chance of broken bones, severe concussions, and back injuries, which could lead to some form of paralysis. Not all potential injury possibilities in this sport are listed, but athletes should be aware that fundamentals, coaching and proper-fitting equipment are important to the safety and enjoyment of the sport.

1. Proper warm-up is essential before strenuous activity takes place.
2. Proper protective equipment required by rule must be worn at practices and in competition.
3. Perform only those skills and techniques as instructed and/or supervised by your coach.
4. Travel to and from off-campus facilities and practice/competition sites must be in accordance with school procedures.
5. Remove all jewelry and metal hair fasteners and other body adornments as required by rules and regulations for baseball.
6. If you wear eyeglasses, contact the coach for proper fitting of safety lenses, appropriate frames that are compatible with baseball. If you have a bi or tri-focal lens, contact your doctor to provide the best len(s) combination for playing where tracking a fast moving object is paramount.
7. The bat can be potentially dangerous. Use only approved bats and use bats for their intended purpose.
8. Be aware of your surroundings both home and away including but not limited to batters warming up, thrown bats, thrown or batted balls, out-of play markers or boundaries including fences or railings and field conditions such as holes, lips on grass infields and lighting conditions.
9. One person at a time in the on-deck-circle. Swing only one bat while taking practice swings. Use a bat ring that will not slide off the thick end of the bat.
10. Always use approved helmets for all batting, catchers, base running and base coaches.
11. Be aware of the potentially serious injuries to your ankles, knees and legs if you do not follow correct procedures in base running. Slide only as directed by and using only techniques taught by your coach.
12. Be aware of instructions regarding communication between players, i.e. calling off players on fly balls, awareness of backstops and field boundaries and cutting off throws, etc.
13. Notify the coach immediately if injured.

# LEON COUNTY SCHOOL DISTRICT

## SAFETY GUIDELINES

Prior to participating, both the student and parent must read carefully.

### BASKETBALL

When a person is involved in any athletic activity, an injury can occur, especially in a contact sport. Basketball is a highly competitive, fast-action game that places great physical demands on the players. One should be aware the information presented in these safety guidelines is to inform the athlete of proper techniques and inherent dangers involved with this particular activity. There is a chance of broken bones, severe concussions, and back injuries, which could lead to some form of paralysis. Not all potential injury possibilities in this sport are listed, but athletes should be aware that fundamentals, coaching and proper-fitting equipment are important to the safety and enjoyment of the sport.

1. Proper warm-up is essential before strenuous activity takes place.
2. Clothing and shoes should fit properly, be comfortable and allow maximum physical effort and allow dissipation of heat.
3. Perform only those skills and techniques as instructed and/or supervised by your coach.
4. Travel to and from off-campus facilities and practice/competition sites must be in accordance with school procedures.
5. Be aware of throwing basketball from other parts of the gym.
6. Be aware of your surroundings both home and away including but not limited to proximity of bleachers and courtside obstructions such as basket supports, lighting, access to and from courts, and court surfacing.
7. Be especially aware of the danger of illegal actions such as undercutting another player or grasping/hanging on the rim.
8. Players whose vision requires correction must wear shatterproof glasses or lenses. Glasses must be mounted in break resistant frames and must be held in place by an elastic strap.
9. Remove all jewelry and metal hair fasteners and other body adornments as required by rules and regulations for basketball.
10. Make sure you drink adequate water to prevent dehydration; ask you coach for consumption guidelines based on the day's activity.
11. Notify the coach immediately if injured.

# LEON COUNTY SCHOOL DISTRICT

## SAFETY GUIDELINES

**Prior to participating, both the student and parent must read carefully.**

### CHEERLEADING

When a person is involved in any athletic activity, an injury can occur, especially in a contact sport. Cheerleading is an activity in which stamina; strength, agility and fitness are important factors. One should be aware the information presented in these safety guidelines is to inform the athlete of proper techniques and inherent dangers involved with cheerleading. There is a chance of broken bones, severe concussions, and back injuries, which could lead to some form of paralysis. Not all potential injury possibilities in this sport are listed, but athletes should be aware that fundamentals, coaching and proper safety equipment are important to the safety and enjoyment of the sport.

1. Proper warm-up is essential before strenuous activity takes place.
2. Proper safety equipment must be used according to instructions given by your coach. If you wear eyeglasses, contact the coach for proper fitting of safety lenses, appropriate frames and safe personal positioning on any stunt.
3. Perform only those skills and techniques as instructed and/or supervised by your coach.
4. Lead cheers and/or perform stunts only at appropriate times and at designated places on the court or field making sure you do not interfere with the game or the safety of players or other cheer squad members.
5. Travel to and from off-campus facilities and practice/competition sites must be in accordance with school procedures.
6. Remove all jewelry and metal hair fasteners and other body adornments as required by rules and regulations for cheerleading.
7. Be aware of your surroundings both home and away including but not limited to floor and surface coverings, vertical and horizontal clearances, lightning and weather conditions. All of these conditions may dictate the proper footwear and limit the amount of cheer activity performed.
8. Keep all performance and practice areas clear of litter and place all personal items in a secured location not on the activity area.
9. Squad members must wear safe and proper fitting footwear.
10. In order to help protect the safety of all squad members, squad members with physically limiting injuries and/or health conditions must inform the coach prior to each day's activity and participate only to the extent allowed by the coach.
11. Be aware of the potentially serious injuries if you do not follow correct procedures in stunting. Stunt only as directed by and using only techniques taught by your coach.
12. Be aware of instructions regarding communication between squad members during loading, mounting, results and dismounts phases of all stunts.
13. Use only trained spotter and use spotters as required by your coach and/or cheer rules and regulations.
14. Mini-tramps, springboards and similar equipment should be prohibited.
15. Notify the coach immediately if injured.
16. Practice only when your coach is present.
17. To prevent unauthorized use, at the conclusion of any practice or performance, store equipment in a secure manner as directed by your coach.

# LEON COUNTY SCHOOL DISTRICT

## SAFETY GUIDELINES

**Prior to participating, both the student and parent must read carefully.**

### CROSS COUNTRY

When a person is involved in any athletic activity, an injury can occur. One should be aware the information presented in these safety guidelines is to inform the athlete of proper techniques and inherent dangers involved with cross-country. There is a chance of broken bones, muscle and soft tissue and back injuries, which could lead to some form of paralysis. Not all potential injury possibilities in this sport are listed, but athletes should be aware that fundamentals, coaching and proper safety equipment are important to the safety and enjoyment of the sport.

1. Proper warm-up is essential before strenuous activity takes place. Be aware of the potentially serious injuries if you do not follow correct procedures in stretching, running and conditioning.
2. If you wear eyeglasses, contact the coach for proper fitting of safety lenses, appropriate frames that are compatible with running. If you have a bi or tri-focal lens, contact your doctor to provide the best len(s) combination for running on surfaces with sudden changes in elevation.
3. Perform only those skills and techniques as instructed and/or supervised by your coach.
4. Be sure all equipment, especially shoes, is fitting properly before each day's activity. Be cautious when running on slick surfaces.
5. Travel to and from off-campus facilities and practice/competition sites must be in accordance with school procedures.
6. Remove all jewelry and metal hair fasteners and other body adornments as required by rules and regulations for cross-country.
7. Be aware of your surroundings both home and away including but not limited to surface conditions, obstructions in the proximity to the cross-country course and safe entrance/egress to/from the course and the locker room.
8. Wear outer and under garments appropriate for humidity and temperature.
9. In order to help protect the safety of all squad members, squad members with physically limiting injuries and/or health conditions must inform the coach prior to each day's activity of limiting conditions and participate only to the extent allowed by the coach.
10. Hydration is essential with frequently scheduled drink breaks during practice and drinks available during all contests. Players should hydrate themselves frequently during practice and meets and follow the coach's direction on hydration prior to and following practices and meets.
11. Notify the coach immediately if injured.
12. Practice only when your coach is present.
13. Run on only the course outlined by your coach. If running along a road, use the sidewalk and run single file. Avoid heavily traveled streets and intersections.
14. Run in pairs in unfamiliar territory.
15. When running on or near a roadway, always run facing the oncoming traffic.
16. Beware of dogs.
17. Be ware of objects thrown from cars and from car doors opening. Runners should be familiar with basic recognition of heat exhaustion, heat stroke, sprained ankles, shin splints and be familiar with basic first aid treatment for those conditions.

18. If runners use roads for training, then state and federal highways should be avoided. It is recommended to use remote country roads which have the following:

- a. Adequate shoulder width allowing two vehicles and a runner to simultaneously pass in a safe manner anywhere during the training run.
- b. No drainage ditches or embankments where runners could slip from the road shoulder and fall down an embankment or fall into a drainage ditch.
- c. If guardrails are installed along the road used for training, this usually indicates an unsafe walking/running condition. Such areas should be examined in detail for safety of runners before allowing any runner to use the roadway. If the roadway is unsafe, don't use it.
- d. All runners should run on the left side of the road at all times. Crossovers at the midpoint of the run should be accomplished where there is adequate sight distance in both directions and at a point predetermined by the coach. Crossovers should be accomplished in a straight line perpendicular to the flow of traffic and as quickly and safely as possible. It is best if groups of runners cross at the same time.
- e. Runners should never use headphones or devices that block the sound of vehicles in the area or block verbal warnings given to the runners.
- f. Runners must obey all traffic signals.
- g. Coaches should use a motorized vehicle or some conveyance other than running to provide proper supervision of the runners while they are training.

19. If training courses are established in more populated areas, it is recommended to run on sidewalks. Running on busy streets without adequate clearance on the shoulders is not a recommended practice.

- a. If running on sidewalks is considered, make sure the sidewalks are level and without driveway cutouts as those cutouts are a trip and fall hazard.
- b. If running on sidewalks runners should run in single file when other pedestrians are present.
- c. If running on sidewalks, provide other pedestrians ample run so as not to impede their walk.
- d. If running on sidewalks, check for protrusions over the sidewalks such as tree limbs and branches, mail boxes, etc.

20. It is recommended coaches have a cell phone or some form of communication to seek help if a runner is injured during a training run. In addition, it is recommended the coach have access to a motorized vehicle to transport injured runners if and when necessary.

21. If runners are required to cross a state highway, they should do so all at one time, at a crosswalk or in an area predetermined to be safe for foot traffic. If crosswalks are not installed, it is recommended to use safety cones and signs warning vehicular traffic of the pedestrian crossing in an upcoming area.

22. As the end of the season approaches, the end of the daylight savings time takes place. All runners should complete all training runs in ample daylight.

# LEON COUNTY SCHOOL DISTRICT

## SAFETY GUIDELINES

Prior to participating, both the student and parent must read carefully.

### DANCE/DRILL TEAM

When a person is involved in any athletic activity, an injury can occur. One should be aware the information presented in these safety guidelines is to inform the athlete of proper techniques and inherent dangers involved with dance and drill. There is a chance of broken bones, muscle and soft tissue and back injuries, which could lead to some form of paralysis. Not all potential injury possibilities in this sport are listed, but athletes should be aware that fundamentals, coaching and proper safety equipment are important to the safety and enjoyment of the sport.

1. Proper warm-up is essential before strenuous activity takes place. Be aware of the potentially serious injuries if you do not follow correct procedures in stretching and conditioning.
2. Perform only those skills and techniques as instructed and/or supervised by your coach.
3. Be sure all equipment, especially shoes, is fitting properly before each day's activity. Be cautious when practicing/performing on slick surfaces.
4. Travel to and from off-campus facilities and practice/competition sites must be in accordance with school procedures.
5. Remove all jewelry and metal hair fasteners and other body adornments as required by rules and regulations for dance/drill.
6. Be aware of your surroundings both home and away including but not limited to surface conditions, obstructions in the proximity to the practice or performance area.
7. Wear outer and under garments appropriate for humidity and temperature.
8. In order to help protect the safety of all squad members, squad members with physically limiting injuries and/or health conditions must inform the coach prior to each day's activity of limiting conditions and participate only to the extent allowed by the coach.
9. Hydration is essential with frequently scheduled drink breaks during practice and drinks available during all performances. Players should hydrate themselves frequently during practice and performances and follow the coaches direction on hydration prior to and following practices and performances.
10. Notify the coach immediately if injured.
11. Practice only when your coach is present.
12. Stunts can be dangerous is not spotted correctly while learning or not performed correctly. You must understand the requirements of a spotter and have spotters in place before attempting any stunt.
13. Do routines at the appropriate time so you will not interfere with other activities taking place in the same area.

# LEON COUNTY SCHOOL DISTRICT

## SAFETY GUIDELINES

**Prior to participating, both the student and parent must read carefully.**

### FOOTBALL

When a person is involved in any athletic activity, an injury can occur, especially in a contact sport. Football is highly competitive, fast action game in which physical contact and collisions play a major role. One should be aware the information presented in these safety guidelines is to inform the athlete of proper techniques and inherent dangers involved with football. There is a chance of broken bones, severe concussions, and back injuries, which could lead to some form of paralysis. Not all potential injury possibilities in this sport are listed, but athletes should be aware that fundamentals, coaching and proper safety equipment are important to the safety and enjoyment of the sport.

1. Proper warm-up is essential before strenuous activity takes place.
2. Proper safety equipment including mouth guards must be worn and used according to instructions given by your coach.
3. If you wear eyeglasses, contact the coach for proper fitting of safety lenses, appropriate frames that are compatible with football helmets.
4. Perform only those skills and techniques as instructed and/or supervised by your coach.
5. Be sure all equipment is fitting properly before each day's activity. If any piece of protective equipment does not fit or is damaged, report this condition to your coach immediately.
6. If a piece of equipment becomes damaged or broken during an activity, report to a coach immediately for repair or replacement.
7. Travel to and from off-campus facilities and practice/competition sites must be in accordance with school procedures.
8. Remove all jewelry and metal hair fasteners and other body adornments as required by rules and regulations for football.
9. Be aware of your surroundings both home and away including but not limited to field surface conditions, obstructions in the proximity to the playing field and safe entrance/egress to/from the field and the locker room.
10. Squad members must wear safe and proper fitting footwear. Be cautious when walking on slick surfaces with cleated shoes.
11. Wear outer and under garments appropriate for humidity and temperature.
12. In order to help protect the safety of all squad members, squad members with physically limiting injuries and/or health conditions must inform the coach prior to each day's activity of limiting conditions and participate only to the extent allowed by the coach.
13. Be aware of the potentially serious injuries if you do not follow correct procedures in blocking and tackling.
14. Hydration is essential with frequently scheduled drink breaks during practice and drinks available during all games. Players should hydrate themselves frequently during practice and games and follow the coach's direction on hydration prior to and following practices and games.
15. Notify the coach immediately if injured.
16. Practice only when your coach is present.
17. To prevent unauthorized use, at the conclusion of any practice or game, store equipment in a secure manner as directed by your coach.



## **Warnings Specific to Football:**

Coaches will teach players blocking and tackling techniques that are approved by the National Federation and the FHSAA (Florida High School Athletic Association). In addition the following safety warnings are of major importance for player safety.

1. Read all warnings from helmet and safety equipment suppliers prior to the first fitting of equipment.
2. Tackle, block or break tackles with the shoulder pads. **NEVER USE THE HELMET TO STRIKE AN OPPONENT.**
3. Keep the eyes and chin up when blocking, tackling or running with the ball. Lowering the head/helmet jeopardizes the neck and spinal cord.
4. Block from the front, side and above the waist according to the current rules of football.
5. Do not pile on when an opponent is down.
6. Do not chop block.
7. Do not slash with a rigid arm when executing a tackle.
8. When on the ground, you are vulnerable to being stepped on or receiving a leg, shoulder or knee injury.  
Get up!
9. If injured and unable to move or movement is limited, stay on the ground until assistance is given to move you or you are capable of getting up without fear of additional injury.
10. Participate fully in all neck strengthening exercises.
11. Strength training is an important part of football. Observe all proper weight lifting procedures including lifting, spotting, storage of weights and general safety.

# LEON COUNTY SCHOOL DISTRICT

## SAFETY GUIDELINES

**Prior to participating, both the student and parent must read carefully.**

### GOLF

When a person is involved in any athletic activity, an injury can occur. One should be aware the information presented in these safety guidelines is to inform the athlete of proper techniques and inherent dangers involved with golf. There is a chance of broken bones, muscle and soft tissue and back injuries, which could lead to some form of paralysis. Not all potential injury possibilities in this sport are listed, but athletes should be aware that fundamentals, coaching and proper safety equipment are important to the safety and enjoyment of the sport.

1. Proper warm-up is essential before strenuous activity takes place. Be aware of the potentially serious injuries if you do not follow correct procedures in stretching, and conditioning.
2. If you wear eyeglasses, contact the coach for proper fitting of safety lenses, appropriate frames that are compatible with golfing. If you have a bi or tri-focal lens, contact your doctor to provide the best len(s) combination for playing on surfaces with sudden changes in elevation.
3. Perform only those skills and techniques as instructed and/or supervised by your coach.
4. Be sure all equipment, especially shoes, is fitting properly before each day's activity.
5. Travel to and from off-campus facilities and practice/competition sites must be in accordance with school procedures.
6. Remove all jewelry and metal hair fasteners and other body adornments as required by rules and regulations for golf.
7. Be aware of your surroundings both home and away including but not limited to surface conditions, obstructions in the proximity to the golf course and safe entrance/egress to/from the course.
8. Wear outer and under garments appropriate for humidity and temperature.
9. In order to help protect the safety of all squad members, squad members with physically limiting injuries and/or health conditions must inform the coach prior to each day's activity of limiting conditions and participate only to the extent allowed by the coach.
10. Players should hydrate themselves frequently during practice and meets and follow the coach's direction on hydration prior to and following practices and meets.
11. Notify the coach immediately if injured.
12. Practice only when your coach is present.
13. Before swinging a club make sure your grips are dry and make certain the area around you is clear of others. Never throw a club.
14. On the practice range hit balls within the boundaries of the driving range.
15. Be aware of the position of other golfers when you are hitting or when they are hitting. Do not hit the ball until the proper distance is available between you and other golfing groups.
16. If a ball you hit approaches another golfer, yell "FORE" to warn others of the shot.
17. In severe weather occurs while on the course:
  - (a) Remove spikes and get away from clubs
  - (b) Avoid trees, shelters, hilltops, open spaces and isolated trees or metal objects
  - (c) Move to a wood building, low and protected area or heavily wooded area

# LEON COUNTY SCHOOL DISTRICT

## SAFETY GUIDELINES

Prior to participating, both the student and parent must read carefully.

### SOCCKER

When a person is involved in any athletic activity, an injury can occur especially in a contact sport. One should be aware the information presented in these safety guidelines is to inform the athlete of proper techniques and inherent dangers involved with soccer. There is a chance of broken bones, muscle and soft tissue and back injuries, which could lead to some form of paralysis. Not all potential injury possibilities in this sport are listed, but athletes should be aware that fundamentals, coaching and proper safety equipment are important to the safety and enjoyment of the sport.

1. Proper warm-up is essential before strenuous activity takes place. Be aware of the potentially serious injuries if you do not follow correct procedures in stretching, and conditioning.
2. If you wear eyeglasses, contact the doctor for proper fitting of safety lenses, appropriate frames that are compatible with soccer. If you have a bi or tri-focal lens, contact your doctor to provide the best len(s) combination for playing on large surfaces.
3. Perform only those skills and techniques as instructed and/or supervised by your coach.
4. Be sure all equipment, especially shoes, is fitting properly before each day's activity.
5. Travel to and from off-campus facilities and practice/competition sites must be in accordance with school procedures.
6. Remove all jewelry and metal hair fasteners and other body adornments as required by rules and regulations for soccer.
7. Be aware of your surroundings both home and away including but not limited to surface conditions, obstructions in the proximity to the soccer field and safe entrance/egress to/from the field.
8. Wear outer and under garments appropriate for humidity and temperature.
9. In order to help protect the safety of all squad members, squad members with physically limiting injuries and/or health conditions must inform the coach prior to each day's activity of limiting conditions and participate only to the extent allowed by the coach.
10. Players should hydrate themselves frequently during practice and meets and follow the coach's direction on hydration prior to and following practices and meets.
11. Notify the coach immediately if injured.
12. Practice only when your coach is present.
13. Comply with current soccer rules with special attention to avoid such violations as:
  - a. Kicking or attempting to kick an opponent
  - b. Tripping an opponent
  - c. Jumping at an opponent
  - d. Charging an opponent from behind
  - e. Charging violently at an opponent
  - f. Striking or attempting to strike an opponent
  - g. Holding an opponent
  - h. Pushing an opponent
  - i. Playing in a manner considered by the referee to be dangerous.

# LEON COUNTY SCHOOL DISTRICT

## SAFETY GUIDELINES

**Prior to participating, both the student and parent must read carefully.**

### SWIMMING/DIVING

When a person is involved in any athletic activity, an injury can occur especially in a very physically demanding sport like swimming/diving. One should be aware the information presented in these safety guidelines is to inform the athlete of proper techniques and inherent dangers involved with swimming/diving. There is a chance of broken bones, muscle and soft tissue and back injuries, which could lead to some form of paralysis. Not all potential injury possibilities in this sport are listed, but athletes should be aware that fundamentals, coaching and proper safety equipment are important to the safety and enjoyment of the sport.

1. Proper warm-up is essential before strenuous activity takes place. Be aware of the potentially serious injuries if you do not follow correct procedures in stretching, and conditioning.
2. If you wear eyeglasses, contact the coach for proper fitting of safety lenses, appropriate frames that are compatible with swimming/diving. If you have a bi or tri-focal lens, contact your doctor to provide the best len(s) combination for swimming.
3. Swim goggles are recommended for all swimmers.
4. Earplugs are recommended especially if the athlete has a prior history of ear infections. Checking with your coach and family physician will clarify if earplugs are mandatory for your event(s).
5. Perform only those skills and techniques as instructed and/or supervised by your coach.
6. Be sure all equipment is fitting properly before each day's activity.
7. Travel to and from off-campus facilities and practice/competition sites must be in accordance with school procedures.
8. Remove all jewelry and metal hair fasteners and other body adornments as required by rules and regulations for swimming/diving.
9. Be aware of your surroundings both home and away including but not limited to surface conditions, obstructions in the proximity to the swimming pool &/or diving area, depth of pool and diving area, location of ladders, location of life saving equipment, location of bulkheads and lane markers and safe entrance/egress to/from the aquatic center.
10. Wear outer and under garments appropriate for humidity and temperature.
11. Coaches may recommend wearing swim caps not only for streamlining the body form and keeping hair out of your eyes, but for retaining body heat.
12. In order to help protect the safety of all squad members, squad members with physically limiting injuries and/or health conditions must inform the coach prior to each day's activity of limiting conditions and participate only to the extent allowed by the coach.
13. Swimmers should hydrate themselves frequently during practice and meets and follow the coach's direction on hydration prior to and following practices and meets.
14. Notify the coach immediately if injured.
15. Never try to pull an injured swimmer diver from the pool. If you think the swimmer/diver has a neck, head or back injury, support him/her in the water and wait for a trained lifeguard to remove him/her using the appropriate apparatus and procedures.
16. Practice only when your coach is present.
17. No running on swimming pool decks.
18. Never swim alone and never enter the water without a coach or lifeguard ready for you to start your activity.

19. Use only starting blocks approved for your swim event in that particular pool.
20. If multiple swimmers are swimming in one lane, always swim to the right side of the lane.
21. All divers must receive the proper instruction in the sequence of skills needed to perform a particular dive.
22. Divers do not commence a dive without checking the pool for clear water with no obstructions in the landing area.
23. Divers will only commence dives while being actively supervised by their dive coach.
24. Coaches will approve in advance all dives you attempt.
25. At the conclusion of each practice or meet, replace all equipment in the proper storage area and secure all items as directed by your coach or aquatic center administrator.
26. Report to the coach any damage or dangerous condition in the pool, pool area, diving area or locker room.

# LEON COUNTY SCHOOL DISTRICT

## SAFETY GUIDELINES

**Prior to participating, both the student and parent must read carefully.**

### TENNIS

When a person is involved in any athletic activity, an injury can occur, one should be aware the information presented in these safety guidelines is to inform the athlete of proper techniques and inherent dangers involved with tennis. There is a chance of broken bones, muscle and soft tissue and back injuries, which could lead to some form of paralysis. Not all potential injury possibilities in this sport are listed, but athletes should be aware that fundamentals, coaching and proper safety equipment are important to the safety and enjoyment of the sport.

1. Proper warm-up is essential before strenuous activity takes place. Be aware of the potentially serious injuries if you do not follow correct procedures in stretching, and conditioning.
2. If you wear eyeglasses, contact the coach for proper fitting of safety lenses, appropriate frames that are compatible with tennis. If you have a bi or tri-focal lens, contact your doctor to provide the best len(s) combination for playing tennis.
3. Perform only those skills and techniques as instructed and/or supervised by your coach.
4. Be sure all equipment, especially shoes, is fitting properly before each day's activity.
5. Travel to and from off-campus facilities and practice/competition sites must be in accordance with school procedures.
6. Remove all jewelry and metal hair fasteners and other body adornments as required by rules and regulations for tennis.
7. Be aware of your surroundings both home and away including but not limited to surface conditions, obstructions in the proximity to the tennis court and safe entrance/egress to/from the court.
8. Wear outer and under garments appropriate for humidity and temperature.
9. In order to help protect the safety of all squad members, squad members with physically limiting injuries and/or health conditions must inform the coach prior to each day's activity of limiting conditions and participate only to the extent allowed by the coach.
10. Players should hydrate themselves frequently during practice and meets and follow the coach's direction on hydration prior to and following practices and meets.
11. Notify the coach immediately if injured.
12. Practice only when your coach is present.
13. Before swinging a racket make sure your grips are dry and make certain the area around you is clear of others. Never throw a racket.
14. In doubles play, make sure of the location of your partner and understand the communication system between you and your partner.

# LEON COUNTY SCHOOL DISTRICT

## SAFETY GUIDELINES

Prior to participating, both the student and parent must read carefully and sign.

### TRACK & FIELD

When a person is involved in any athletic activity, an injury can occur. One should be aware the information presented in these safety guidelines is to inform the athlete of proper techniques and inherent dangers involved with track & field. There is a chance of broken bones, muscle and soft tissue and back injuries, which could lead to some form of paralysis. Not all potential injury possibilities in this sport are listed, but athletes should be aware that fundamentals, coaching and proper safety equipment are important to the safety and enjoyment of the sport.

1. Proper warm-up is essential before strenuous activity takes place. Be aware of the potentially serious injuries if you do not follow correct procedures in stretching, and conditioning.
2. If you wear eyeglasses, contact the coach for proper fitting of safety lenses, appropriate frames that are compatible with golfing. If you have a bi or tri-focal lens, contact your doctor to provide the best len(s) combination for the various track and field events.
3. Perform only those skills and techniques as instructed and/or supervised by your coach.
4. Be sure all equipment, especially shoes, is fitting properly before each day's activity. Make sure all shoes have the proper cleats for both the event and track surface.
5. Athletes should wear the proper safety equipment as designated by the coach.
6. Travel to and from off-campus facilities and practice/competition sites must be in accordance with school procedures.
7. Remove all jewelry and metal hair fasteners and other body adornments as required by rules and regulations for track and field.
8. Be aware of your surroundings both home and away including but not limited to surface conditions, obstructions in the proximity to the golf course and safe entrance/egress to/from the course.
9. Wear outer and under garments appropriate for humidity and temperature.
10. In order to help protect the safety of all squad members, squad members with physically limiting injuries and/or health conditions must inform the coach prior to each day's activity of limiting conditions and participate only to the extent allowed by the coach.
11. Players should hydrate themselves frequently during practice and meets and follow the coaches' direction on hydration prior to and following practices and meets.
12. Notify the coach if you are injured.
13. Practice only when your coach is present.
14. Hurdlers must make sure the hurdles are placed at the correct height and are facing in the proper direction. Do not run backwards over a hurdle.
15. Be aware of the safety rules for special events such as javelin, pole vault, discus, and shot put. These events require specialized training and special supervision of both the athlete and those in close proximity.
16. Do not attempt any field event without the prior authorization of the coach.
17. Before attempting any throwing event, make sure the throwing sector and landing area are free of people and obstructions.

18. Check all equipment and apparatus prior to using them each day. Special attention is required for pole vault pits to make sure the sections of the pit are secured to each other, the top cover is firmly attached to and covering all sections of the pit and the proper pads are in place surrounding the vault standards.
19. Pole-vaulters should never use a pole that does not properly match the athlete's weight and height to be attempted.
20. Athletes shall not attempt an event without the proper instruction from their coach and the approval of a coach to attempt an event.
21. At the conclusion of each practice and meet, return all equipment to the proper storage area as directed by your coach and secure those storage areas as directed by your coach.



# LEON COUNTY SCHOOL DISTRICT

## SAFETY GUIDELINES

**Prior to participating, both the student and parent must read carefully.**

### VOLLEYBALL

When a person is involved in any athletic activity, an injury can occur. One should be aware the information presented in these safety guidelines is to inform the athlete of proper techniques and inherent dangers involved with volleyball. There is a chance of broken bones, muscle and soft tissue and back injuries, which could lead to some form of paralysis. Not all potential injury possibilities in this sport are listed, but athletes should be aware that fundamentals, coaching and proper safety equipment are important to the safety and enjoyment of the sport.

1. Proper warm-up is essential before strenuous activity takes place. Be aware of the potentially serious injuries if you do not follow correct procedures in stretching, and conditioning.
2. Wear kneepads and all protective equipment as directed by the coach.
3. If you wear eyeglasses, contact the coach for proper fitting of safety lenses, appropriate frames that are compatible with volleyball. If you have a bi or tri-focal lens, contact your doctor to provide the best len(s) combination for playing in a game requiring quick reaction to an object (ball) traveling at a very rapid speed.
4. Perform only those skills and techniques as instructed and/or supervised by your coach.
5. Be sure all equipment, especially shoes, is fitting properly before each day's activity.
6. Travel to and from off-campus facilities and practice/competition sites must be in accordance with school procedures.
7. Remove all jewelry and metal hair fasteners and other body adornments as required by rules and regulations for volleyball.
8. Be aware of your surroundings both home and away including but not limited to surface conditions, obstructions in the proximity to the volleyball court including nets, cables, supports official's stands, out-of-play areas and safe entrance/egress to/from the court.
9. Wear outer and under garments appropriate for humidity and temperature.
10. In order to help protect the safety of all squad members, squad members with physically limiting injuries and/or health conditions must inform the coach prior to each day's activity of limiting conditions and participate only to the extent allowed by the coach.
11. Players should hydrate themselves frequently during practice and meets and follow the coaches' direction on hydration prior to and following practices and meets.
12. Notify the coach immediately if injured.
13. Practice only when your coach is present.
14. Collect all loose volleyballs and return them to the proper container or location so they do not create a trip and fall hazard.
15. Jumping vertically helps avoid collisions with opponents, teammates and nets.
16. Spike the ball with the correct techniques taught by your coach.

# LEON COUNTY SCHOOL DISTRICT

## SAFETY GUIDELINES

**Prior to participating, both the student and parent must read carefully.**

### WRESTLING

When a person is involved in any athletic activity, an injury can occur especially with a sport as strenuous as wrestling. One should be aware the information presented in these safety guidelines is to inform the athlete of proper techniques and inherent dangers involved with wrestling. There is a chance of broken bones, muscle and soft tissue and back injuries, which could lead to some form of

paralysis. Not all potential injury possibilities in this sport are listed, but athletes should be aware that fundamentals, coaching and proper safety equipment are important to the safety and enjoyment of the sport.

1. Proper warm-up is essential before strenuous activity takes place. Be aware of the potentially serious injuries if you do not follow correct procedures in stretching, and conditioning.
2. If you wear eyeglasses, contact the coach for proper fitting of safety lenses, appropriate frames that are compatible with wrestling. If you have a bi or tri-focal lens, contact your doctor to provide the best len(s) combination for wrestling.
3. Perform only those skills and techniques as instructed and/or supervised by your coach.
4. Be sure all equipment, especially shoes and head gear, is fitting properly before each day's activity.
5. Athletes should wear the proper safety equipment as designated by the coach.
6. Travel to and from off-campus facilities and practice/competition sites must be in accordance with school procedures.
7. Remove all jewelry and metal hair fasteners and other body adornments as required by rules and regulations for wrestling.
8. Be aware of your surroundings both home and away including but not limited to surface conditions, obstructions in the proximity to the wrestling mat and safe entrance/egress to/from the wrestling area.
9. Wear outer and under garments appropriate for humidity and temperature.
10. In order to help protect the safety of all squad members, squad members with physically limiting injuries and/or health conditions must inform the coach prior to each day's activity of limiting conditions and participate only to the extent allowed by the coach.
11. Players should hydrate themselves frequently during practice and meets and follow the coaches' direction on hydration prior to and following practices and meets.
12. Notify the coach if you are injured.
13. Practice only when your coach is present.
14. Wrestlers must be aware of potentially dangerous hold and refrain from using them in any and all situations.
15. Do not attempt for the first time any hold or movement without the prior instruction and authorization of the coach. After the coach has determined your ability to apply the hold or movement in the proper manner, you may use the hold or movement at any time the hold or movement is legal or authorized.
16. Wrestling is designed to match two athletes of comparable weight and similar ability. Do not wrestle with someone much lighter than you or much heavier than you without the coaches' approval with knowing the limits on the wrestling permitted in this closely supervised match or practice.
17. Only wrestle opponents who are certified to wrestle you at your approved weight class.

18. Check all equipment and apparatus prior to using them each day with special attention to sanitizing the mat on a daily basis both before and at the conclusion of practice or a match.
19. Make sure the border mats are in place before wrestling in a practice or competition.
20. During a match or tournament, locate the proper warm-up area and allow ample time for stretching and body warm-up before competing.
21. Athletes shall not attempt a new move or techniques without the proper instruction from their coach and the approval of a coach to attempt a new move or technique.
22. Athlete weight control standards must be approved by a doctor and in compliance with FHSAA rules and regulations.

# LIGHTNING SAFETY

## Facts about Lightning

- ❖ MOST LIGHTNING STRIKES (70%) OCCUR IN THE AFTERNOON.
- ❖ 20% BETWEEN 6 PM AND MIDNIGHT
- ❖ AND LESS THAN 1% OCCUR BETWEEN MIDNIGHT AND 6 A.M.

## Guidelines:

1. Designate someone to monitor weather reports and determine whether to remove a team from the athletic site or event.
2. Obtain a weather report each day; be aware of potential thunderstorms.
3. Be aware of National Weather Service (NWS) thunderstorm "watches" or "warnings".
4. Know where the nearest safe structure or location is; these may include:
  - Get inside home or large building
  - Or inside an all-metal vehicle (non-convertible).
  - Inside home. Avoid using telephone except for emergency.

## If outside and cannot reach a safe building or automobile. follow these rules:

- Do not stand beneath a natural lightning rod, such as an isolated tree.
  - Avoid projecting above the surrounding landscape (i.e. hilltop).
  - Get out of and away from open water.
  - Get away from tractors and other metal farm equipment.
  - Get off and away from motorcycles, scooters, golf-carts, and bicycles, put down golf clubs.
  - Stay away from wire fences, clotheslines, metal pipes, rails and other metallic parts that can carry lightning to you from some distance away.
  - Avoid standing in small isolated sheds or other small structures in open areas.
  - In a forest, seek shelter in a low area under a thick growth of small trees. In open areas, go to a low place such as a ravine or valley. Be alert for flash floods.
  - If you are hopelessly isolated in a level field or prairie and your hair stand on end, indicating lightening is about to strike, drop to your knees, bend forward and put your hands on your knees. Do not lie flat on the ground.
5. Use the flash to bang method of predicting how close lightning is to striking.

## Guidelines for Calling/Postponing Events because of Lightning Threat

- Watch for lightning when conditions are right (overcast, thunderstorms, rainy).
- Lightning may occur before, during or after a rainstorm.
- After a lightning flash, thunder will follow. This is known as flash to bang.
- The length of time between the flash and the bang is indicative of the distance of the lightning. The National Lightning Position Statement indicates that light travels faster than sound approximately 1 mile every 5 seconds.
- The length of time between the lightning flashes indicates the speed of the approaching storm. Divide the time to the thunder bang from the time the lightning flashes, (i.e. 30 second count divided by seconds=Lightning is 6 miles away).
- Lightning may actually precede the dark storm clouds.

## 30-30 Rules for Lightning Safety

- Postponement is suggested when lightning flashes and thunder bangs are 30 seconds apart (6 miles).
- Resume activity when flashes and thunder bangs have not been seen or heard for up to ½ hour (30 minutes).