

## **Athletic Parent/Student Handbook 2016-2017**

### **Mariner Sportsmanship Creed**

#### **Mariner student-athletes:**

Respect parents, coaches, teammates, and opponents.

Personify commitment and positive attitude.

Represent Central Florida Prep with honor and pride.

#### **CFP coaches:**

Inspire student athletes by personal example both on and off the field.

Teach student athletes to play hard, but to win or lose with equal grace. Treat all people with dignity and respect.

#### **Parents of CFP student-athletes:**

Provide positive reinforcement to young people.

Encourage 100% individual effort and 100% team loyalty.

Support the team and coach in public, address concerns in private.

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### **Program Philosophy**

The philosophy of the Athletic Department is directly related to the mission statement of the school. The athletic department offers programs that foster the same values of integrity, respect, responsibility and participation that are embodied in the classroom. The goal of our coaching staff is to foster a positive attitude about learning and challenge our athletes to achieve their highest potential in all aspects of their development. The lessons that can be learned from athletic participation are invaluable and help in the overall development of the individual. Lessons in sportsmanship, teamwork, competition and how to win and lose gracefully are an integral part of each team in our athletic program. Athletic participation also plays an important part in helping the individual student develop a healthy self-image as well as a healthy body. Participation on the interscholastic teams adds to our school spirit and helps all students, spectators and participants develop pride in our school.

CFP athletes and their parents represent the school. Athletes and parents must be courteous to visiting teams and officials. Athletes must be modest in victory and gracious in defeat. Athletes and their parents are expected to respect the integrity and judgment of officials and accept their decisions without question. We expect **only** positive encouragement from parents and spectators.

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### **Expectations of CFP Parents**

#### **Parents of CFP student-athletes:**

- Provide positive reinforcement to young people.
- Encourage 100% individual effort and 100% team loyalty.
- Support the team and coach in public, address concerns in private.

When your son/daughter makes a team, you have the right to know what the coach's expectations are for your child. All coaches have different expectations and these should be communicated to the parents. Each coach will communicate these expectations in his/her own way. It may be through a preseason meeting, an e-mail or through a letter home. As a parent you should know the coach's philosophy. You should be made aware of the coach's expectations not only for your child, but also for the team. You should be made aware

of any practices that may occur over vacation periods well in advance of that break. You should also be made aware of any disciplinary action that results in your child being denied participation.

Being a parent of an athlete can be a very rewarding experience. Parents' participation with their son/daughter can and should be an enjoyable experience. As a parent, be positive and remind your child that it is the effort put forth, not winning, which is most important. Do not let playing time dictate your child's happiness. Make every effort to be supportive when things are not going well for your son/daughter, or for the team.

Be supportive of the coaching staff in front of your son/daughter. If you have concerns to discuss with the coach, please call him/her to arrange an appointment. To reach a coach, e-mail or call the main school number (407-290-8073) and leave a voice-mail message with your name and number and the reason for your call. The coach will respond in a timely fashion. If for some reason the coach cannot be reached, contact the Athletic Director, Lisa Crespo (407-290-8073). Please *do not* discuss concerns with a coach immediately before, during, or after a game or practice.

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## Expectations of CFP Student-Athletes

### CFP student-athletes:

- Respect parents, coaches, teammates, and opponents.
- Personify commitment and positive attitude.
- Represent Central Florida Prep with honor and pride.

The Central Florida Prep School Athletic Department has certain rules and expectations that the student-athlete needs to abide by. Without these rules and guidelines, and the willingness of the student-athletes to abide by them, the quality of our athletic program cannot be maintained. The Athletic Department wants both the students and the parents to understand these expectations and how they apply to all of our athletes. Each player will be held responsible for their conduct before, during, and after practice and games.

Appropriate conduct of players will be discussed with players in the preseason. Disciplined behavior is an expectation of the Central Florida Prep Athletic Department.

The Athletic Department adheres to all policies set forth by Central Florida Preparatory School and the FHSAA, governing body for high school athletics. Any infraction warranting a suspension will be brought to the Athletic Director's attention immediately. In the event that a student is suspended from participation, notification will come from the Athletic Director's office in writing to the parents of the student-athlete. Decisions made in the Athletic office in regard to discipline are final.

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## Pre-season information

Prior to each season, the Athletic office will announce when sign-ups will open and close and when practice will start. Students are responsible for providing all forms (i.e. Emergency Treatment Authorization Forms and Physical Forms) to the coach or Athletic Director. **Students will not be allowed to practice or participate without required paperwork.** Because the state requires rosters before play begins, the Athletic Office will require all students to sign-up for the sport(s) they intend to play in the Athletic office or directly to the Athletic Director or coach. A two-week sign-up period will be announced for fall, winter and spring sports. Students that do not sign-up during this time will not be permitted to play during that

season. Hardships will be reviewed by the Athletic Department concerning new students, or students not present because of illness during the sign-up period.

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### **Team Organizational Meetings**

Each Head Coach shall meet with his/her program's parents on a designated evening. Information pertaining to physicals, medical releases, student eligibility, team selection, practice schedules, and team rules will be discussed at this time. Specific details regarding this meeting can be found on each individual sport's web page.

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### **Hazing Policy**

#### **Student Agreement Concerning Hazing**

Central Florida Preparatory School supports only those activities which are constructive, educational, inspirational, and that contribute to the intellectual and personal development of students. Central Florida Prep unequivocally opposes any situation created intentionally to produce mental or physical discomfort, embarrassment, harassment, or ridicule.

Hazing is an intentional action taken, situation created, or any conduct or method of initiation into any school organization, club or team under direct school sponsorship that denies a person his or her individual rights or results in mental or physical discomfort, embarrassment, ridicule or endangerment. Hazing should be understood to include any forced treatment or physical activity which is likely to adversely affect the physical health or safety of any student, or which subjects a student to extreme stress. Additionally, hazing can include exaggerated or excessive teasing. Any requirements by a student which compels another student to participate in any activity which is against Central Florida Prep policy or state/federal law will be defined as hazing. The fact that a hazing victim may seem willing or may even agree to participate in some form of personal embarrassment or physical/mental danger does not change or lighten the responsibility of the one who is doing the hazing. In addition, any person who knowingly witnesses or fails to report knowledge of any incidents of hazing may be considered to be a participant in the hazing.

Actions and activities which are prohibited include, but are not limited to, the following:

- Any type of initiation or other activity where there is an expectation of individuals joining a particular team to participate in behavior designed to humiliate, degrade, or abuse them regardless of the person's willingness to participate.
- Any requirement or pressure put on an individual to participate in any activity which is illegal, perverse, and publicly indecent, contrary to his/her genuine morals and/or beliefs, e.g. public profanity or indecent or lewd conduct.
- Any activity or action that creates a risk to the health, safety, or property of Central Florida Preparatory School or any member of its community.
- Assigning or endorsing "pranks" such as stealing or harassment of another organization.
- Expecting or pressuring individuals to participate in an activity in which the full membership is not willing to participate.
- Physical abuse of any kind.

- Forcing, encouraging, or pressuring someone to wear in public apparel which is conspicuous and not within the norm of what is considered to be in good taste.
- Morally degrading/humiliating games or other activity that makes the member the object of amusement, ridicule or intimidation.
- Subjecting a member to cruel and unusual psychological conditions.

I have been given an opportunity to read this policy and understand the following:

I understand the policy and regulations of Central Florida Preparatory School pertaining to hazing.

I agree and promise not to participate in any activity deemed to be hazing. I have read the examples of hazing as described in the Central Florida Preparatory School Hazing Policy (above).

I understand that if I am in violation of this policy I will be subjected to discipline that may include demotion (in an organization, club, or team), suspension or expulsion.

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### **Athletics period**

The purpose of the athletic period is to provide student-athlete's time to practice and travel to athletic events. This time may also be used for tutorial time for students who are behind in course work. Students must be supervised at all times by either a Coach or teacher tutoring. **Only Varsity athletes will be permitted to be in the Athletic period. Students who wish to participate in the Athletic Period must sign in to the Middle School Aftercare room, where a quiet place will be provide for study.**

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### **Athletics Governing Body – Florida High School Athletics Association**

The FHSAA has a web site which can be accessed at [www.fhsaa.org](http://www.fhsaa.org) which provides information regarding: rules and regulations, directions, member school directory, specific sport policies and procedures, calendar items, play-off brackets, etc.

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### **Player Eligibility**

**Governed by the FHSAA**

2016-17 Summary of FHSAA Eligibility Rules

**ATTENTION  
STUDENT-ATHLETES**

**Office of the Commissioner**  
Gainesville, Florida

This summary of FHSAA athletic eligibility guidelines should be posted in places conspicuous to potential student-athletes. Students must understand that these guidelines are general statements only. Complete eligibility regulations are contained in Article 11 of the FHSAA Bylaws. See your principal, athletic director or coach if you have questions or need further explanation of details and exceptions.

## **PROTECT YOUR 2016-2017 ELIGIBILITY**

### **To Represent Your High School in an Athletic Contest, You:**

A student in grades 6 through 12 shall be eligible to participate on athletic teams in interscholastic athletic contests as a representative of a member school provided:

#### 11.1 ATTENDANCE

11.1.1 In order to represent a school in any branch of athletics, a student must be a bona fide student of that school – bona fide meaning one who is regularly enrolled and in regular attendance – who meets, in addition, the requirements as set forth in other sections of this Article. In order to practice with a school in any branch of athletics, a player must be a bona fide student of that school.

11.1.1.1 A student may participate in athletic activities sponsored by or affiliated with a school during the summer period immediately preceding attendance in that school if the student has been assigned to or accepted by the school and no longer attends his/her previous school. The student, pursuant to Bylaw 11.3.1, however, will be considered to have established residence in that school and will not be eligible to participate in interscholastic practice or competition at any other member school during that school year.

11.1.2 The student must enroll within ten school days of the beginning of a semester during which he/she wishes to represent his/her school in any branch of athletics. A student who fails to enroll within ten days of the beginning of a semester must make up the school work he/she has missed. The principal shall submit to the Executive Director written statements from the student's teachers that he/she has completed the school work he/she missed and is maintaining at least a 2.0 cumulative grade point average. The student must have been in school a minimum of one day for each day missed due to late enrollment before becoming eligible.

11.1.3 An individual home education student is eligible to participate at any one of the following member schools:

- (a) the public school to which the student would be assigned according to district school attendance area policies;
- (b) the public school to which the student could choose to attend pursuant to district or inter district controlled open enrollment provisions; or
- (c) a nonpublic school, provided the nonpublic school will permit the student to participate at that school.

In order for the individual home education student to participate at a member school, the following conditions must be met:

- (d) the student, within 30 days of his/her withdrawal from a traditional school program, properly registers with the district school board as being enrolled in a home education program in accordance with Section 1002.41(1)(a) of the Florida Statutes;
- (e) the student's parents at the conclusion of each semester certify to the principal of the school on a form to be provided by this Association's office that the student meets the minimum grade point average standards which are required of all students;
- (f) the student meets the same standards of acceptance, behavior and performance

as required of other students in extracurricular activities;

(g) the student registers with the school his/her intent to participate in interscholastic athletic competition as a representative of the school prior to the beginning date of the season for the sport in which he/she wishes to participate [s.1006.15(3)5, Florida Statutes];

(h) the student complies with all regulations of this Association, including eligibility requirements regarding age and limits of eligibility, and local school regulations during the time of participation;

(i) the student meets the same admission and residency requirements as other students in the school at which he/she participates;

(j) the student provides proof of basic medical insurance coverage and both independently secured catastrophic insurance coverage and liability insurance coverage which names this Association as an insured party in the event the school's insurance provider does not extend coverage to students enrolled in home education programs; and

(k) the student provides to school authorities and the FHSAA Office all required forms and provisions.

11.1.3.1 A student who withdraws from a regular school program to enroll in a home education program who is ineligible at the time of withdrawal from the regular school program due to his/her failure to meet academic or behavioral eligibility standards shall be ineligible to compete in interscholastic athletic activities until the student has successfully completed one semester in home education. In determining the academic eligibility of a student who withdraws from a regular school program prior to the normal conclusion of the current semester and subsequently enrolls in a home education program, the grades as posted in each subject for that student on the date of his/her withdrawal from the regular school program shall be used.

The "Registration Form for Home Education Student to Participate in Interscholastic Athletics" is Form EL7 on FHSAA.org.

The "Home Education Student Academic Progress Report" is Form EL9 on FHSAA.org.

11.1.4 An individual student who attends a charter school that does not sponsor interscholastic athletics shall be eligible to participate at any one of the following member schools:

(a) the public school to which the student would be assigned according to district school board attendance area policies; or

(b) the public school the student could choose to attend pursuant to district or inter district controlled open enrollment provisions.

11.1.4.1 In order for the individual charter school student to participate at a member school, the following conditions must be met:

(a) the student must meet the requirements of the charter school education program as determined by the charter school governing board;

(b) the student must meet the minimum grade point average standards that are required of all students;

(c) the student must meet the same residency requirements as other students in the school at which he/she participates;

(d) the student must meet the same standards of acceptance, behavior and performance that are required of other students in interscholastic athletics;

and

(e) the student must register with the school his/her intent to participate in interscholastic athletics as a representative of the school before the beginning date of the season for the sport in which he/she wishes to participate.

11.1.4.2 A student who transfers his/her attendance from a charter school program to a traditional public or private school before or during the first semester of a school year shall be academically eligible during the first semester provided the student meets the minimum grade point average standards that are required of all students through the completion of the previous school year.

11.1.4.3 A student who has been unable to maintain academic eligibility at any public school or private school shall not be academically eligible to participate as a charter school student until the student has completed one semester of attendance in the charter school and has satisfied the necessary minimum grade point average standards required of all students.

11.1.5 A student enrolled in grades 6 through 8 who attends a public school that is not a member of this Association and has no athletic program due to low student population may represent in interscholastic athletic competition a member public school that is part of that same school district provided such participation is at the junior high/middle school level only. This student must meet all other provisions of 11.2.14.

## 11.2 ACADEMIC STANDING [s.1006.15(3)(a)3, Florida Statutes]

11.2.1 A student must have a cumulative high school grade point average of 2.0 or above on a 4.0 unweighted scale, or its equivalent, in all courses taken that are required by s.1003.43(1), Florida Statutes, at the conclusion of each semester to be eligible during the following semester. A student whose cumulative high school grade point average is below a 2.0 on a 4.0 unweighted scale, or its equivalent, in all courses taken that are required by s.1003.43(1), Florida Statutes, at the conclusion of a semester shall not be eligible during the following semester.

11.2.1.1 A student shall be eligible during the first semester of his/her ninth-grade year provided that it is the student's first entry into the ninth grade and he/she was regularly promoted from the eighth grade the immediate preceding year.

11.2.1.2 A student who is ineligible during the second semester of his/her ninth-grade year or during the first semester of his/her 10th grade year because the student's cumulative high school grade point average was below a 2.0 at the conclusion of the previous semester and continues to be below a 2.0 at the conclusion of the semester of ineligibility may regain his/her eligibility for the following semester provided:

(a) the student signs an academic performance contract with his/her school at the beginning of the semester in which he/she is ineligible that states, at a minimum, that the student will attend summer school, or its graded equivalent, AND

(b) earns a grade point average of 2.0 or above on a 4.0 unweighted scale, or its equivalent, in all courses taken during the semester of ineligibility.

11.2.1.3 Once a student enters the 11th grade, and thereafter, he/she must have a cumulative high school grade point average of 2.0 or above on a 4.0

unweighted scale, or its equivalent, in all courses taken that are required by s.1003.43(1), Florida Statutes, at the conclusion of each semester to be eligible during the following semester.

The minimum 2.0 grade point average is established in Florida Statutes and cannot be waived by this Association.

See Policy 16, "Criteria for Determining Academic Eligibility of Students Enrolled in Schools with Block Scheduling, Special Schools, Special Programs, Home Education Programs and Charter Schools," on page 132.

A sample "Academic Performance Contract for Athletic Eligibility" is Form EL5 on FHSAA.org.

11.2.2 All courses taken for high school credit by a student, including those taken prior to his/her ninth-grade year, shall be included in the computation of the student's cumulative high school grade point average.

11.2.3 In determining grade point average for athletic eligibility purposes, all member schools must comply with the grading scale as mandated in s. 1003.437, Florida Statutes: Grade "A" is 90 to 100 percent and has a GPA value of 4; Grade "B" is 80 to 89 percent and has a GPA value of 3; Grade "C" is 70 to 79 percent and has a GPA value of 2; Grade "D" is 60 to 69 percent and has a GPA value of 1; and Grade "F" is 0 to 59 percent and has a GPA value of 0. Any student attending a member school after the eighth grade shall provide evidence to the member school of the grades he/she has achieved since entry into the ninth grade, together with evidence sufficient for the member school to calculate the student's GPA based on the grading scale of the schools previously attended. Until such evidence, satisfactory to the member school, is provided, the student shall not be eligible for participation in interscholastic athletics.

11.2.4 The student shall not have graduated from any high school or its equivalent.

11.2.5 A student's grade point average may be raised or lowered by attending a regularly organized summer school under the direction of the District School Board or the governing board of a nonpublic school provided all courses taken during the summer school are completed before the first day of the fall semester. All courses in which a student received a grade (A, B, C, D, F or I) for the school year and the following summer school must be used to calculate the cumulative grade point average. However, when repeating a subject failed on first impulse or repeating a subject passed, the higher of the two grades shall be used to calculate the grade point average. An incomplete grade is considered a failure. A class conducted by a private, certified tutor is not acceptable for removing an eligibility deficiency.

s. 1003.43(5)(e), Florida Statutes, provides that forgiveness policies for required courses shall be limited to replacing a grade of "D" or "F" with a grade of "C" or higher earned subsequently in the same or comparable course. Forgiveness policies for elective courses shall be limited to replacing a grade of "D" or "F" with a grade of "C" or higher earned subsequently by retaking the same or comparable course or another course. These provisions on forgiveness apply only to students entering the ninth grade in the 2000-01 school year and thereafter.

11.2.6 A grading period is defined as one semester. A semester is defined as one half of a school year (approximately 18 school weeks or 90 school days). This definition is applicable to all schools regardless of the type of class scheduling format (i.e. block, traditional, etc.) utilized.



The definition of a grading period as being one semester is established in Florida Statutes and cannot be waived by this Association.

11.2.7 A student who transfers from a home education program to a member school prior to or during a semester shall be academically eligible to participate in interscholastic athletic competition during that semester provided the student has a successful evaluation as stipulated in Article 11.2.1. The student's academic eligibility for each succeeding semester shall then depend upon his/her maintaining a cumulative grade point average of at least 2.0.

The "Registration Form for Home Education Student to Participate in Interscholastic Athletics" is Form EL7 on FHSAA.org.

11.2.8 All work required for credit must be completed before the last day of the semester, without any extension of time. Should the last day of the semester coincide with the last day of school for the winter holidays, the time period for all work required for credit will be extended through the winter holidays. The only exceptions to this rule are for courses such as agriculture which have projects that cannot be completed until late summer.

11.2.9 A student transferring into a member school under extenuating circumstances which prohibit securing a transcript from the previous school or country shall be ineligible to represent that member school until he/she has been enrolled in and established grades for one FULL semester. The details of each situation must be reported in writing to the Executive Director for approval, including student's name, date of entry and inclusive dates of previous semester.

See Policy 18, "Policy on the Eligibility of Foreign Exchange and Other International Students," on page 137.

11.2.10 A student who is eligible or ineligible based upon the previous cumulative grade point average will become eligible or ineligible on the seventh calendar day after the last day of the previous semester. Should the last day of the semester coincide with the last day of school for the winter holidays, the seventh calendar day count will begin with the first day the students return to school after the winter holidays. In order to be declared eligible for the succeeding semester, the student must have been enrolled in, been in regular attendance at, and received grades for all courses taken during the previous two consecutive semesters.

11.2.11 The Executive Director shall be contacted in writing concerning the status of senior students who are participating in dual enrollment programs or early admission programs. These students must maintain the required grade point average. See Policy 16, "Criteria for Determining Academic Eligibility of Students Enrolled in Schools with Block Scheduling, Special Schools, Special Programs, Home Education Programs and Charter Schools," on page 132.

11.2.12 A student who was eligible at the beginning of a semester because of his/her academic record shall be eligible during the semester except for lack of attendance, improper conduct, or other valid reasons which may cause his/her principal to declare him/her ineligible before the end of the semester. His/her eligibility for each succeeding semester shall depend upon his/her academic record through, and including, the preceding semester.

11.2.13 It shall be the duty of the principal to have each student's record (including students enrolled in schools with block scheduling, special schools, special programs, home education programs and charter schools) checked at the end of each semester and to declare the student eligible or ineligible for the following

semester based upon the cumulative grade point average attained by the student, including the grades originally reported by the student's teachers on the last day of the semester. A student who was eligible or ineligible based upon the previous cumulative grade point average will become eligible or ineligible on the seventh calendar day after the last day of the previous semester. Should the last day of the semester coincide with the last day of school for the winter holidays, the seventh calendar day count will begin with the first day the students return to school after the winter holidays. "Originally reported" means the completion of school work necessary to earn a passing grade by the end of the semester. A grade of "incomplete" originally reported by a teacher, at the end of a semester, is considered a failing grade. If a student is ill or out of school, based on an excused absence, on conclusion of the semester, he/she must be withheld from competition until the school work has been made up if the failure recorded for the "incomplete" grade results in the student's inability to comply with the minimum grade point average as required by statute. The Executive Director shall be notified in writing in such cases by the principal of the member school.

11.2.14 A sixth-grade, seventh-grade and eighth-grade student in an independent middle school, a middle-junior high school or a high school must meet the following academic requirements to be eligible for interscholastic athletic competition:

- (a) He/she must be regularly promoted from the previous grade the immediate preceding year;
- (b) He/she must be in regular attendance; and
- (c) He/she must be carrying a normal class load and doing satisfactory classroom work, with a satisfactory conduct record as determined by the principal of the school and the standards of this Association.

A student who fails his/her work and must repeat the sixth, seventh or eighth grade may become eligible at the beginning of the second semester he/she is in one of these grades, if he/she passed the required work during the first semester of the second year and he/she did not participate the first year in that grade.

### 11.3 RESIDENCE

11.3.1 A student shall be eligible in the school in which he or she first enrolls each school year, or makes himself or herself a candidate for an athletic team by engaging in a practice prior to enrolling in any member school. The student shall be eligible in that school so long as he or she remains enrolled in that school and meets all other eligibility requirements.

11.3.1.1 A student who, pursuant to Bylaw 11.1.1.1, participates in athletic activities sponsored by or affiliated with a school during the summer period following assignment to or acceptance by the school but preceding attendance in the school will be considered to have established residence in that school and will not be eligible to participate in interscholastic practice or competition at any other member school during that school year. A student who is assigned to and/or accepted by more than one school will be considered to have established residence in the school he/she first attends or participates in summer athletic programs or interscholastic practice prior to attendance, whichever first occurs.

See Policy 37, "Policy on Boarding Schools," on page 163.

11.3.2 The student referred to in 11.3.1 will remain eligible at that school even

though a change of residence occurs so long as he/she remains enrolled in that school and meets all other eligibility requirements.

11.3.3 A student who, after initially enrolling in, or engaging in an athletic practice at, any school during a school year, moves into a school community with his/her parent(s) or other individual with whom he/she has lived continuously for a full calendar year and subsequently enrolls in a new school as the result of that move, shall be eligible the following week so far as residence is concerned. The student shall be eligible on the sixth day following his/her enrollment.

11.3.4 A student who, after initially enrolling in, or engaging in an athletic practice during a school year, moves into a different school community to live with his/her parent(s) or other individual with whom he/she has not lived continuously for a full calendar year and enrolls in a new school as a result of the move, shall be ineligible so far as residence is concerned.

11.3.5 The fact that guardianship papers have been issued, placing a student under the control of a person or persons other than his/her parent(s), does not establish eligibility. Residence with and support by any individual or individuals for a period of one calendar year does establish the residence of that individual or individuals as the residence of a student.

See Policy 17, "Guidelines for the Enforcement of Bylaws Relative to Transfer Students," on page 136.

#### 11.4 TRANSFERS

11.4.1 A student who initially enrolls in, or engages in an athletic practice at, one member school in a school year and transfers attendance to another member school during that same school year shall be considered to be a transfer student and therefore subject to the bylaws related to students who transfer from one school to another.

11.4.2 A student who enrolls in a member school following his/her initial enrollment in, or engagement in an athletic practice at, another school for that school year shall be ineligible to represent the new school he/she is attending for the duration of the school year. This rule shall not apply if the change of attendance from one school to another is accompanied by a corresponding change in residence on the part of the student's parent(s) or other individual with whom the student has lived continuously for a full calendar year, which makes it necessary for him/her to attend a different school.

11.4.3 The provisions of Article 11.4.2 may be waived if the benefit of athletic eligibility is requested in writing by the principal of the school to which he/she transfers and the principal of the school from which he/she transfers consents to such waiver in writing on a form to be furnished by the Executive Director. To be effective as a waiver of the provisions of Article 11.4.2, the properly executed original form must be filed in the office of this Association together with the annual eligibility report for the requesting school. Such waiver is not effective until both the annual eligibility report and the original application for waiver of the transfer rule are received in the office of this Association. A principal should consider not approving an application for waiver of the transfer rule when he/she has evidence that reasonably leads him/her to believe that:

- (a) the student is being recruited;
- (b) the student is transferring in whole or in part for athletic reasons; or

(c) the student is transferring because of disciplinary reasons and/or misconduct. HOWEVER, a student who transfers to a member school without a corresponding change of residence on the part of the student's parent(s) or other individual with whom the student has lived continuously for a full calendar year, which makes it necessary for him/her to attend a different school, on or after the beginning of any sports season (first day of practice) shall not be eligible to compete in that sport for the duration of that school year.

The "Application for Waiver of the Transfer Rule" is Form EL6 on FHSAA.org.

11.4.4 A student who has participated as a member of a senior high school in interscholastic athletic competition during a school year prior to his/her application for membership in a home education cooperative shall be ineligible to represent that cooperative in interscholastic athletic competition for the duration of that school year unless a properly executed "Application for Waiver of the Transfer Rule" is obtained from the principal of the senior high school, and vice versa. A student who withdraws from a regular school program to enroll in a home education program and who is ineligible at the time of withdrawal from the regular school program due to his/her failure to meet academic or behavioral eligibility standards shall be ineligible to compete in interscholastic athletic competition as a home education student until he/she has successfully completed one semester in home education.

11.4.5 If a student who has transferred from one school to another after his/her initial enrollment in a member school for that school year without a corresponding change of residence which made it necessary for him/her to change schools and has secured an application for waiver of the transfer rule then elects to transfer to a third school without a corresponding change of residence which would make it necessary for him/her to change schools during that same school year, it will be necessary for him/her to secure applications for waiver of the transfer rule from all schools previously attended within that school year.

11.4.6 A student who transfers from a non-member school to a member school without a corresponding change of residence shall not be eligible to compete during a sports season unless his/her transfer occurred prior to the first day of practice for that sport.

11.4.7 A transfer student may represent the school to which he/she transfers on the sixth day following the date of his/her entry into 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 written transcript signed by the principal or his/her authorized representative of the school from which the student transferred.

11.4.8 The principal of a member school shall verify the eligibility status of a student who has transferred to another member school when requested to do so by the principal of the receiving school.

11.4.9 A student who represents a school in a state championship series sponsored by this Association in a sport during the current school year may not transfer to another school and represent the school to which he/she transfers in the remainder of the state championship series in that sport.

11.4.10 A student who is ineligible, at the time of transfer from one school to another school, because of disciplinary action or because of unsatisfactory conduct, shall not be considered for eligibility at the school to which he/she transfers until he/she has been enrolled in that school for a full semester. Enrolling in a new

school at the beginning of the school year does not decrease or eliminate the period of ineligibility.

11.4.11 A student who transfers to a member school from a school in another state or country who has been declared ineligible to participate in interscholastic athletics by the school from which he/she is transferring or by a governing association of which that school is a member shall not be eligible to participate at the member school until he/she has been enrolled in that school for a full semester.

11.4.12 Participation by a student in non-school athletics (i.e. AAU, American Legion, club settings, etc.) on a team that is affiliated with any school other than the school which the student attends, or attended the prior year, followed by enrollment by that student in the affiliated school shall be considered prima facie evidence of recruiting by the school to which that student enrolled, or that the student enrolled in that school in whole or in part for athletic reasons. Unless this prima facie evidence of recruiting or that the student enrolled in the new school in whole or in part for athletic reasons is disproved by the school and student to the satisfaction of the Executive Director, the student shall be ineligible to represent that school in interscholastic athletic competition for a period of 365 consecutive days from the date of his/her enrollment in that school. A team affiliated with the school is one that is organized by and/or coached by any member of the coaching staff at, or any other person affiliated with, that school; and/or on which the majority of the members of the team (participants in practice and/or competition) are students who attend that school.

11.4.13 A student who transfers to a new school within one calendar year of the relocation of his/her coach to that school without a corresponding change in residence shall be considered to have transferred for athletic reasons and shall not be eligible to participate in the sport(s) coached by that coach for one calendar year from the date of enrollment in the new school.

11.4.14 A student who marries and sets up residence in a different school community may represent the school which serves that community, provided the change in residence is immediate and he/she meets all eligibility requirements.

11.4.15 The assignment or reassignment of a student by the District School Board to a school other than that school in which he/she initially enrolled or at which he/she engaged in an athletic practice for that school year shall not bestow upon the student athletic eligibility in the new school unless benefit of eligibility is requested upon a form to be furnished by the Executive Director. This form must bear the signature of the District School Board Chairman, the District School Superintendent or the signature of the principal of the school from which the student transferred, and the principal of the school to which the student transferred. To be effective as a waiver of these provisions, the properly executed original form must be filed in the office of this Association together with the annual eligibility report for the requesting school. Such waiver is not effective until both the annual eligibility report and the original application for waiver of the transfer rule are received in the office of this Association. A student who transfers to a member school without a corresponding change of residence on or after the beginning of any sports season (first day of practice) shall not be eligible to compete in that sport for the duration of that school year.

11.4.16 Majority to minority assignments duly made by the District School Board shall not become effective until eligibility is requested on a form to be furnished by

the Executive Director. The principal of the sending school should grant the waiver after investigating and determining that the student's transfer is from his/her racial majority to his/her racial minority school.

11.4.17 A student who is assigned to or otherwise enrolls in an out of district public school, or a nonpublic school, may be assigned to or enroll in the public school which serves his/her district without loss of eligibility, due to the transfer, provided he/she meets all other eligibility requirements. A student who transfers to a member school without a corresponding change of residence on or after the beginning of any sports season (first day of practice) shall not be eligible to compete in that sport for the duration of that school year.

11.4.18 If the District School Board changes the school to which a student is assigned to attend, the student shall be declared eligible by the principal of the school to which he/she has been transferred, provided he/she meets all other eligibility requirements and his/her name has been submitted on an annual eligibility report.

11.4.19 A student who transfers his/her residence from that of his/her parent(s) or other individual with whom the student has lived continuously for a full calendar year, to the home of another individual who resides in a different school community because of a court order committing one or both of those with whom he/she has been living to a correctional or state medical institution shall be eligible to represent the school in which he/she first enrolls or at which he/she engages in an athletic practice following the change in residence. The residence and transfer regulations do not apply to a student who returns to his/her home after honorable discharge from a state correctional institution or to a student who returns to his/her home after serving as a page in the Congress or the State Legislature.

11.4.20 A student who transfers his/her residence from that of his/her parent(s) or other individual with whom the student has lived continuously for a full calendar year to the home of another individual who resides in a different school community because of the death of one or both of his/her parents or other individual shall be eligible to represent the school in which he/she first enrolls or at which he/she engages in an athletic practice following the change in residence.

11.4.21 In the event that a student becomes a ward of the State of Florida and is placed in a foster home, the student will be eligible so far as residence is concerned so long as he/she is enrolled in that school. Any subsequent transfer of residence that requires a change of schools shall render the student ineligible.

## 11.5 LIMIT OF ELIGIBILITY

11.5.1 A student shall be eligible for no more than four (4) consecutive academic years from the date he or she first enrolls in the ninth (9th) grade. Four years from the date he or she first enrolls in the ninth (9th) grade, he or she shall become ineligible for further interscholastic athletic competition. A student who is withdrawn from school, does not attend school, repeats any grade, is declared ineligible to participate, or otherwise fails to exercise the opportunity to participate for any reason for any length of time during this four-year period shall not be granted a waiver of this rule. Original school records shall be submitted to the Executive Director in the event of conflicting information as to the date of first enrollment in the ninth (9th) grade.

11.5.2 A student whose four (4) consecutive academic years of eligibility expires

during the season of a sport in which the student is participating shall be permitted to continue participation in that sport through the conclusion of its season provided the student meets all other eligibility requirements as set forth in these bylaws.

11.5.3 A student may participate as a sixth-grade student one year only, as a seventh-grade student one year only, and as an eighth-grade student one year only.

11.5.4 Participation or non-participation in the sixth, seventh and/or eighth grades shall not affect a student's eligibility after entering the ninth grade. A student shall have four consecutive years of opportunity for eligibility after his/her first enrollment in the ninth grade.

11.5.5 The eligibility rules of this Association are designed to promote academic achievement and to encourage students to advance with their graduating class. Unless a student exerts every reasonable effort to make up credit not earned, such effort including attendance at summer school or other alternative programs, an undue hardship request seeking a waiver of the limit of eligibility shall not be granted.

## 11.6 AGE

11.6.1 A student may participate in interscholastic athletic competition until reaching the age of 19 years 9 months, so far as age is concerned. Upon reaching the age of 19 years 9 months the student shall be ineligible for further participation in interscholastic athletic competition.

11.6.1.1 Any student reaching 19 years 9 months during the state championship series of any given sport shall be permitted to compete until the conclusion of that state championship series provided the student meets all other eligibility requires as set forth in these bylaws.

11.6.2 A junior high school student may participate in interscholastic athletic competition until reaching the age of 16 years 9 months, so far as age is concerned. Upon reaching the age of 16 years 9 months the student shall be ineligible for further participation in interscholastic athletic competition. The 16 year 9 month age limit for junior high school students applies only when two junior high schools or the junior high school departments of two combination junior-senior high schools are competing against each other. If a junior high school competes against a senior high school or the varsity team of a combination junior-senior high school, the age limit set for senior high school students shall apply to the students of the junior high school.

11.6.3 A middle school student may participate in interscholastic athletic competition until reaching the age of 15 years 9 months, so far as age is concerned.

Upon reaching the age of 15 years 9 months the student shall be ineligible for further participation in interscholastic athletic competition. The 15 year 9 month age limit for middle school students applies only when two middle schools or the middle school departments of two combination junior-senior high schools are competing against each other. If a middle school competes against a senior high school or the varsity team of a combination junior-senior high school, the age limit set for senior high school students shall apply to the students of the middle school.

11.6.4 The first time a student's name is submitted to the Executive Director on an annual eligibility report, the principal shall certify that he/she, or his/her authorized representative, has examined and approved a birth certificate, issued by an authorized agency, which shall not be based upon a delayed registration which is

less than five years old, for each student whose name appears on the annual eligibility report. An authorized agency is:

- (a) A state, county or city bureau of vital statistics, or the Department of State in Washington, DC;
- (b) A hospital; or
- (c) A Canadian church record which, under Canadian law, is an official record for vital statistics.

A passport from a foreign country or an immigration card for aliens may be accepted in lieu of a birth certificate. Photostatic or duplicated copies of documents issued by unauthorized agencies or individuals are not acceptable, even when a notary public certifies that they are exact copies of the original documents presented to him/her for such duplication.

11.6.5 When no birth certificate is available, as evidenced by a statement from the authorities of the state in which the student was born that there is no record of the date of his/her birth on file, age shall be established by:

- (a) The attending physician's affidavit; or
- (b) Submission to the Executive Director of original school records that are at least five years old and accompanied by such affidavits as may be required. Original records from schools within the same county as the school which the student is attending must be submitted to the Executive Director.

A delayed birth certificate must be at least five years old and have cleared through the bureau of vital statistics to be considered. When conflicting evidence is submitted, the record which establishes the earliest date of birth shall be deemed official. If the preceding requirements cannot be met, the Executive Director shall be furnished the following information:

- (c) place and date of birth;
- (d) name of father and maiden name of mother; and
- (e) all schools, elementary and high, previously attended.

The Executive Director shall then proceed to confirm the reported date of birth and bill the school with the cost of such confirmation.

11.6.6 The Executive Director may extend the time for filing complete information for establishing date of birth, when in his/her judgment such extension is justified; and PROVIDED, that the principal submitting the information shall be held strictly accountable for the accuracy of the date of birth given insofar as it may affect a student's eligibility because of age.

## 11.7 PARENTAL CONSENT

11.7.1 The student and his/her parent(s) or guardian(s) shall complete, sign and present to the principal each year before participation in any interscholastic athletic practice or competition a certificate of consent and release. Interscholastic athletic practice shall be considered to include any and all forms of physical conditioning, both aerobic and anaerobic, in which the student is permitted to participate regardless of whether such conditioning occurs in the preseason, offseason, summer season, or during the period of permissible organized practice. The Board of Directors shall adopt language that shall be incorporated into this certificate by each member school. This certificate shall be filed in the principal's office. The "Consent and Release from Liability Certificate" is Form EL3 on FHSAA.org.



## 11.8 PHYSICAL EXAMINATION [s.1002.20(17)(b), Florida Statutes]

11.8.1 The student each year shall undergo a physical evaluation and shall be certified as being physically fit for participation in interscholastic athletic practice or competition before being allowed an opportunity for such participation. This annual physical evaluation must be administered either by a licensed physician, a licensed osteopathic physician, a licensed chiropractic physician, a licensed physician assistant or a certified advanced registered nurse practitioner, and shall be valid for a period not to exceed one calendar year from the date of the practitioner's signature. Interscholastic athletic practice shall be considered to include any and all forms of physical conditioning, both aerobic and anaerobic, in which the student is permitted to participate regardless of whether such conditioning occurs in the preseason, offseason, summer season, or during the period of permissible organized practice. The physical evaluation shall include a medical history questionnaire that must be completed and signed by the student and his/her parent(s) or guardian(s). The Board of Directors shall adopt minimum requirements for the physical evaluation to which each member school shall adhere. The fully executed physical evaluation form signed by the physician or practitioner and the medical history questionnaire signed by the student and his/her parent(s) or guardian(s) shall be filed in the principal's office.

11.8.2 While only one certificate a year is required, subsequent examinations are recommended, and additional examinations should be required by the principal and coach for their own protection, as well as that of the student, immediately upon detection of the slightest indication of undue fatigue or other ill effects during practice or competition.

The "Preparticipation Physical Evaluation" is Form EL2 on FHSAA.org.

## 11.9 AMATEURISM

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

See Policy 27, "Guidelines for Participation by Student-Athletes in Coaching Schools, Camps, Clinics, Workshops," on page 154.

11.9.2 No awards of any kind having utilitarian value may be made by members of this Association or by any individual or organization whatsoever to students for participation in interscholastic athletics. Medals, trophies, ribbons, plaques, school letters, school sweaters, school jackets, and school award blankets are hereby declared to be of decorative value rather than utilitarian value, within the meaning of this article, and may be awarded. Championship rings, sweaters, jackets or award blankets may be accepted by students provided they are presented by the

school which they represent.

11.9.3 When a student participates in non-school sponsored competition at any time during the calendar year, the student is governed by the amateur rules of the amateur governing body of that sport. If the student violates the amateur rule of the amateur governing body for the sport, the student is ineligible for interscholastic athletic competition in that sport.

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

11.9.5 Violation of the amateur rule in one sport does not make a student ineligible in all other sports.

#### 11.10 ALL-STAR PARTICIPATION

11.10.1 A student who participates in an all-star contest in a sport, prior to completing his/her interscholastic athletic eligibility in that sport, shall be ineligible to represent any member school in that sport for a period of one calendar year from the date of participation in the all-star contest. An all-star contest is one in which the participants have been selected or invited to participate as the result of their performance as a high school athlete.

See Policy 28, "Guidelines for Participation by Student-Athletes in All-Star Games," on page 155.

#### 11.11 UNSPORTSMANLIKE CONDUCT

11.11.1 Students shall adhere to the principles of good sportsmanship and the ethics of competition prior to, during and following all interscholastic athletic contests in which they represent their school. The Board of Directors shall establish penalties for students who violate these principles and ethics which may include barring such students for a period of time from participation in future interscholastic athletic contests.

See Article 8 of these Bylaws on page 39; as well as Policy 32, "Policy on Unsportsmanlike Conduct," on page 158.

11.11.2 A student who, prior to, during or following an interscholastic athletic contest, commits an act of a malicious and hateful nature toward a contest official or an opponent, shall be guilty of gross unsportsmanlike conduct and be ineligible to participate in interscholastic athletic competition for a period of six weeks. Such malicious acts shall include, but not be limited to, cursing, striking or threatening a contest official during a contest or at any other time because of resentment over occurrences or decisions during a contest; physical contact with an opponent that is beyond the normal scope of competition and which appears to be with the intent of inflicting bodily harm on the opponent; spitting on a contest official or opponent; directing gender, racial or ethnic slurs toward a contest official or opponent; or other such acts which may be deemed as unacceptable conduct either by the principal of the member school the student attends or this Association. The Executive Director, the Sectional Appeals Committee or the Board of Directors on appeal, may restore the eligibility of such a student prior to the expiration of the six weeks when in his/their opinion the student has been properly disciplined by the authorities of the school which he/she attends and the student signs a written statement of his/her intention to comply with the provisions of Articles 8.1.1 and 11.11.1 of these Bylaws in the future.

11.11.3 In matters pertaining to personal conduct in which interscholastic athletic competition is not involved, the member school which the student(s) attend shall be the judge as to whether the student(s) may play on its team.

Florida Statutes establish that a school district may adopt a code of conduct by which students must abide to be eligible to participate in interscholastic athletic competition. Ineligibility due to violations of such codes of conduct cannot be waived by this Association.

11.11.4 A student who uses anabolic steroids or other performance-enhancing drugs shall be ineligible for interscholastic athletic competition until such time as medical evidence can be presented that the student's system is free of anabolic steroids or other performance-enhancing drugs.

See Policy 33, "Policy on the Use of Alcohol, Tobacco and Other Substances," on page 160.

#### 11.12 USE OF ATHLETES

11.12.1 Only students who are currently eligible to participate in an interscholastic athletic contest shall appear at the contest in the uniform of their school. An ineligible student shall not be allowed on the players' bench, in the team box or on the field of play, in athletic uniform during an athletic contest. A student in athletic uniform during an athletic contest is defined as having participated. Any member school which allows a student to participate in interscholastic athletic competition (dress in uniform) in violation of the regulations of this Association will be held guilty of using an ineligible student and subject to the penalties assessed.

11.12.2 A student who falsifies information to gain eligibility status that causes a member school to violate eligibility rules of this Association shall be declared ineligible to represent any member school for a period of one year from the date of the discovery of the violation.

#### 11.13 ANNUAL ELIGIBILITY REPORT

11.13.1 It shall be the responsibility of the principal of each member school to file an annual eligibility report with the Executive Director concerning the status of each prospective student-athlete. This information shall be reported electronically online through means provided by the Association. The annual eligibility report for each student-athlete shall contain all the information required, including the legal name of the student-athlete written exactly as it appears on his/her birth certificate. A student-athlete shall be eligible to participate in interscholastic athletic competition on the same day as his/her name is submitted to the Association office. Violations of the provisions relative to date of filing annual eligibility reports shall result in a financial penalty as determined by the Board of Directors.

11.13.2 Eligibility is not by sports season. When a student-athlete has been reported on an annual eligibility report to the Executive Director for a school year and declared eligible by the principal, the student-athlete may participate in any and all sports during the school year as long as the student-athlete maintains current eligibility requirements.

#### 11.14 OFFICIAL ELIGIBILITY RULINGS

11.14.1 Each member school principal or his/her designee having reasonable cause to believe that a student is ineligible to participate in, or continue to participate

in, interscholastic athletic competition under any provision of these Bylaws may request an official ruling on the student's eligibility from the Executive Director on a form to be provided by this Association, and must do so at the student's request. A member school which requests an official ruling on a student's eligibility shall submit in writing on the form a full statement of the facts surrounding the student's ineligibility. The Executive Director, or his/her designee, within a reasonable amount of time, shall issue a ruling based on the statement of facts which is provided in writing on the form and any other information available to the Executive Director, which additional information shall be included in the official ruling related to the student's eligibility. In the event the Executive Director later determines that incomplete or inaccurate information has been included in the statement supporting the member schools request for an eligibility ruling, the ruling may be retracted and such penalties as deemed appropriate may be imposed by the Executive Director against the member school requesting the ruling. Only those rulings which are issued in writing and signed by the Executive Director, or his/her designee shall be official. This bylaw does not relieve the principal or his/her designee from his/her responsibility of ensuring the eligibility of all students who are allowed to participate in interscholastic athletic competition on behalf of his/her school, or from any other responsibility as set forth in Bylaw 7.4.1.

The "Request for Eligibility Ruling" is Form EL10 on FHSAA.org.

11.14.2 A student who is determined to be ineligible by a member school principal or his/her designee, or ruled ineligible by the Executive Director, shall be provided with notice of his/her ineligibility either in writing or by delivering said notice in person. The notice shall specify the reason(s) for the ineligibility and identify the individual provision(s) of these Bylaws involved. The student shall also be informed of his/her right to have the school appeal the decision of the principal or his/her designee to the Executive Director, or the Executive Director's ruling to the Sectional Appeals Committee; or to file a request for undue hardship waiver on his/her behalf, in accordance with the provisions of Article 13 of these Bylaws.

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### **Academic Eligibility**

Central Florida Prep School does not have an academic policy regarding extra-curricular activities and participation, but adheres to the FHSAA policy of each student-athlete must maintain a cumulative GPA of 2.0 to be eligible. If a player is having academic difficulty coaches will support the efforts of the player to get themselves back on track.

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### **Athletic Team Commitment**

If, for some reason, a student decides to stop participating on a team, or the student is dismissed from a team, then he or she will not be permitted to join or participate in any other sport for the duration of that sport season. Students receive a pass or fail grade for the Varsity Athletic period. Failure to fulfill his or her commitment, regardless of the timing (beginning, middle, or end of the term), will result in a loss of athletic credit for the semester and the student will be removed from the athletic period. The Athletic

Director will have the final say in determining athletic credit. Students with medical concerns must have their status reviewed by the Athletic Director. The Athletic Director will consult with the School Principal or Director to determine eligibility on a case by case basis.

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### **Team Practices During School Holidays**

Most teams practice or have games during school holidays. The level of commitment on a team requires that the athlete participate in these practices during vacations. Families of athletes need to understand that in order for our teams to be competitive, formal mandatory practices will and do take place during vacations. If you are the parent of an athlete, plan on your son/daughter having to participate in these practices. If your son/daughter cannot attend these mandatory practices, then it has to be understood that there may be consequences for failure to attend. These consequences are determined by the coaches. Consequences vary and are handled by each individual coach. If there are special circumstances concerning a student, then the parents need to inform the coach as soon as possible.

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### **Game/Practice Cancellations**

In the case of inclement weather, games may have to be rescheduled. For the Middle School games, a decision is made as close to departure time as possible. This may mean that a decision is not made until 1:30. For high school games, decisions are made between 2:30 and 3:30, depending on whether it is a home or away contest. All game day changes will be posted at <http://www.cfprep.org/athletics/> . If you have additional questions, contact the front office at 407-290-8073. During the fall and spring seasons, if weather is bad, practices are generally moved indoors.

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### **Team Uniforms and Equipment Purchases**

Each individual sport will have a spirit pack, which will include any additional apparel or equipment needed for the sport. Spirit pack items are an additional expense. Some teams place orders for team items such as sweat-shirts, jackets, etc. These are items that are not mandatory for participation and purchased as an extra item by the athlete. If a student is issued any equipment/uniforms and an item is lost, then the student will be billed for that item. The cost of replacing a single uniform item can be very expensive, so we hope that the students will make every effort to return all uniform pieces.

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### **Absence Policy**

Attendance at practice and games is an obligation every athlete must adhere to. This insures proper preparation for each contest and allows coaches to effectively evaluate the progress of the players and the team. There are some programs that either have practices and/or games on Saturdays. It must be understood that Saturdays are a part of some programs. **Missing practices or games for other club/AAU teams is not considered an excused absence.** If an individual coach wishes to grant exemptions to these rules, then that is up to the individual coach. The Athletic Director must be informed by the coach if a student has been

granted leeway with respect to missing weekend or any practices. This policy is subject to the discretion of the Athletic Director.

If an athlete is injured, he/she must see the Athletic Director. If an athlete has an injury that requires rehabilitation, then this needs to be worked out with the trainer and coach. If the trainer wants the athlete to work with him during practice hours, then the athlete is required to attend. If an athlete is unable to begin rehab right away, then the athlete is expected to attend practice and observe unless the coach gives permission for the absence.

Only the following are considered excused absences:

- Documented illness
- Religious observance
- Family emergency or event (i.e. wedding, funeral, birth)

The Athletic Department asks that the coaches be notified as soon as possible if an unexpected absence is going to occur. **Notification after the absence will not be excused.**

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### **Alcohol/Drugs/Tobacco**

The Athletic Department staff strives to instill in students the importance of a healthy life style in order to compete at the highest possible level. Athletes will be encouraged to put maximum effort into workouts and follow healthy habits such as eating three well-balanced meals, drinking plenty of water, and getting adequate rest as the best way to improve athletic performance.

It is the policy of the school, as stated in The Central Florida Prep School Handbook, that "a student may be suspended or dismissed for possessing, using, or selling alcohol or illegal drugs on campus or during a school-sponsored event, including being present at school or school activities while under the influence of alcohol or illegal drugs. Smoking, chewing, or possessing tobacco products on campus or at school-sponsored events is also against school policy and subject to disciplinary action. The Athletic Department will hold athletes accountable to these school policies. Coaches will take a leadership role in educating student-athletes of the dangers of alcohol and illegal drugs, and their negative impact on a healthy lifestyle.

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### **Athletic Department Supplement Policy**

The Athletic Department strongly discourages the use of so-called "performance-enhancing" supplements and adheres to the following policy.

It is not the practice of the CFP coaching staff to endorse, supply or otherwise promote the use of any supplement or substance. Supplements are not regulated by any federal agency and therefore, the quality, contents and purity of these substances is in question. Because they cannot be deemed safe and effective, no coach shall provide or promote the use of any supplement by CFP athletes. Also, as our athletes are under the age of 18, we are prevented from legally giving any substance (supplement, over the counter medication, prescription medication, etc.) without parental consent. It is our policy to promote a healthy lifestyle through proper diet, exercise and rest. The athlete's physician, who has a more complete medical history and would be more aware of any potential drug interactions or complications, best answers questions regarding supplements or other products.

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## **Injury/Illness**

If a serious injury occurs during a practice or game, the coach will contact parents immediately. If the injury is serious enough that medical attention by a doctor is required, parents will be notified as to the location your son/daughter will be taken.

If the injury is serious enough that your son/daughter will be unable to participate and has been seen by a physician, then in order to return to athletic participation, a note from the attending physician is required. If an athlete is injured, he/she must see the athletic trainer. If an athlete has an injury that requires rehabilitation, then this needs to be worked out with the trainer and coach. If the trainer wants the athlete to work with him/her during practice hours, then the athlete is required to attend. If an athlete is unable to begin rehab right away, the athlete is expected to attend practice and observe unless the coach gives permission for the absence.

If an athlete is seen by a physician or health care provider for any illnesses or injuries that may occur outside of CFP, he/she is required to have a written clearance notice given to the athletic trainer before returning to any participation of practices or games.

If your athlete is injured and you have questions regarding their medical care or the need for a possible referral please contact:

- Mr. Chip Coburn @[chip@cfprep.org](mailto:chip@cfprep.org) or (407) 290-8073

## **Central Florida Preparatory School Sports Medicine Concussion Policy and Procedures**

### **What is a Concussion?**

A concussion is a complex patho-physiologic process affecting the brain, induced by traumatic biomechanical forces secondary to direct or indirect forces to the head. A concussion is caused by a blow or jolt to the head that disrupts the function of the brain. A concussion results in a wide range of physical, cognitive, emotional and/or sleep related symptoms. Symptoms include but are not limited to: headache, nausea, sensitivity to light/noise, fatigue, drowsiness, irritability, and feeling slowed down and/or foggy. Duration of symptoms is highly variable and may last from several minutes to days, weeks, months, or even longer in some cases. The severity of concussions can be graded on a scale of 1st degree, 2nd degree, or 3rd degree or mild, moderate, or severe. Whereas in the past, concussions were graded after the initial injury, now it is recommended to grade a concussion dependent of how long it took for the symptoms to subside.

### **What is Second Impact Syndrome?**

Second Impact Syndrome (SIS) occurs when an athlete, who has already sustained a head injury, sustains a second head injury prior to complete resolution of symptoms. This often occurs because a person has returned to participation too soon. Most persons do not realize that it may take days and weeks for concussion symptoms to resolve. Second Impact Syndrome most likely affects young athletes (jr/sr high school), however, any athlete who returns to play too soon is a possible candidate. Second Impact Syndrome is a very serious condition that has been linked to permanent brain damage or even death.

### How will a suspected concussion be managed at CFP?

A student athlete with a suspected concussion will be evaluated by an Athletic Trainer at the time of injury. The Athletic Trainer will decide, based on present symptoms, if the student athlete needs immediate referral to the ER. If no immediate referral is necessary the student athlete will be sent home with care instructions to be given to and followed by a parent or guardian. The athlete will follow up with the athletic training staff in the athletic training room the following day or next day back at school.

Home care instructions will include the following list of signs and symptoms. An athlete should be taken to the emergency room if any of the following signs or symptoms are severe or worsening:

Signs	Symptoms
Appears to be dazed or stunned	Headache
Confused about assignment	Nausea
Unable to remember plays	Dizziness or balance problems
Unsure of game, score, opponent	Double or fuzzy vision or any other visual alteration
Slow to answer questions	Sensitivity to light and/or noise
Moves clumsily	Feeling sluggish or slow
Loses consciousness	Feeling "foggy" or groggy
Vomiting	Concentration or memory problems, confusion
Shows behavior or personality changes	Extreme fatigue
Can't recall events before the hit	
Can't recall events after the hit	

A student athlete at CFP will not return to activity until they are cleared by a written doctor's note/letter releasing the student athlete to play sports.

### What is the return to play protocol after a student athlete has been diagnosed with a concussion?

The return to play progression is a multi-step process. It will begin once the athlete is symptom free for 24 hours.. In addition, the athlete must have clearance from the supervising doctor. At this point, the athlete will have to complete the return to play protocol as set by the student's physician. Upon successful completion of all of the above the athlete will be able to return to practice. They must complete one day of practice, non-contact, symptom free, before they are allowed to practice fully.

### Any questions please contact:

Ms. Alicia Weber 352-874-4363 / [aweber@cfprep.org](mailto:aweber@cfprep.org), Sandy Graf: 407-290-8073 / [sandy@cfprep.org](mailto:sandy@cfprep.org), or Rowena Flanders-Ramos 407-290-8073 / [rowena@cfprep.org](mailto:rowena@cfprep.org)



## References

Cantu, R.C. (1996). Head injuries in sport. *British Journal of Sports Medicine*, 30, 289-296.

Guskiewicz, K.M. et al. (2004). National athletic trainers' association position statement: management of sports related concussion. *Journal of Athletic Training*, 39, (3): 280-297

Ohio Wesleyan University Athletic Training Concussion Policy

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### Heat Index Policy

If the temperature exceeds 100 degrees, the air quality is deemed unhealthy, or the heat index reaches a level for concern, the Athletic Director or Coaches will be responsible for informing the students and/or parents.. If extreme heat occurs practices will be held early in the morning and later in the day to avoid the hottest part of the day. Practices times will also be shortened. Athletes will be kept well hydrated and will be monitored carefully by the coaching staff and training staff for any signs of distress.

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### Lightning Policy

When lightning is detected in the area, all games and practices in session will be suspended immediately by the officials or the head coach. All players and fans must leave the playing area immediately. No contest or practice will resume until the detector sounds three blasts to indicate a safe atmosphere. Officials and the Athletic Director will always have the final word on the continuation of the game.

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### Permission to Participate/Consent to Treatment Forms

#### An important note from the Athletic Training Office:

In order to be eligible for all sports in the current **school year** athletic programs, a “**Pre-participation Physical**” and “**Consent and Liability**” form must be **on file in the school office**. All athletes will need a **new physical and consent form** for the 2012-13 season. Physicals must be dated after April 1, 2014 in order to be valid for the 2014-2015 season. Turn all of your forms into the Athletic Training office. Copies of these forms can be downloaded on the school website, under forms.. *Please be sure to download BOTH forms and return completed forms to the athletic director.*

No athlete will be allowed to participate without these important forms on file in the athletic training office.

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### **Early Dismissals for Games**

Early dismissal for games happens throughout the course of the year. The Athletic Department tries to avoid scheduling games before 4:00 p.m. Travel to some visiting schools makes early dismissals unavoidable. It is the student's responsibility to make sure they inform their teachers of an early dismissal and they are responsible for all assignments missed.

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### **Transportation to and from Games**

The school provides transportation for most athletic events. Whenever school transportation is provided, students must travel to and from events with their group unless parents have made prior arrangements with the Coach. In no case is a student allowed to make his or her own arrangements with a coach. In some instances, arrangements will be made between coaches and parent volunteers to assist with transportation.

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### **Team Banquets**

Each sport program will host an end of the season award banquet for all levels of teams involved in their program. Specific details concerning the venue can be found on each individual sport's web page.

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### **College Athletics**

Central Florida Prep is seeing more and more of its student-athletes going on to college to play intercollegiate sports. The coaches, athletic director, and the college counselor are always available to answer any questions you have regarding college athletics. These people will assist in any way to help your son/daughter find a school where they might be able to continue to pursue athletic aspirations. If your son/daughter does plan on playing college athletics at any division, they need to file with the NCAA Clearinghouse. This paperwork can be completed on line at [www.ncaaclearinghouse.net](http://www.ncaaclearinghouse.net). And also needs to be filed at Central Florida Prep with Ms. Sandy Graf, the school principal. CFP offers individual counseling each year to help answer some of the questions concerning the college-bound student-athlete. Call the school office to schedule a conference with Ms. Graf to find out more about registering your student athlete and the requirements for college admission.

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### **Team Photographs**

An independent company selected by the Athletic Director will take team and individual photos, which may be purchased by all team members. Only players, managers and coaches are to be present in the photo. Coaches will wear coaching shirts provided by the school and players will be dressed in the team uniform. Players out of uniform may not be included in the team picture. Every effort will be made to insure that all players are present for the picture.