



FHSAATM

2003-04

Cross Country

Manual

General Regulations & Policies

State Series Terms & Conditions

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2003-04 FHSAA Cross Country Manual

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100. General Regulations & Policies

Contact: Denarvise Thornton, Administrator for Cross Country, Ext. 240
(dthornton@fhsaa.org)

In accordance with Article 9 of the Bylaws, the following general regulations, policies and procedures governing the FHSAA Cross Country Program have been approved by the Board of Directors. They apply to all regular season contests as well as the FHSAA State Series unless otherwise modified or superseded by the terms and conditions approved for the state series. Substantive changes for the 2003-04 school year are shaded.

[The FHSAA utilizes a standardized calendar in which the weeks of the year are numbered. This ensures consistent dates from year to year. Week 1 begins with the first Sunday in July. Thanksgiving always falls in Week 21.]

[The forms referenced in this manual are provided in the 2003-04 FHSAA Forms Book, a copy of which has been provided to all member schools, and on FHSAA.org as downloadable PDF and/or Word documents.]

101. Important Dates

Monday, August 11 (Week 6) – First practice date.

Monday, September 1 (Week 9) – First regular season competition date.

Saturday, October 11 (Week 14) – Last date on which a student may transfer and represent a school in the 2003 FHSAA State Cross Country Series.

Monday, October 13 (Week 15) – 2003 FHSAA State Cross Country Series Official Entry List(s) must be submitted to district meet manager.

Saturday, October 18 (Week 15) – Last regular season competition date.

Monday-Saturday, October 20-25 (Week 16) – District meets.

Friday & Saturday, October 31 & November 1 (Week 17) – Regional meets.

Saturday, November 8 (Week 18) – FHSAA Cross Country Finals state championship meet.

Wednesday, December 3 (Week 22) – FHSAA Cross Country Advisory Committee meeting.

102. Eligibility of Student-Athletes

102.01 Only student-athletes eligible under Bylaw 11, as well as guidelines, regulations, policies and procedures governing student eligibility that have been adopted by the Board of Directors, may represent member schools in interscholastic competition. In accordance with Bylaw 11.13.1, member schools are required to certify the eligibility of their student-athletes before they participate and to withhold ineligible student-athletes from all interscholastic competition. See FHSAA.org for FHSAA student-eligibility guidelines.

102.02 If an ineligible student-athlete is accidentally or intentionally permitted to participate in an interscholastic contest, forfeit of the contest and honors shall be automatic and mandatory.

103. Season and Contest Limitations

103.01 Practice. First practice date is Monday of Week 6 (Aug. 11, 2003). Last practice date is Saturday of Week 18 (Nov. 8, 2003).

There must be a minimum of 10 practice sessions on 10 separate days prior to the first contest.

No practice session of any kind may be held on a Sunday.

103.02 Contests. First regular season contest date is Monday of Week 9 (Sept. 1, 2003). Last regular season contest date is Saturday of Week 15 (Oct. 18, 2003).

(1) Maximum number of regular season contests – 13.

(2) Maximum number of contests in a school week – 3. Not more than one of these three meets may cause a loss of time from school.

(3) No contest of any kind may be held on a Sunday except under emergency conditions in tournaments or meets that are approved by the Commissioner or the Board of Directors.

103.03 Opponents. Member schools shall compete only against schools that are full or affiliate members of the FHSAA, or out-of-state schools that are members of associations that regulate interscholastic athletic competition within their respective states. Out-of-state schools, however, must have eligibility guidelines comparable to those of the FHSAA, and must have an established season of competition in the sport that is concurrent with that of the FHSAA. Competition with out-of-state schools, in some cases, may require the approval of the NFHS. See FHSAA.org for NFHS regulations on interstate and international competitions.

103.04 Contracts. The “Contract for Interscholastic Athletic Contest” (Form AT1) is required for all regular season contests.

Practice games, exhibition games, non-contract games and scrimmage games with other schools, groups, alumni or league teams are strictly prohibited. All such games or sessions shall be on an intra-squad basis. Non-squad members shall not participate in any team practice, match or contest.

103.05 Student-Athletes. Maximum number of regular season contests – 13, inclusive of all meets conducted on the varsity and sub-varsity levels. Maximum number of contests in a week – 3. Not more than one of these three meets may cause a loss of time from school.

104. Invitational Meets

104.01 All invitational meets (conference, county, league, etc.) must have the approval of the FHSAA Office. The “Application for Approval of Multi-School Athletic Event” (Form AT3) must be submitted not less than 30 days in advance of the first day of the event to avoid a late fee of \$50. No approval is required for regular season contests (dual, tri, quad, etc.) regardless of the number of participating teams.

104.02 No junior varsity, junior high or other sub-varsity team may participate in a race involving a varsity team. Junior varsity, junior high and other sub-varsity races, if held, must be run separately.

104.03 The FHSAA shall receive eight (8) percent of the gross receipts of all invitational meets. Gross receipts include revenue derived from gate receipts and entry fees. The complete “FHSAA Financial Report Form for Invitational Meet, Football Jamboree and Postseason Football Bowl Game” (Form FN1) must be submitted by the host school so that it is received in the FHSAA Office, as well as by all participating schools, within three weeks (21 calendar days) of the event. Payment of profit shares due participating schools and the FHSAA must be included with the report. If the financial report is not received in the FHSAA Office within 30 calendar days, a late filing fee of \$50 will be assessed. See FHSAA.org for “Guidelines on Filing of Financial Reports and Payment of Revenue Shares.”

104.04 Certain invitational meets involving out-of-state schools may require the approval of the National Federation of State High School Associations (NFHS). See FHSAA.org for NFHS regulations on interstate and international competitions.

105. Rules of Competition

105.01 Competition Rules. NFHS Cross Country Rules (Rule 9 in the NFHS Track & Field Rules Book), as modified by the FHSAA, are the official rules for all cross

country meets. The following modifications to those rules have been adopted by the Board of Directors.

- **9-1-1.** The length of the course for regular season competition – both girls and boys – is five kilometers (5K), which is 3.1 miles.

- **9-2-3.** Modified scoring is optional for the regular season. All cross country meets shall be scored in accordance with NFHS rules, which state: If fewer than five (5) competitors of a team finish a race, the places of all members of that team shall be disregarded and the team scores re-ranked.

- **9-3-3.** The starting procedure for all cross country meets will be one long whistle blast followed by the firing of the starting gun.

- **9-4-1.** A varsity level cross country team must be composed of five (5) to seven (7) runners. A cross country team on the junior varsity level or below may be allowed an unlimited number of runners unless otherwise restricted by the meet director. However, only the first seven (7) runners on each team may enter into scoring.

- **9-5-1.** A headband or sweatband not exceeding two (2) inches in width made of cloth, plastic, pliable plastic or rubber may be worn by a contestant. No other type of headwear may be worn.

- **9-5-1.** Jewelry, with the exception of wristwatches, is prohibited.

105.02 Athletic Uniforms. Commercial advertising, with the exception of the manufacturer's logo as permitted by NFHS rules, is prohibited on all athletic uniforms.

105.03 Suspended Contest. A suspended contest shall be resumed from the point of interruption. Otherwise, NFHS Rules regarding the resumption of suspended contests will apply.

105.04 Protests. Protests of interscholastic contests shall not be allowed. The decision of the officials shall be final. The outcome (i.e. winners and losers) of all interscholastic contests are final, and cannot be reversed, except where the rules of the sport permit or in the case where a winner must forfeit its victory or points.

106. Sportsmanship and Unsportsmanlike Conduct

106.01 Sportsmanship. Student-athletes, coaches, administrators, spectators and all other persons connected directly or indirectly with a member school, as well as contest officials, shall adhere to the principles of good sportsmanship and the ethics of competition before, during and after all contests in which they participate and/or attend.

Each participating school shall be held strictly accountable for unsportsmanlike conduct on the part of its competitors, coaches and spectators.

If contestants or people from any school are found guilty of carelessness or maliciously breaking, damaging or destroying property or equipment belonging to the host school or host organization, such school will be held responsible for costs incurred in replacing or repairing such property or equipment.

106.02 Disqualification (ejection) for general unsportsmanlike conduct or flagrant foul.

(1) **Student-Athlete.** Suspended from competition for remainder of contest and all contests on all levels for the following seven days, but not less than the next two regularly scheduled contests (one contest in boys football); if last contest of season, suspension is served in the next sport in which the student-athlete participates; beginning with fourth such ejection in a sport, program in that sport is placed on administrative probation and school is assessed a \$100 fine per occurrence in that sport.

(2) **Coach.** Suspended from competition for remainder of contest and all contests on all levels for the following seven days, but not less than the next two regularly scheduled

contests (one contest in boys football); if last contest of season, suspension is served in the next sport in which the individual coaches; school is assessed a minimum fine of \$100 per occurrence.

106.03 Disqualification (ejection) for gross unsportsmanlike conduct (Bylaw 11.11.2), or second or subsequent act of general unsportsmanlike conduct or flagrant foul.

(1) **Student-Athlete.** Suspended from competition for remainder of contest and all contests on all levels for up to a period of six weeks; if last contest of season, suspension is served in the next sport in which the student-athlete participates; beginning with second such ejection in any sport, school is assessed a \$250 fine per occurrence.

(2) **Coach.** Suspended from competition for remainder of contest and all contests on levels for up to a period of six weeks; if last contest of season, suspension is served in the next sport in which the individual coaches; school is assessed a minimum fine of \$100 per occurrence.

106.04 Restrictions on Disqualified Coach.

(1) Must immediately leave the competition area to a place where he/she is not visible to student-athletes, officials, spectators or other coaches and where he/she cannot see the competition itself.

(2) Must not have any further contact with or give instruction to student-athletes or other members of his/her staff for the remainder of the contest; including halftime intermission; breaks between quarters, periods or innings; and post-contest activities.

(3) Shall not attend any subsequent contest from which he/she has been suspended in any capacity; shall not be present at the site; and shall not accompany his/her team to the site of the contest.

106.05 Enforcement. It is the responsibility of local school authorities to ensure this policy is enforced. When an ineligible student-athlete is allowed to participate, forfeiture of the contest is mandatory. When a coach is allowed to coach in a contest from which he/she has been suspended, the school shall face additional penalties. When a coach is disqualified (ejected) from a contest and no other authorized school personnel are present to take charge of the student-athletes, the contest shall be forfeited. Contest officials, or host schools for contests in sports in which there are no registered officials, must report acts of unsportsmanlike conduct to the FHSAA Office using Form AT6 or iFHSAA.

106.06 Additional Penalties. In addition to the standard monetary penalty of \$100 for the disqualification (ejection) of a coach, a school may be assessed additional minimum fines for unsportsmanlike conduct by the coach or other school personnel as follows:

- Use of profanity or gutter language – \$150.00
- Continuing to give instruction to student-athletes or other members of the coaching staff after having been disqualified from a contest – \$150.00
- Pursuit of officials following a contest – \$150.00
- Refusal to leave the court, playing field or team area following disqualification – \$100.00
- Physical contact with an official – \$250.00
- Removal of a team or individual from an athletic contest prior to its normal conclusion – \$250.00

106.07 Public Criticism of Officials. No coach or other school employee may publicly criticize or berate an official prior to, during or following a contest. Professional ethics require that coaches and other school employees use proper channels to report their complaints about officials rather than airing them publicly. A minimum fine of \$50 shall be assessed a school whose coach or other employees are in violation of this provision.

106.08 Crowd Control. The home school administration is responsible for the control of spectators during a contest. The presence of uniformed officers is recommended.

The officials assigned to work a contest are responsible for the conduct of the contest itself. In the event, however, a spectator or group of spectators interferes with the conduct of a contest or causes an official to become distracted through continual, unrelenting verbal abuse, the official should immediately stop the action and report the spectator or group of spectators to the home school administration or the nearest uniformed security officer and ask that they be restrained or removed from the facility. If the home school administration or uniformed security officer is unwilling or unable to comply and the official does not believe the contest can be safely continued, the official must declare the contest ended at that point. Under no circumstance should an official ever confront, challenge, rebuke or threaten a spectator, or make gestures of any kind toward a spectator before, during or after a contest.

106.09 Banned Substances.

(1) The use of alcohol, tobacco or tobacco-like products by student-athletes, coaches and officials is prohibited during any interscholastic athletic contest and in the vicinity of the playing field or court. A student-athlete in violation of this policy is guilty of gross unsportsmanlike conduct, will be disqualified from the contest and shall be suspended from subsequent contests in accordance with the provisions of s. 106.03(1). The official must report any violation of this policy by either a student-athlete or coach to the FHSAA Office. Violation of this policy by a student-athlete or coach shall subject the school to a monetary penalty. Violation of this policy by an official shall subject the official to a monetary penalty or suspension or both. For violations of this policy, a minimum fine of \$100.00 shall be assessed.

(2) The use of anabolic steroids or other performance-enhancing drugs by a student-athlete is not permissible and is considered to be an act of gross unsportsmanlike conduct. A student-athlete discovered to be using such substances shall be ineligible to compete in any interscholastic contest until such time as medical evidence can be presented that the student's system is free of those substances.

107. Inclement Weather Procedures

107.01 If a severe thunderstorm or electrical storm occurs in the area prior to the start of or during any outdoor contest, the officials must immediately contact the principal of each school involved in the contest to determine if the contest should be played as scheduled, delayed, suspended or postponed. If the principal of either of the schools involved requests that the contest be interrupted or postponed, the officials must immediately honor such request. If the principal of only one of the competing schools is available, his/her request must be honored.

(1) The safety and welfare of all concerned is of paramount importance. In no case shall an official deny a request by a principal to delay, suspend or postpone an outdoor contest due to inclement weather or imply that the contest will be forfeited as a result of such a request.

(2) A suspended contest shall be resumed from the point of interruption. Otherwise, NFHS Rules regarding the resumption of suspended contests shall apply.

107.02 If severe weather occurs in the area prior to the start of, or during any, scheduled outdoor game, tournament or meet and the event is delayed, postponed, suspended or cancelled, special rules apply. If for other unforeseen reasons, a game, tournament or meet is delayed, postponed, suspended or cancelled, special rules apply.

(1) If tickets have been sold for the event and any revenue related to the event is retained by the school, then the regular financial reporting process must be completed with payments to the FHSAA and to the participating school(s). If free entry is given for a future event, the revenue received and retained should be reported for the event. If

money is refunded and not retained then it should not be included as revenue reported for the event. If tickets were presold for the event and the event was cancelled before it was to begin, then the revenue received and retained (not refunded) from the presold tickets should be reported on the financial report.

(2) If a financial hardship results from the inclement weather and the related loss of playing time, the host school should submit a written request for waiver of financial share payments. Requests should be submitted to the Associate Commissioner for Athletic Operations. Requests will be considered on a case-by-case basis.

108. Filming, Videotaping, Photographing Contests

108.01 A visiting school may film, videotape or photograph its team's or contestants' performance in a contest when permission is secured from and arrangements are made with the host school principal. Videographers and their equipment must be positioned so that they do not block the view of any spectator. No representative of a school that is not participating in a contest may film, videotape or photograph all or any part of the contest unless permission to do so is granted by the principal of each school that is participating in the contest.

108.02 Any school violating this policy is guilty of unsportsmanlike conduct and shall be subject to reprimand and the assessment of a financial penalty by the FHSAA.

109. Officials

The FHSAA does not register officials in the sport of cross country. Officials, however, are registered in the sport of track & field. The use of such officials is not mandatory for any regular season cross country meet. Each host school shall be responsible for securing officials for the meets that it hosts, and for negotiating with those officials for their compensation.

To register with the FHSAA as a track & field official, contact FHSAA officials registrar Carrie Hardee at (352) 372-9551 ext. 310.

200. State Series

Terms & Conditions

Contact: Denarvise Thornton, Administrator for Cross Country, Ext. 240
(dthornton@fhsaa.org)

In accordance with Article 9.8.0 of the FHSAA Bylaws, the following Terms and Conditions governing the 2003 FHSAA State Cross Country Series have been approved by the FHSAA Board of Directors. Denarvise Thornton, administrator for cross country, shall be the state series director.

201. Team Entries

201.01 Eligibility.

(1) Participation in the state series is voluntary and open to any full member senior high school varsity team provided:

(a) The school sponsors a varsity sports program in a minimum of any two (2) sanctioned sports in each of the three sports seasons (fall, winter and spring);

(b) The school successfully sponsors a varsity cross country program in the previous school year (i.e., schedules and completes a minimum of four varsity-level meets);

(c) The school's varsity team competes in a minimum of four (4) regular season varsity contests during the current season; and

(d) The school files a commitment to participate in the state series with the FHSAA Office by the specified deadline.

(2) A school shall enter only one (1) girls team and/or one (1) boys team.

(3) A new member school shall not be eligible to enter a team into the state series in its initial year of membership. A continuing member school that is starting a new program or resuming a previously discontinued program shall not be eligible to enter a team into the state series until the school successfully sponsors a varsity program for a minimum of one school year. These provisions shall not apply to newly opening traditional public high schools that join the Association in their initial two years of existence.

201.02 Commitment to Participate.

(1) A member school that elects to participate in the state series must file with the FHSAA Office a commitment to participate by the specified deadline. This commitment to participate is a binding agreement between the member school and the Association, and obligates the school to participate in accordance with and abide by all guidelines, regulations, policies and procedures for the state series.

(2) A school that does not commit to participate in the state series by the specified deadline may be permitted to participate without penalty if its written request for entry is received before the state series assignments are released. Once the state series assignments are released, the school will be assigned and assessed a \$100 administrative fee if the request is received prior to the date for filing the official entry list. Thereafter, a school shall not be assigned.

(3) A school that commits to participate in the state series may be released from its commitment without penalty if written notice of its withdrawal is received in the FHSAA Office before the state series assignments are released. Once the state series assignments are released, the following provisions will apply:

(a) If the school notifies the FHSAA Office in writing of its withdrawal prior to or on the date for filing the official entry list, the school will be released and assessed a \$100 administrative fee.

(b) If the school notifies the FHSAA Office in writing of its withdrawal after the date for filing the official entry list, or fails to notify the FHSAA Office in writing and does not appear for the district meet, the school, at a minimum, will be assessed a \$250 fine and its program placed on administrative probation unless the reason stated for such failure to participate is ruled sufficient by the Commissioner or the Board of Directors.

202. Student-Athlete Entries

202.01 Eligibility.

(1) To represent a member school in the state series, a student-athlete:

(a) Must be eligible under Bylaw 11 and applicable administrative guidelines, regulations, policies and procedures.

(b) Must participate in a minimum of four (4) interscholastic contests in the sport during the regular season.

(c) Must be enrolled in and in regular attendance at the school for which it will participate prior to Saturday, Oct. 11, 2003.

(d) Must be submitted to the district tournament/meet host on the school's official entry list.

(2) Girls only may participate in the girls division of the state series. Boys only may participate in the boys division of the state series.

202.02 Official Entry List.

(1) Each participating school must submit by fax to its district meet manager a "2003 FHSAA State Cross Country Series Official Entry List" (Forms CC1 for girls and CC2 for boys or iFHSAA) on which is listed the name of each student-athlete who will represent the school in the state series. The official entry list:

(a) Must be filed by 5 p.m. Monday, Oct. 13, 2003 (late filing fee is \$50, increases to \$100 if not received by district meet manager by 5 p.m. Friday, Oct. 17, 2003).

(b) May contain the names of up to 15 student-athletes of whom any seven (7) may participate. All student-athletes listed must have been previously reported to the FHSAA Office on an "Annual Eligibility Report" (Form EL1 or iFHSAA).

(c) Must be signed by the principal, FHSAA representative and head coach.

(d) Cannot be e-mailed

(2) A school whose official entry list is not received by the time designated for the draw to determine the starting position of teams and individuals in the district meet may be permitted to participate only with the approval of the FHSAA Office; however, that school shall be assessed a minimum financial penalty of \$250. This penalty will increase if it is later determined that a student-athlete(s) representing the school was ineligible to do so. The district meet manager shall not permit a school for which he/she has no official entry list to participate in the district meet without the approval of the FHSAA Office.

(3) Additions or changes to an official entry list once submitted to the district meet manager may be made only by completing and faxing the "Notice of Addition/Change to State Series Entry List" (Form AT8) and the original entry list to the attention of Dorothy Brunson, Director of Member Services, in the FHSAA Office at (352) 373-1528. The following provisions will apply:

(a) No fee will be assessed for additions/changes made prior to the official entry list submission deadline. Thereafter, an administrative fee of \$50 per addition or change will be assessed. The fee(s) will appear on the school's next monthly statement.

(b) Requests for additions or changes are permissible until the designated time for the draw for starting positions in the district meet. Once the draw for starting positions for the district meet begins, no additions or changes may be made.

(c) A student-athlete whose name was not originally submitted on the official entry

list is not eligible to participate in the district meet until the addition of his/her name is approved by the FHSAA Office.

(4) The district meet manager shall forward to the FHSAA Office the official entry lists for all schools participating in the district meet within 10 business days of the conclusion of the district meet.

203. School Classification

The classification of each school participating in the state series is determined on the basis of student population in the ninth through 12th grades as reported to the FHSAA Office in October 2002. Student populations for schools that do not have all four grades are adjusted in accordance with policy. Student populations for schools that enroll girls or boys only are doubled for classification purposes. There are four classifications as follows:

- Class 4A – schools with populations of 2,212 or more students;
- Class 3A – schools with populations of 1,611 to 2,211 students;
- Class 2A – schools with populations of 592 to 1,610 students; and
- Class 1A – schools with populations of 591 or less students.

Classification assignments are available on FHSAA.org.

204. Districts

204.01 Assignment. Participating schools are geographically assigned to one of eight (8) district complexes (see FHSAA.org). A meet shall be conducted in each district complex at the conclusion of the regular season to determine the teams and individual competitors who shall represent the district complex in the remainder of the state series.

204.02 District Coordinator. One school in each district complex has been designated as the district coordinator (see state series assignments on FHSAA.org). The FHSAA representative or his/her designee at the district coordinator school shall be responsible for hosting, conducting and reporting to the FHSAA Office results of the district meeting. The district coordinator is responsible for all aspects of the district meet until the date of the meet at which time the district meet manager will assume responsibility for the event.

204.03 District Meeting.

(1) Each district coordinator must conduct a district meeting on Monday, Sept. 8, 2003. The meeting must be held at a time so that all schools in the district can have a representative present with no loss of time from school. Exceptions to this policy must be made in writing to the Commissioner.

(2) The district coordinator must notify in writing the FHSAA representative, athletic director, girls cross country coach and boys cross country coach of each school in his/her district of the site and time of the district meeting at least seven (7) days prior to the date of the meeting. If, however, the FHSAA representative, athletic director, girls cross country coach or boys cross country coach at a given school has not received written notification from the district coordinator relative to the site and time of the district meeting, it is his/her responsibility to contact the district coordinator for the arrangements.

(3) Each school in a district is required to have one voting representative present at the district meeting. All decisions will be made by a majority vote of those representatives present. There can be no voting by proxy. A school that fails to have a representative present at this meeting will be assessed a financial penalty of \$50.00.

(4) The following items of business must be addressed at the district meeting:

- (a) Review FHSAA rules, policies, terms and conditions governing the FHSAA State Cross Country Series, including the FHSAA Licensing and Merchandising Policy.
- (b) Select host school, site and determine time schedule. (Note: An actual host school

must be selected at this meeting and may be subsequently changed only with the permission of the Commissioner.) The host school must be willing and able to use Hy-Tek Meet Manager for Windows software to conduct the District Meet.

- (c) Determine team awards to be ordered.
- (d) Determine number of passes to be allowed competing teams.
- (e) Determine financial arrangements. See Section 206 (Financial Terms).
- (f) Determine the amount of compensation, not to exceed \$50.00, to be paid to the Meet Manager.
- (g) Determine whether meet manager or games committee will conduct the draw for starting positions and on which date the draw will be conducted.
- (h) Other business as should be addressed during this meeting.

(5) The FHSAA Office will mail each district coordinator a form on which to record the decisions made during the district meeting. The report form should be completed and submitted along with minutes of the meeting to the FHSAA Office and each school in the district promptly following the meeting.

204.04 Regular season district competition. Competition between schools assigned to a district is not required during the regular season.

205. Meet Structure and Time Schedules

205.01 Meet Series. The successive meet series shall be designated respectively as district, regional and FHSAA Finals. Competition in the girls and boys divisions shall be conducted simultaneously.

205.02 District Meets.

(1) **Dates, Time Schedule and Site.**

(a) Dates. Week 16 (Oct. 20-25, 2003)

(b) Time Schedule. Each district will determine the time schedule for its meet at the district meeting.

(c) Site. Each district will determine a site for its meet at the district meeting.

The date and site of each district meet will be posted on FHSAA.org.

205.03 Regional Meets.

(1) **Complexes.** Competition will be conducted in four regional complexes in each classification. Districts 1 and 2 will comprise the Region 1 complex, Districts 3 and 4 the Region 2 complex, Districts 5 and 6 the Region 3 complex, and Districts 7 and 8 the Region 4 complex. One meet will be conducted in each regional complex.

(2) **Dates and Time Schedule.** Regional meets shall be held on Friday, Oct. 31, or Saturday, Nov. 1 (Week 17). The date of each regional meet will be posted on FHSAA.org. Girls competition shall begin at 9:30 a.m. local time. Boys competition shall begin at 10 a.m. local time. A coaches meeting shall be held at the site of each regional meet at 9 a.m. local time.

(3) **Sites.** Regional Meets shall be held at the following sites and hosted by the following schools:

		Class 4A	
Region	Site		Host School
1	Sperling Sports Complex		DeLand HS
2	Lakewood Ranch HS, Bradenton		Lakewood Ranch HS, Bradenton
3	Okeeheltee Park, West Palm Beach		Boynton Beach HS
4	TBA		Varela HS (Miami)
		Class 3A	
1	Ridgeview HS, Orange Park		Ridgeview HS, Orange Park
2	Polk Community College, Winter Haven		Winter Haven HS
3	TBA		TBA
4	Tamiami Park, Miami		Lourdes Academy, Miami

Class 2A

Region	Site	Host School
1	Miccosukee Park, Tallahassee	Godby HS, Tallahassee
2	Lecanto HS campus	Lecanto HS
3	Ed Radice Sports Complex, Tampa	Jesuit HS, Tampa
4	Okeeheliee Park, West Palm Beach	Pope John Paul II HS, Boca Raton

Class 1A

Region	Site	Host School
1	Jacksonville University	Episcopal HS, Jacksonville
2	Taylor Park, Largo	Keswick Chr. Sch., St. Petersburg
3	Holy Trinity Episcopal, Melbourne	Holy Trinity Episcopal, Melbourne
4	Westminster Acad. (west campus), FtL.	Westminster Acad., Ft Lauderdale

(4) **Invitations to Host.** The deadline date for extending an invitation to serve as host for a regional meet in 2004 is March 31, 2004. A criteria to be used in the selection of regional meet hosts shall be their access to and ability to use Hy-Tek Meet Manager computer software. Invitations to host should be addressed to Denarvise Thornton, Cross Country Administrator, 1801 NW 80th Blvd., Gainesville, FL 32606-9176.

205.04 FHSAA Finals.

(1) **Dates and Site.** The FHSAA Cross Country Finals state meet shall be held on Saturday of Week 18 (Nov. 8, 2003) at Ed Radice Sports Complex in Tampa. Denarvise Thornton, FHSAA administrator for cross country, will be the meet director. Bobby Ennis of Leto High School (Tampa) will be the meet manager.

(2) **Time Schedule.** The FHSAA Finals will be run according to the following time schedule:

Time	2003	2004	2005	2006
5:30 p.m.	Class 3A girls	Class 2A girls	Class 1A girls	Class 4A girls
6:00	Class 3A boys	Class 2A boys	Class 1A boys	Class 4A boys
6:30	Class 4A girls	Class 3A girls	Class 2A girls	Class 1A girls
7:00	Class 4A boys	Class 3A boys	Class 2A boys	Class 1A boys
7:30	Class 1A girls	Class 4A girls	Class 3A girls	Class 2A girls
8:00	Class 1A boys	Class 4A boys	Class 3A boys	Class 2A boys
8:30	Class 2A girls	Class 1A girls	Class 4A girls	Class 3A girls
9:00	Class 2A boys	Class 1A boys	Class 4A boys	Class 3A boys

(3) **Coaches Meeting.** A meeting for head coaches of schools with participating teams or individuals shall be conducted at 3 p.m. on Saturday, Nov. 8, 2003 at a site to be determined. Each school entering a team or individual in the FHSAA Finals must be represented at this meeting by either the head girls coach or head boys coach. Schools that fail to have representation at the meeting shall be assessed a monetary penalty.

205.05 Advancement of Teams and Individuals.

(1) **District Meet to Regional Meet.** The first six placing teams and the first 15 placing individuals in each district meet in which 14 or less teams of five to seven runners are entered, and the first eight placing teams and the first 15 placing individuals in each district meet in which 15 or more teams of five to seven runners are entered, shall advance to the regional meet to which they are assigned. "Entered" is defined as being present at the starting line and competing.

(2) **Regional Meet to FHSAA Finals.** The first six placing teams and the first 15 placing individuals in each regional meet shall advance to the FHSAA Finals.

205.06 Local Management. The FHSAA representative of the host school will be the local manager for the state series meet that his/her school is hosting. He/she will be responsible for making the necessary preparations to host the meet and for the filing of

necessary reports to the FHSAA Office upon conclusion of the meet.

The local manager must submit to both the FHSAA Office and the next level meet manager the results of the meet that his/her school hosted. These results must be transmitted using Hy-Tek Meet Manager for Windows software. The first and last names of each participant, together with their recorded times (manual or FAT), must be provided. These results must be submitted within 48 hours of the conclusion of the meet. The local manager also must forward to the next level meet manager by fax or overnight delivery photocopies of the official entry lists for all schools participating in the meet. Original copies of the official entry lists must be mailed to the FHSAA Office by district meet managers. Results may be e-mailed to the FHSAA Office at "crosscountry@fhsaa.org". The FHSAA Office will supply each local manager with the appropriate phone numbers and fax numbers.

206. Financial Terms

206.01 District Meets.

(1) **Admission.** \$4.00.

(2) **Division of Receipts.** The host school shall retain 85 percent of the gross gate receipts from which it shall pay all expenses related to the event. The remaining 15 percent shall be paid to the FHSAA.

By unanimous vote of those representatives present at the district meeting the terms of s. 206.01(2) may be set aside and the net profit, less the 15 percent share due the FHSAA, or net loss greater than \$250 incurred by a district meet, pro-rated among participating schools. If the vote is not unanimous, the terms of s. 206.01(2) must be followed.

206.02 Regional Meets.

(1) **Admission.** \$5.00.

(2) **Division of Receipts.** The host school shall retain 85 percent of the gross gate receipts from which it shall pay all expenses related to the event. The remaining 15 percent shall be paid to the FHSAA.

206.03 FHSAA Finals.

(1) **Admission.** \$7.00.

(2) **Division of Receipts.** No reimbursement of any kind will be paid to schools which qualify teams and/or individuals contestants to the FHSAA Finals. Neither the FHSAA nor the host organization will assume responsibility for any participating school or individual contestant expenses of any kind.

206.04 Financial Policies.

(1) Admission prices as stated shall be charged by the host school for the state series events for which it serves as host **unless waived in writing by the Associate Commissioner for Athletic Operations in advance of the event.**

(2) Numbered tickets shall be sold, must be torn in half by ticket takers so that they cannot be resold, and must be accounted for in the ticket manifest section of the financial report form that is to be completed and submitted to the FHSAA Office. The local manager must furnish the tickets to be sold for admission to the state series event which his/her school serves as host.

(3) If a state series event on the district or regional level shows a net profit of \$250 or less, the host school shall retain the net profit and no percentage shall be paid to the visiting school(s) or the FHSAA.

(4) The net profit is determined by subtracting total expenditures from the gross gate receipts on the financial report form.

(5) If a state series event on the district or regional level shows a net loss on the financial report form, the FHSAA shall compensate the host school up to \$250 for the loss, subject to the following provisions:

- (a) The host school must charge the full admission price established;
- (b) The host school must sell numbered tickets and account for all tickets sold in the ticket manifest section of the financial report form, as stipulated;
- (c) The host school must file a financial report form for the meet within 21 calendar days of the completion of the meet as stipulated;
- (d) The host school must submit with the financial report form the “FHSAA State Series Contest Pass Gate Sign-In Form(s)” (Form AT10) as stipulated; and
- (e) The host school must be in compliance with all policies for the event.
- (6) Compensation for expenses of schools competing in a state series is not guaranteed. Each participating school will be responsible to pay any and all expenses related to its team. Neither the FHSAA nor the host school/organization will assume responsibility for any participating school expenses of any kind.
- (7) The appropriate “FHSAA State Series Financial Report Form” (Forms FN3 & FN4) must be submitted by the host school so that it is received in the FHSAA Office, as well as by all participating schools, within 21 calendar days of the completion of the event. Payment of profit shares due participating schools and the FHSAA must be included with the report. Failure to file a financial report within the 21-day period, will result in the forfeiture of any reimbursement to which the host school is entitled. If this report is not received in the FHSAA Office within 30 calendar days, a late filing fee of \$50 will be assessed. See FHSAA.org for “Guidelines on Filing of Financial Reports and Payment of Revenue Shares.”

207. Meet Regulations

207.01 Teams. A team shall be composed of five (5) to seven (7) runners. Schools that enter fewer than five runners, and schools from which fewer than five runners finish the race, at any state series meet shall not be eligible for team honors. Individual contestants from such schools, however, may earn individual awards.

207.02 Starting Positions. The starting position for each team in a state series meet shall be drawn by lot from left to right in advance by the meet manager or games committee. Individual contestants shall be assigned starting positions using the same procedure.

207.03 Meet Management Software. Hy-Tek Meet Manager for Windows software shall be used to score state series meets and transmit their results to the FHSAA Office and the next level meet manager. The school names and abbreviations developed by the FHSAA Office, which are provided on FHSAA.org, shall be used when entering competitors into the computer.

207.05 Jury of Appeals.

(1) A Jury of Appeals consisting of five coaches from five different participating schools shall be appointed by the meet manager for each meet in the state series. Five alternate jurors shall also be appointed. A Jury of Appeals consisting of five members is mandatory. There can be no disqualification without five jurors.

(2) Jurors for the FHSAA Finals shall be chosen as follows:

(a) A list of recommended jurors will be compiled by the FACA State Cross Country chairperson at the FACA summer clinic and submitted to the FHSAA for approval. Any coach not on the “approved” list cannot serve on a Jury of Appeals at the FHSAA Finals.

(b) Diversity in school classification, gender and geography, as well as knowledge and experience, must be taken into consideration when a Jury of Appeals is selected.

(3) A member of the Jury of Appeals whose team or individual contestant is a party to an appeal must recuse himself/herself and be replaced until the appeal is concluded.

(4) The Jury of Appeals shall meet 15 minutes following the conclusion of the final

race of each classification, and should conclude all rulings prior to the awards ceremony for that classification.

(5) The head coach of a team who wishes to file an appeal must do so in writing. The appeals process will adhere to NFHS Case Book guidelines.

(6) The decision of the Jury of Appeals shall be final. The Jury of Appeals cannot set aside any rule.

207.06 Failure to Compete. A student-athlete who qualifies in a state series meet is expected to compete on successive levels of the state series unless ill, injured, suspended due to disciplinary action, or for any other reason acceptable to the Commissioner. A school must submit in writing to the FHSAA Office the name of the student-athlete and an explanation for the inability to compete in advance of the competition whenever situations make it possible to do so.

208. State Series Policies

208.01 Administration and Management. As specified in Bylaw 4.1.4, all state series shall be conducted in accordance with the policies established by the Board of Directors and shall be under the control, direction and supervision of the FHSAA Office.

208.02 Enforcement of Rules & Policies. Participating schools shall adhere to all regulations and policies governing the state series.

The determination of the host school for each event shall be conditioned in part on the school's willingness to comply with and enforce regulations and policies governing the event. This includes financial terms, as well as licensing and merchandising policies. A school that does not comply with and enforce such regulations and policies shall forfeit its opportunity to serve as host.

208.03 Neutrality. It is the responsibility of the host school to ensure that an atmosphere of neutrality is maintained in all state series events. Such events are not "home contests" for the host schools. Special festivities held as part of, or in conjunction with, regular season home contests (i.e., pregame activities designed to rally support for the home team, such as light shows, or give special recognition to members of the home team) are not permitted during the state series.

208.04 Forfeitures and Vacations of Brackets, Standings. Individuals or teams that are eliminated from state series competition by defeat by individuals or teams that later are ordered to forfeit their victory, place and/or points, are not reinstated and do not advance in the state series competition from which they were eliminated by defeat.

If championships or other placements in state series competitions are ordered vacated by individuals or teams, other individuals or teams neither advance to those placements nor receive awards for those placements.

208.05 Passes. FHSAA State Series Passes, FHSAA Lifetime Passes, FHSAA Student SID Identification Cards and legitimate news media credentials ONLY will be honored at state series events. All individuals who gain admittance to a state series event using a pass must record their name, signature and type of pass used on the "FHSAA State Series Contest Pass Gate Sign-In Log" (Form AT10). This pass log must be submitted to the FHSAA Office with the financial report.

208.06 Signs and/or Banners. The display of signs, banners, placards or similar items at matches in the state series is permitted, provided:

(1) They are in good taste and reflect good sportsmanship in their message and use;

(2) They reflect identification and encouragement to participants and their school or community, and make no reference to the opposing team, its school, players or commu-

nity;

- (3) They are not displayed on the court, or in a manner which interferes with play;
- (4) They do not obstruct the view of participants or spectators; and
- (5) They are not safety hazards.

208.07 Licensing and Merchandising. The FHSAA owns or controls all rights and interests in its name, logos, trademarks and service marks, whether registered or unregistered, including the official event logo for all FHSAA Finals events. The sale of items bearing any of these marks by a member school or organization without the written consent of the FHSAA is prohibited.

The FHSAA retains the exclusive right to produce and sell souvenir products (apparel and otherwise) at all games, tournaments and meets held as part of the state series; host schools/organizations are required to sell items provided by the official FHSAA event souvenir merchandiser.

The official FHSAA event souvenir merchandiser is Team IP Sportswear, Inc., of Port St. Lucie. Team IP may be reached by phone at (877) 821-8643. Team IP has been awarded exclusive souvenir merchandising rights to all state series events on the district, regional and FHSAA Finals levels in all sports. A host school/organization that desires to sell souvenir merchandise at a state series event must purchase such merchandise from Team IP. No other vendor shall be permitted to produce such merchandise. Team IP shall have the right to go on-property and sell souvenir merchandise at the site of any state series event. The host school/organization of a state series event shall grant Team IP access to its property for the event.

The host school/organization of a state series event may be permitted to sell generic merchandise unrelated to the event (i.e., apparel and other merchandise bearing the host school/organization's mark), provided such merchandise has been made available for sale on a consistent basis throughout the year and has not been produced specifically for sale at the state series event.

208.08 Souvenir Programs. All host schools of district tournaments/meets and regional tournaments/meets that produce an official program must display on the program cover both the appropriate FHSAA sport logo and sportsmanship logo, which may be downloaded from FHSAA.org. If the program cover is preprinted, the logos must be displayed prominently inside or on the team roster inserts.

208.09 Public-Address Announcer. The public-address announcer shall be considered a bench official for all state series events. He/she shall maintain complete neutrality at all times and, as such, shall not be a "cheerleader" for any team. The announcer will follow the FHSAA script for promotional announcements, player introductions and awards ceremonies. Other announcements are limited to:

- Those of an emergency nature (e.g., paging a doctor, lost child or parent, etc.);
- Those of a "practical" nature (e.g., announcing that a driver has left his/her vehicle lights on); and
- Announcements that FHSAA souvenir merchandise, souvenir programs and concessions are on sale in the facility.

During the contest, the announcer:

- Should recognize players about to attempt a play (e.g., coming up to in baseball, punting, kicking or receiving a punt or kick in football, serving in volleyball, etc.);
- Should recognize player(s) making a play (e.g., "Basket by Jones" in basketball, "Smith on the kill" in volleyball, etc.);
- Should report a penalty as signaled by the referee;
- Should report substitutions and timeouts;
- Must not call the "play-by-play" or provide "color commentary" as if he/she were

announcing for a radio or television broadcast;

- Must not make any comment that would offer either competing team an unfair advantage in the contest; and
- Must not make any comment critical of any school, team, player, coach or official; or any other comment that has the potential to incite unsportsmanlike conduct on the part of any individual.

The announcer should be certain of the accuracy of his/her statements before making them. When in doubt, the announcer should remain silent.

208.10 Public-Address Announcements. Announcements promoting the FHSAA and its interscholastic programs must be read over the public-address system, if available, prior to and during all contests in the state series. See the “Promotions and Programs” page on FHSAA.org for the appropriate script.

208.11 All-Tournament/Meet Teams. No employee of the FHSAA nor the local manager may influence in any way the selection of any all-tournament/meet team, including the selection of a most valuable player or other “player of the game.”

208.12 Uniformed Security. The local manager for a state series event is responsible for providing appropriate uniformed security at the event that his/her school is hosting.

209. Media Policies

209.01 Admission and Seating.

(1) **District and Regional Meets.** Media representatives covering a state series event must be admitted free of charge upon presentation of proper news media identification. Space must be set aside to provide for news media representatives whether they be from newspapers, radio stations, commercial television stations and/or cable television stations.

(2) **FHSAA Finals.** News media representatives planning to cover the FHSAA Finals state championship meet must secure credentials as instructed by the FHSAA Office, according to the FHSAA Policy on Media Credentials. Requests for credentials should be submitted to the FHSAA Office not later than 5 p.m. EST Monday, Nov. 18, 2003. Only those representatives requesting credentials by the deadline will be guaranteed seating and informational materials at the meet.

209.02 Media Rights. The FHSAA owns all media rights to its state series events, including rights to radio broadcasts, telecasts, cablecasts, webcasts, audio and film/video rights, and commercial photography. Radio broadcasts, telecasts, cablecasts and webcasts of state series events are governed by the FHSAA Broadcast Policy. Such broadcasts, telecasts, cablecasts and webcasts must be approved by the FHSAA Office. The following provisions shall apply.

(1) The “Application for Media Rights to FHSAA State Series Event” (Form AT11) to the FHSAA Office by 3 p.m. EST on the business day preceding the event to be broadcast, telecast, or cablecast to avoid a \$25.00 late filing fee.

(2) Radio broadcast rights fees are \$50.00 per event. Tape-delay telecast and cablecast rights fees are \$250.00 per event. Rights fees for live telecasts and cablecasts shall be negotiated at the discretion of the FHSAA. The FHSAA Office shall invoice the outlet to which rights are granted. Rights fees must be paid by company check made payable to “FHSAA” and mailed directly to the FHSAA Office within 30 days of receipt of the invoice. Outlets that fail to make payment of rights fees by the deadline shall be assessed a \$25.00 late fee and may be denied rights to broadcast, telecast or cablecast future contests.

(3) The FHSAA Radio Network owns exclusive rights to the radio broadcast of all

FHSAA Finals state championship events. Sunshine Network owns exclusive rights to the telecast and cablecast of all FHSAA Finals state championship events. iHigh Inc. owns exclusive rights to the webcast of all state series events.

(4) Approval of radio broadcasts, telecasts and cablecasts of state series contests by the FHSAA Office are final. The FHSAA Office shall fax to the host school a copy of the approved media rights agreement. A host school shall not permit the radio broadcast, telecast or cablecast of a state series contest that has not been approved by the FHSAA Office.

209.03 Post-Competition Procedures.

(1) **District and Regional Meets.** The host school should cooperate with news media representatives in providing them access to a work area and telephone following a state series contest so that they can file their reports on the contest. The local manager also is encouraged to designate a specific area in which interviews are to be conducted. It is recommended the area be covered and that liquid refreshment be provided for the coaches and athletes participating in interviews. The head coach of each competing team is required to cooperate with the news media by participating in interviews as quickly as possible following the conclusion of the contest and providing contest statistics/results if available. Participation by athletes in interviews is voluntary and at the discretion of the head coach.

(2) **FHSAA Finals.** A specific area in which interviews are to be conducted shall be established near the finish line. The area shall be covered and liquid refreshment shall be provided for the coaches and athletes participating in interviews.

209.04 Restrictions.

(1) **Access to Locker/Dressing Rooms.** The FHSAA operates under a closed locker-room policy at all FHSAA Finals state championship events. At no time will news media representatives be granted access to lockerrooms or dressing rooms at any state championship event. Team boxes, team benches, team huddles and dugouts are considered extensions of locker/dressing rooms.

(2) **Access to Competition Area.** Media representatives are not permitted in the competition area (i.e., within the field of play, on the playing court, etc.) at any time during a state series contest until the competition has concluded and a winner has been determined. Photographers shall honor photographer lines and designated areas when marked.

210. Awards

210.01 Team Awards.

(1) **District Meets.** Trophies are available for awarding to the champion and runner-up teams, and may be purchased from the FHSAA's authorized vendor by the host school or district as an expense of the meet as determined by those school representatives present at the district meeting, or individually by the champion and runner-up schools. There shall be no other team awards presented by outside organizations or individuals.

(2) **Regional Meets.** Trophies are available for purchase by the champion and runner-up schools from the FHSAA's authorized vendor. There shall be no other team awards presented by outside organizations or individuals.

(3) **FHSAA Finals.** Trophies will be awarded to the champion and runner-up in each class in the FHSAA Finals. There shall be no other team awards presented by outside organizations or individuals. In the event of a tie for champion, co-champions shall be declared and no runner-up trophy will be awarded.

(4) **FHSAA Authorized Vendor.** Trophies must be ordered from The Trophy Shop in Gainesville by calling (352) 372-8551. The vendor should also be contacted if problems are experienced in receiving trophies on time and in good condition.

210.02 Individual Awards.

(1) **District and Regional Meets.** Ribbons to be awarded to the first 15 placing individuals will be furnished to the host school by the FHSAA Office. There will be no other individual awards presented by any organization or individual

(2) **FHSAA Finals.** Medallions to be awarded to the first 10 placing individuals in each class will be furnished to the host school by the FHSAA Office. Medallions to be awarded members of the champion and runner-up teams also will be provided. There will be no other individual awards presented by any organization or individual.

210.03 Awards Ceremony.

(1) **District and Regional Meets.** Formal awards ceremonies may be conducted following the conclusion of district and regional meets at the discretion of the respective meet managers.

(2) **FHSAA Finals.** A formal awards ceremony will be conducted at the FHSAA Finals for each classification 30 minutes following the conclusion of the boys race in that classification at the following approximate times: Class 3A, 6:30 p.m.; Class 4A, 7:30 p.m.; Class 4A, 8:30 p.m.; and Class 2A, 9:30 p.m.

211. Officials

The FHSAA does not register officials in the sport of cross country. Officials, however, are registered in the sport of track & field. The use of such officials is not mandatory for any state series meet. Each district shall make arrangements for officials for its district meet at the district meeting. Each regional meet manager shall be responsible for securing officials for the regional meet that his/her school hosts, and for negotiating with those officials for their compensation. The state meet manager, in consultation with the FHSAA Office, shall secure the officials for the FHSAA Finals state championship meet.

Notes

Notes

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