MIAMI-DADE COUNTY PUBLIC SCHOOLS

School Operations
Division of Athletics, Activities, and Accreditation

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UNSPORTSMANLIKE ACT BY A STUDENT-ATHLETE

Student-athletes who commit unsportsmanlike acts before, during, or after a contest will be subject to the following suspension levels.

**Level 1 Suspension:** A student-athlete who commits an unsportsmanlike act or a flagrant foul for which he/she is ejected from the contest will be ineligible to compete for the remainder of that contest and for the next contest, at the same level of participation in the sport of the suspension and in any interscholastic athletic contest in any sports, at any level, during the period of suspension, in all sports. If the unsportsmanlike act or flagrant foul 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.

**Level 2 Suspension:** A student-athlete, who receives a second Level 1 Suspension or commits an unsportsmanlike act, will be ineligible to compete in any interscholastic athletic contest in any sport, at any level, for a period of up to six (6) weeks.

All incidents must be reported to the Division of Athletics & Activities Middle Schools Athletic Program Office within two days via fax or email.
UNSPORTSMANLIKE ACT BY A COACH

**Level 1 Suspension:** A coach who commits an unsportsmanlike act for which he/she is ejected from the contest will be ineligible to coach for the remainder of that contest and for the next contest, at the same level of participation in the sport of the suspension and in any interscholastic athletic contest in any sports, at any level, during the period of suspension. A teacher or athletic coordinator can coach the remainder of the game and for the game the coach is suspended. If no one is there to coach after the coach is ejected, the game is over and is a forfeit.

**Level 2 Suspension:** A coach, who receives a second Level 1 Suspension or commits an unsportsmanlike act, will be ineligible to coach in any interscholastic athletic contest in any sport, at any level, for a period of up to six (6) weeks. When a coach is disqualified (ejected) from a contest, the coach shall immediately leave the premises or facility (i.e. gymnasium in basketball, volleyball, and wrestling; stadium/field in soccer and softball, etc.) to a place where the coach is not visible to either student-athletes, officials, spectators, or other coaches, and to where the contest itself is not visible to the coach. A disqualified (ejected) coach shall not have further contact with or give instruction to athletes or other members of the coaching staff for the remainder of the contest, including halftime, intermission, breaks between quarters, periods, or innings, and post-contest activities.

A coach who is suspended from the next contest after having been disqualified (ejected) from a previous contest shall not attend the contest from which he/she has been suspended in any capacity and shall not be present at the site of such contest. A suspended coach also shall be prohibited from accompanying his/her team to the site of the contest.

All incidents must be reported to the Division of Athletics & Activities Middle Schools Athletic Program Office within two days via fax or email.
ADMINISTRATION AND ORGANIZATION

The Division of Athletics & Activities MSAP Office and the Sports Chairpersons Committee designate the beginning and ending date for each sports’ season. The Division of Athletics & Activities MSAP Office and Athletic/Activities Coordinator are responsible for the administration of the MSAP. The MSAP Office ensures that the Division of Athletics & Activities MSAP is administered in accordance with the overall goals and objectives of the physical education program and that there is an interrelated continuity and balance between the programs.

Participating schools are updated on rules and regulations for effective participation in the athletic program. Current information is disseminated as follows:

1. **MSAP Manual** – All middle schools are to utilize the Middle Schools Athletic Program Administrative Procedure Handbook to govern procedures for athletic participation. The National Federation of State High School Associations’ rule books are to be used except where rule changes are outlined in the Middle Schools Athletic Program Administrative Procedure Handbook. This document is a basic source of athletic program information and is to be in the possession of every middle school Principal. Athletic/Activity Coordinator and physical education department; it can be viewed at [http:msap.dadeschools.net](http:msap.dadeschools.net).

2. **Athletic/Activity Coordinator Meetings** – All middle schools Athletics/Activities Coordinators are required to attend mandatory District meetings.

3. **Sports Memorandum** – A memorandum is sent via email to each facilitator prior to the coaches’ meeting. It provides facts regarding dates, location, time, and information relative to each sport.

4. **Middle Schools Athletic coaches’ Meeting** – A district meeting is held prior to each sport at which coaches discuss pertinent rules and regulations, tournament organization, and general guidance. Coaches are required to attend these meeting as per District guidelines. If the coach is unable to attend either the Athletic/Activities Coordinator or Assistant Principal must attend for him/her.

5. **Sports Calendar** – Dates are provided for all coaches meetings, the beginning of the interscholastic programs, playoff dates, and the formats for competition in the interscholastic program.

6. **Sports Rule Books** – Nationally distributed rule books written for interscholastic athletic competition are made available. The National Federation of State High School Associations, 11724 Plaza Circle, P.O. Box 20626, Kansas City, Missouri 64195 – telephone number (800)776-3462, publishes them. Order online at [www.nfhs.com](http://www.nfhs.com). Additional, rule books may be obtained from the FHSAA, telephone number (904)373-9551.
The following terms refer to the levels at which competition may occur during participation in the MSAP:

**Sports Zones** – An organizational and geographic assignment of all MSAP member schools based upon the number of schools participating in a specific sport. There are eight zones.

**Tournament/Sports Day** – One day is set aside for interschool competition. A Sports Day is necessary due to time restraints and the logistics involved with certain sports. Coaches are required to follow all School Board rules involving field trips and transportation of students.

**After School Competition** – Interschool competition that provides the participants of one school with the opportunity to travel to another school to play. Schools compete in round robin tournaments to provide a Sports Zone winner for Division Playoffs. This competition takes place after school unless the principals of both competing schools agree upon a different time.

**Division Playoff** – The North Sports Zones (1 – 4) compete in the North Divisions; the South Sports Zones (5 – 8) compete in the South Division. The Division Playoffs precede the County Finals.

**County Finals** – This is the most advanced level of competition, involving championship teams from the North Division in competition with teams from the South Division. The winner is recognized as the M-DCPS Middle School Champion.

Participation in the MSAP is optional and a school may participate in any or all of the sports being offered. Each school has the responsibility to develop procedures to follow regarding the following: posting names of participants, parental permission, transportation, make-up work, publicity, and academic and conduct requirements. For many of these areas, District mandated procedures must be followed. As to academic requirements, the District policy takes precedence over school-based policies. The MSAP requires all 7th and 8th graders to have at least a 2.0 in grade point average for the previous grading period in academics and conduct in order to be eligible for participation. At the start of the school year, the final academic grade and the 4th nine weeks conduct grade of the previous year determine eligibility. 6th graders are given the 1st nine weeks as an adjustment period. Starting at the end of the 2nd nine weeks 6th graders will be held accountable for having a 2.0 in academics and in conduct in order to be eligible for participation.
COACHING SUPPLEMENTS

Supplements are to be paid in accordance with the present contractual agreement. A coach shall not receive more than one supplement per sport. All coaches shall complete the M-DCPS Coaching Agreement Form No. 7308 which must be signed by the coach athletic/activities coordinator and the principal. Coaches accepting a supplement to coach a sport are expected to conduct practice and have their teams compete against other approved MSAP teams during the identified sports season.

Each season will require a minimum of six weeks for every sport, except bowling.

Sports that may receive two supplements per school (1 boy, 1 girl):
Basketball
Cross Country
Soccer
Softball
Track and Field
Volleyball

Sports that may receive one supplement per school:
Bowling*
Golf
Flag Football (Girls only)
Swimming
Tennis
Wrestling

* The bowling coach will receive a half supplement since the bowling season will be a minimum of three weeks in length.

AUTHORIZED SUPPLEMENTS PER SCHOOL

<table>
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<tr>
<th>SPORT</th>
<th>BOYS</th>
<th>GIRLS</th>
<th>BOYS/GIRLS</th>
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<td>Basketball</td>
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<td>1</td>
<td>0</td>
<td>2</td>
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<td>Softball</td>
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<td>Track &amp; Field</td>
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<td>0</td>
<td>2</td>
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<tr>
<td>Volleyball</td>
<td>1</td>
<td>1</td>
<td>0</td>
<td>2</td>
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<tr>
<td>Golf</td>
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<td>Flag Football</td>
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<td>Swimming</td>
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<td>.5</td>
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<td><strong>Total Per School</strong></td>
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<td><strong>17.5</strong></td>
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</table>
Intramural supplements allocated to each middle school shall be for a six week period of time. Unassigned coaching supplements may be converted, at the discretion of the principal, to intramural supplements. One coaching supplement will convert to two intramural supplements. A school may not exceed a total of 20 intramural supplements. Intramural supplements may not be paid for a “try-out time” for coaching a sport.

All middle school coaching supplements will be paid as a lump sum payment upon conclusion of the sports season.
FUNDING

Determination of the amount of funds to be allocated to each school is based upon the following criteria:

1. The amount of funds presently available in the school’s Middle School Sports Funds (Internal Accounts, Fund 4).

2. The school’s projected degree of participation in MSAP, with respect to the number of sports and the number of teams in each sport.

3. The anticipated needs for each school with respect to uniforms, transportation, officials, and fees, as interpreted by the Division of Athletics & Activities MSAP Office.

The funds are allocated to schools that actually participate in MSAP approved competitions and are restricted to:

4. **Transportation** – These funds can only be expended for athletic teams and coaches traveling to and from authorized MSAP competitions. Any other type of travel expenditure is not considered official under these regulations. **Funds account number – 5004-0443**

   Mileage reimbursement for coaches is authorized in accordance with School Board policy.

5. **Uniforms/Equipment** – Authorized uniforms and equipment purchased through the Fund 4 account will remain the property of the school. Any uniforms/equipment purchased from this account should last a minimum of three years before replacement. Only those items checked or listed on the following chart will be considered as an authorized expense from the fund 4 account. **Cheerleaders’ uniforms are not an allowable expenditure from this account.**

6. **Internal Funds** – Authorized for expenditures for officials and entry fees into MSAP events. **Funds account number – 5004-0498**
REGULATIONS

An essential element of all activities conducted within the MSAP is the emphasis placed upon professional responsibilities, courtesy, and the adherence to the principles of sportsmanship. This section details items, which should be followed in order to ensure the success of all interscholastic athletic events.

A. Middle School Coach

1. The designated coach must be a full-time Miami-Dade County Public School employee who is totally responsible for the supervision of the school’s team. The coach must remain with a team during the entire competition. All non-instructional coaches must possess a valid coaching certificate from the State of Florida and be employees of Miami-Dade County Public Schools. (School Board Policy 3120.03 – Athletic Coaches)

2. The coach should have a thorough knowledge of the rules of the sport being coached, safety precautions, and all District policies and guidelines.

3. It is **expected** and **required**, that the behavior and conduct of the coach will reflect the highest **professional standards**.

B. School Entries

1. **Participation Requirements** – Schools must enter a varsity team (7th and 8th grade) in each sport in which they are participating. They may enter a junior varsity team if they wish.

2. **7th & 8th Graders Required GPA** – Students in 7th or 8th grade must meet the current grade point average requirements established by the District.

3. **6th Graders Required GPA** – 6th graders are given the 1st nine weeks as an adjustment period. Starting at the end of the 2nd nine weeks 6th graders will be held accountable for having a 2.0 in academics and in conduct in order to be eligible for participation.

4. **Varsity Age Limit** – A student-athlete may participate in interscholastic athletic competition at the middle school level until the day he/she reaches the age of 15 years 9 months.

5. **Junior Varsity Age Limit** – A student-athlete born before September 1, 2002 may not compete in this team category.
C. Crowd Control

1. **Sports Day** – The host school is required to take the following actions prior to the beginning of the competition to ensure the successful completion of the athletic event.

   a. **Coaches’ Meeting** – Outline the expected behavior of fans, players, and coaches at the coaches’ meeting and ensure that the coaches of the participating schools are aware of their role in maintaining order. Appoint participating coaches to be responsible for specific supervisory tasks.

   b. **Players’ Meeting** – Meet with all teams before the Sports Day competition begins to explain the rules for the day and the expected behavior from players and coaches.

   c. **Officials’ Meeting** – Meet with the officials so there is uniformity in the implementation of the rules of behavior established for the day. Review the MSAP rule changes with officials.

   d. Assign a designated area for spectators of the event.

   e. Introduce to the officials and other coaches the principal or the administrator serving as the designee who will provide the necessary support, if called upon, to assist with discipline and/or injury problems.

D. Seasonal Play

The home team is responsible for ensuring that all participants and spectators maintain appropriate behavior. Expected behavior on the part of coaches, players, and fans should be discussed and agreed upon during the coaches’ meeting held prior to each sports’ season. The home team coach should take the following action to ensure that the competition is conducted in a safe environment:

1. Provide a copy of the master schedule to the Assistant Principal in charge of athletics and activities and the school’s Athletic/Activities Coordinator to ensure proper coverage and crowd control arrangements are made for all home contests.

2. Notify the School Resource Officer (SRO) that the school will be conducting interscholastic competition. Give the SRO assigned to the school a copy of the schedule so he/she will know the date, location, and time of the home games.
3. Arrange for the availability of a telephone in the event that police or fire rescue assistance is needed at the game.

4. Arrange a meeting before the game with the opposing coach and the officials. Consensus should be reached on the handling of behavioral problems that might arise during the contest.

5. Discuss with the principal the possibility of potential crowd control problems at a contest so that an administrator can be assigned to supervise.

6. If the host school employs security personnel, the individual should be assigned to assist with crowd control.

E. Limitations on Non-Participants

Because of the need to protect the facilities and the safety of tournament day participants, it is necessary to impose the following regulations on non-participants:

1. Cheerleaders may accompany teams to sporting events if there is approval from the principal and adult supervision is provided. This supervision should be someone other than the coach of the participating team.

2. Non-students – In accordance with M-DCPS policy, non-students are not allowed on school premises and should be discouraged from attendance at park events. This limitation does not apply to parents, student teachers, and other teachers who may be transporting participants, or providing other types of assistance.
PROCUREMENT AND PAYMENT OF OFFICIALS

A. Procurement

The requirements for the procurement of officials are based upon the sport and the level of competition. The specific needs for officials will be discussed at the MSAP coaches’ meeting. The following sports generally do not require the procurement of officials by the individual coaches, as this responsibility is handled by the MSAP Office for Playoffs and County Final competitions: Bowling, Cross Country, Golf, Swimming, Tennis, and Track and Field.

In order to facilitate the functioning of each interscholastic sport’s competition, a high priority must be placed upon the selection of officials. Qualified officials are selected based upon the following order of selections:

1. FHSSA, GMAC card-carrying officials – Coaches may ask to see the card.

B. Payment

Officials are to be paid according to the number of games/matches or meets officiated and the number of officials used. Payments must correspond with the following schedule:

1. **Basketball, Softball, and Volleyball** – For the regular season and play-in games, one official is used and is to receive $20.00 from each school. For playoffs, two officials are used and each school is to pay one official $40.00.

2. **Soccer** - For the regular season and play-in games, one official is used and is to receive $20.00 from each school. For playoffs, two officials are used and each school is to pay one official $50.00.

3. **Wrestling** – An official is to receive a total sum of $40.00 for officiating any number of varsity team matches, up to a maximum of 13 matches. For officiating any junior varsity/exhibition matches, which precede the varsity matches, an official is to receive an additional total sum of $10.00.

4. **Flag Football** – For all games two officials are used and each school is to pay one official $40.00.

FORMS NEEDED:

   a. **Compensation for Athletic Game Officials Form FM-6697** – The official must print the correct ID# legible for the treasurer and sign his/her name.

   b. **Check Requisition Form FM-0992** – Get from the school treasurer
PLAYOFFS

Playoffs are to be conducted according to the following guidelines:

A. Definition of Playoff

1. **Play-in Games** – Top 16 teams play in zone match-ups to determine who will represent zones at the divisional playoffs.

2. **Division Playoff** – A Sports Day Tournament comprised of Sports Zone winners from zones 1 – 4 and zones 5 – 8.

3. **County Finals** – Competition following the Division Playoffs matching the winner from zones 1 – 4 against the winner from zones 5 – 8.

B. Type of Tournament

1. **Play-in Games** – Winner moves on, loser is done.

2. **Division Sports Day** – Play-in winners play Semifinals and winners play the finals to determine a north champion and a south champion.

3. **County Finals** – Competition following the Division Playoffs between the north champion and south champion.

C. Eligibility of Players

An eligible player in a team sport may be added anytime during the regular season as long as he/she meets the age limit and has a minimum of a 2.0 GPA in academics and conduct for the previous nine weeks. A player on a junior varsity roster may be moved up to the varsity roster. Once having done so, they may **not** move back down and must play in one varsity game prior to the Division Playoffs.

D. Playoff Dates

The **MSAP** Organization Calendar should be referred to for playoff dates.

E. Arrangements for Divisional Playoff

1. All schools must send the scores to the person in charge of scheduling after each game. Scores will be posted on the schedule and standings for zones will be posted on the scoreboard.
2. If a two team tie results at the end of zone play, the tie is decided by who won
the game in head to head competition.

3. If a tie results between three or more teams the following tie breakers will be
used:
   a. Head to head
   b. Total points scored*
   c. Point differential

* For total points scored to avoid teams running up the score teams will
receive no more than the following amounts:
   a. Soccer +3 for any game won by 3 or more goals
   b. Softball +7 for any game won by 7 or more runs
   c. Flag football +14 for any game won by 14 or more points
   d. Basketball +15 for any game won by 15 or more points
   e. Volleyball will be looked at by the games played to win a match. (i.e.
      Team wins all match in 2 games and the others win 2 – 1 the team
      winning everything 2 – 0 would be the higher seed)

4. Play-in Games - The two seeds travel to the one seeds from neighboring
zones. (i.e. zone 2 #2 @ zone 1 #1, zone 1 #2 @ zone 2 #1, etc.)

5. At the Division Sports Day and County Finals the home team in each game is
to be decided by a coin toss. (The team traveling farther calls heads/tails)
A. ROSTER REQUIREMENTS

1. There is one team per school, consisting of a minimum of four (4) and no more than six (6) players. No additional students or alternates are permitted. A school may enter less than four (4) players; however, they will only be eligible for individual recognition. Team managers are not permitted.

2. Rosters must be submitted to the designated chairperson in accordance with District Guidelines.

3. In order to be eligible, a participant must not exceed the age requirement classification.

B. COMPETITION FORMAT

1. Each school must compete in two matches prior to the Division Playoffs. (Results of matches must be sent to the sports chairperson when you submit your entries.)

2. Division Playoff – Schools are assigned to one of three divisions after all entries are received. Each team can have six contestants but only the four lowest scores on each team will count toward determining the team champion. A nine-hole qualification round will be used for the playoffs. The six lowest team scores will advance to the County Finals. In addition to the six low teams, the lowest ten individual scores will advance to the County Finals. In case of ties, sudden victory playoffs are used. In addition to the two low teams, the lowest three individual scores will advance to the County Finals. In case of rain, the tournament chairperson may decide to shorten the tournament to less than a nine-hole format.

3. County Finals – A round of nine (9) holes is used to determine the individual and team champion. In the event of a tie for the team champion, the four lowest scoring players from each tied team will play sudden victory until a winner is determined. Sudden victory will also be used in the event there is an individual tie for 1st place only. All other ties will be the scene of the last hole until the tie is broken. In the case of rain, the tournament chairperson may decide to shorten the tournament to less than 9 holes.

C. SPECIAL CONCERNS

1. Officials – district staff plus chairperson

2. Awards – team trophies, first place and runner up, medals for team members, and medals for top 10 individuals.
RULES AND REGULATIONS

1. USGA Rules will apply at all times except where local or tournament rules apply.

2. Any contestant using profane language shall be charged with a two-stroke penalty; the tournament chairperson shall call this penalty. Any extensive use of profane language or improper behavior will result in disqualification of that contestant.

3. No contestant shall be permitted to go back on the course after completing play. Any violation of this rule will result in disqualification of that contestant. In the event of a tie resulting in a sudden victory playoff, only the contestant involved in the playoff will be permitted on the course. A coach from a neutral school will follow the playoff in the event a rules interpretation is needed.

4. Contestants will be permitted to carry clubs or use pull carts only. No riding carts or caddies will be permitted. Any violation will result in disqualification of that contestant.

5. Each foursome will have an official score card to be marked as such. Each contestant will be responsible for his/her correct score on each hole. Contestants are not responsible for the addition of their scores. Any error may result either in disqualification of a contestant whose score is wrong, or in having to keep the high score.

Example: Player makes a 4 on the 7th hole:

a. He/she signs the score card with a 3 marked on #7 – he/she would be disqualified.

b. He/she signs the score card with a 5 marked on hole #7 – he or should have to keep the 5.

The score card is very important; therefore, make sure after each hole the contestant tells the scorer what he/she made on that hole. Do not wait until later. If there are any questions about a contestants score, it should be discussed with the other players.

6. If at any time there is a question on any rule, a provisional ball is to be played from that point on until the hole has been played out. Record both scores on the card. The rules Committee will decide which score is official after the round is over.

7. Contestants and coaches will be given a copy of the special and local tournament rules prior to the start of competition.
8. Student participants and assigned coaches are the only parties allowed on the course during the competition.

LAST PAGE OF SOCCER RULES (P 49 in manual)

4. Overtime:

a. **Zone Games** – At the completion of two regularly played halves, if the competing teams are tied, the coaches need to mutually decide to do one of the following:

1. End in a tie (each team will receive the number of goals scored not to exceed 3)

2. Do penalty kicks (follow the tie breaker provisions) to determine a winner (the winning team will get their goals scored plus one, i.e. 2 – 2 after regulation winning team will get 3 – 2 win)

b. **Play-ins and Playoffs** – The teams will play two 7 1/2 minute overtime periods (teams change side after each period). There is no sudden victory during these periods. Two minutes should be allowed between periods. If the game is still tied after the overtime periods, the tie-breaker provisions are to be followed.
5. Tie-Breaker Provisions:

Each coach selects any five players excluding those who were disqualified, to take penalty kicks. The referee designates which team will call the coin toss. The team winning the toss has the choice of kicking first or second. The teams alternate taking penalty kicks. Following five kicks for each team, the team scoring the greatest number of these kicks shall be declared the winner. If the score remains tied after each team has had five penalty kicks, a sudden victory format is followed. Each coach now selects five different players. Teams alternate taking penalty kicks. When one team scores and the other team does not, the game is ended. If the score remains tied after one round of sudden victory kicks, the coach select any five players to take another set of alternating penalty kicks. This procedure is repeated until one team wins.