



Florida High School Athletic Association

Administrative Contact Information

The FHSAA utilizes an e-fax system. Any fax coming into the FHSAA Office is turned into a PDF document and e-mailed to the appropriate inbox. Not only is this system more reliable, but it also significantly reduces the amount of paper the FHSAA Office uses. In acquiring this system, every administrator in the building has an e-fax number. This ensures the document gets to its recipient quicker. Most every form on the www.FHSAA.org website has been revised to reflect the e-fax numbers. Please look below to view the updated contact information.

NOTE: The existing main administration fax number (352.373.1528) and the existing operations fax number (352.372.9086) are **STILL ACTIVE AND IN USE**. If you are unsure to whom a document goes, it can be sent to one of these numbers and someone will be able to forward the documentation to the appropriate person. You can always access this information on the staff page of www.FHSAA.org.

Name	Responsibilities	Forms Administered	Contact Information
Cristina Alvarez <i>Director of Media Relations & Marketing</i>	FHSAA spokesperson; FHSAA Finals souvenir programs; radio broadcasts, telecasts and webcasts; credentialing; Academic Team Champion Awards Program; Student-Athlete Advisory Committee Assistance with: FHSAA.org web site maintenance; brand management, licensing & merchandising	AT11 Academic Team Champions	Direct Phone: (352) 372-9551 ext. 190 Direct Fax: (352) 244-5055 E-mail: calvarez@fhsaa.org
Dorothy Brunson <i>Director of Eligibility</i>	Eligibility rulings and related issues; appeals of eligibility rulings and undue hardship waiver requests	GA4	Direct Phone: (352) 372-9551 ext. 230 Direct Fax: (352) 373-1528 E-mail: dbrunson@fhsaa.org
Michael Colby, CMAA <i>Assoc. Director of Eligibility</i>	Eligibility rulings and related issues; appeals of eligibility rulings and undue hardship waiver requests; governance elections; Representative Assembly coordinator; coordinator of Handbook Revision Task Force	EL4, EL7, EL12, GA5	Direct Phone: (352) 372-9551 ext. 380 Direct Fax: (352) 244-0232 E-mail: mcolby@fhsaa.org
Dr. Roger Dearing <i>Executive Director</i>	Chief executive officer; supervision of FHSAA staff and office operations; interpretation of Bylaws, guidelines, regulations, policies and procedures; corporate sponsorships		Direct Phone: (352) 372-9551 ext. 110 Direct Fax: (352) 244-0232 E-mail: TBD
Justin Harrison <i>Director of Athletics</i>	Administrator for cross country, golf, boys soccer, boys volleyball and water polo; NFHS coaches recognition program; officials program for recognition and student officials; Student-Athlete Advisory Committee		Direct Phone: (352) 372-9551 ext. 390 Direct Fax: (352) 244-5052 E-mail: jharrison@fhsaa.org
Michael Herchel <i>Network Administrator</i>	iFHSAA interactive online database maintenance and support; systems/network administrator; computer technician; online rules clinic maintenance		Direct Phone: (352) 372-9551 ext. 120 Direct Fax: (352) 373-1528 E-mail: mherchel@fhsaa.org
Sonny Hester <i>Assoc. Executive Director/Chief Administrative Officer</i>	Eligibility enforcement and compliance; legislative and legal affairs; sectional appeals; oversight of athletic operations	EL10, EL11 District Entry Lists	Direct Phone: (352) 372-9551 ext. 270 Direct Fax: (352) 244-0232 E-mail: shester@fhsaa.org
Paul McLaughlin, CAA <i>Asst. Executive Director for Educational Services</i>	Coaches education program; online video rules presentations; online officials testing; administrator for baseball, bowling, girls soccer and boys and girls lacrosse; classification & district assignments; adding and dropping sports; athletic advisory committee elections	AT12, AT13 Commitment Forms	Direct Phone: (352) 372-9551 ext. 250 Direct Fax: (352) 244-5041 E-mail: pmclaughlin@fhsaa.org
Gary Pigott <i>Senior Director of Athletics</i>	Administrator for boys tackle football, girls flag football, tennis and wrestling; district coordinator assignments; NFHS rules book orders	FF2, TN5, TN6, TN7, TN8, WR2, WR5, WR6, WR7	Direct Phone: (352) 372-9551 ext. 260 Direct Fax: (352) 244-5042 E-mail: gpigott@fhsaa.org
Seth Polansky <i>Director of Membership Services/Web Administrator</i>	Member database and insurance documents; operation of the official website; Public Liaison Advisory Committee; compliance seminar	GA1, GA2, GA3, MB1, MB2, MB3, MB4, MB5 Student Population Sports Participation	Direct Phone: (352) 372-9551 ext. 400 Direct Fax: (352) 244-5050 E-mail: spolansky@fhsaa.org

Name	Responsibilities	Forms Administered	Contact Information
Laurel Ring <i>Director of Special Programs</i>	Hall of Fame Director; sportsmanship program; Academic All-State Awards Program; all-sports awards program; official publications; state series records; state series trophies, medallions and ribbons Assistance with: FHSAA.org web site maintenance; FHSAA Finals souvenir programs; media relations	AT7 Hall of Fame Nominations	Direct Phone: (352) 372-9551 ext. 350 Direct Fax: (352) 244-5056 E-mail: lring@fhsaa.org
Linda Robertson <i>Chief Financial Officer</i>	Business operations; payroll; accounts payable; contracts, annual budget; financial reports		Direct Phone: (352) 372-9551 ext. 140 Direct Fax: (352) 244-5054 E-mail: lrobertson@fhsaa.org
Jamie Rohrer <i>Director of Athletics</i>	Administrator for competitive cheerleading, softball, weightlifting and girls volleyball; Officials Leadership Conference; staff liaison for Officials Advisory Committee	WT2, WT4	Direct Phone: (352) 372-9551 ext. 440 Direct Fax: (352) 244-5051 E-mail: jrohrer@fhsaa.org
M. Denarvise Thornton, Jr. <i>Assoc. Executive Director for Athletic Administration</i>	Supervisor of officials program; unsportsmanlike conduct of athletes and coaches; contractual disputes between member schools; state series passes and administrator; appeals of fines and penalties assessed for violations of athletic regulations; staff liaison for Sports Medicine Advisory Committee	AT6	Direct Phone: (352) 372-9551 ext. 240 Direct Fax: (352) 244-5043 E-mail: dthornton@fhsaa.org
Shanell Young <i>Director of Athletics</i>	Administrator for boys and girls basketball, track & field and swimming & diving; approval of invitational tournaments and meets, preseason classics, jamborees and postseason bowl games; assists in the administration of the FHSAA Student Contest Officials Program	AT2, AT3, AT4, AT5	Direct Phone: (352) 372-9551 ext. 310 Direct Fax: (352) 244-5053 E-mail: syoung@fhsaa.org
Support Staff	Responsibilities	Forms Administered	Contact Information
Carrie Hardee <i>Officials Registrar</i>	Officials Training/Make-Up Exams Officials Online Database	OF1, OF2, OF3	Direct Phone: (352) 372-9551 ext. 290 Direct Fax: (352) 244-0320 E-mail: chardee@fhsaa.org
Doris Mahoney <i>Accounting Asst.</i>	Accounts Payable Travel Expense Vouchers		Direct Phone: (352) 372-9551 ext. 130 Direct Fax: (352) 244-5054 E-mail: dmahoney@fhsaa.org
Janet Townsend <i>Accounting Asst.</i>	Financial Reports	AT10, FB3, FB4, FB5, FB6, FN1, FN2, FN3	Direct Phone: (352) 372-9551 ext. 150 Direct Fax: (352) 244-5054 E-mail: jtownsend@fhsaa.org
Sheryl Watson <i>Accounting Asst.</i>	Accounts Receivable Billing Statements/Invoices	AT8	Direct Phone: (352) 372-9551 ext. 160 Direct Fax: (352) 244-5054 E-mail: sherylw@fhsaa.org
Carlene Flitcraft-Piliero <i>Administrative Asst.</i>	Assists: Paul McLaughlin, Operations Department		Direct Phone: (352) 372-9551 ext. 320 Direct Fax: (352) 244-5041 E-mail: cflitcraft@fhsaa.org
Charlene Fugate <i>Administrative Asst.</i>	Assists: Roger Dearing, Sonny Hester, Michael Colby		Direct Phone: (352) 372-9551 ext. 110 Direct Fax: (352) 244-0232 E-mail: cfugate@fhsaa.org
Sheila Gallino <i>Administrative Asst.</i>	Assists: Justin Harrison, Gary Pigott, Jamie Rohrer, Shanell Young		Direct Phone: (352) 372-9551 ext. 360 Direct Fax: (352) 372-9086 E-mail: sgallino@fhsaa.org
Carolyn Matheny <i>Administrative Asst.</i>	Assists: Sonny Hester		Direct Phone: (352) 372-9551 ext. 340 Direct Fax: (352) 373-1528 E-mail: cmatheny@fhsaa.org
Colette Walinski <i>Administrative Asst.</i>	Assists: M. Denarvise Thornton, Jr.	AT14	Direct Phone: (352) 372-9551 ext. 300 Direct Fax: (352) 244-5043 E-mail: cwalinski@fhsaa.org
Karima Douglas <i>Communications Asst.</i>	Assists: Cristina Alvarez, Seth Polansky, Laurel Ring		Direct Phone: (352) 372-9551 ext. 170 Direct Fax: (352) 373-1528 E-mail: kdouglas@fhsaa.org



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You can now cross-reference the forms used to the person/entity that handles it. **All e-fax numbers start with the exchange (352) 244-** unless otherwise noted. The forms themselves also have the e-fax numbers listed on them. Be sure to read the directions on them carefully and make sure the correct party is receiving it.

Form	Description	Dept.	Administered By	E-Fax
AT1	Contract for Interscholastic Athletic Contest	Operations	<i>Member Schools</i>	
AT2	Application for Approval of Athletic Event (baseball, basketball, soccer, softball, girls volleyball, wrestling)	Operations	Shanell Young	5053
AT3	Application for Approval of Athletic Event (cross country, football, golf, swimming & diving, tennis, track & field, boys weightlifting)	Operations	Shanell Young	5053
AT4	Application to NFHS for Sanction of Interstate Athletic Event	Operations	Shanell Young	5053
AT5	Application for Sanction of International Athletic Competition	Operations	Shanell Young	5053
AT6	Unsportsmanlike Conduct Incident Report Form	Operations	M. Denarvise Thornton, Jr.	5043
AT7	Exceptional Sportsmanship Award	Special Programs	Laurel Ring	5056
AT8	State Series Addition/Change to Official Entry List (all sports except tennis & weightlifting)	Accounting	Sheryl Watson	5054
AT10	State Series Pass Gate Sign-In Sheet	Accounting	Janet Townsend	5054
AT11	Agreement for Media Rights to State Series Event	Media Relations	Cristina Alvarez	5055
AT12	Add New Sport/New State Series Entry Form	Operations	Paul McLaughlin	5041
AT13	Drop Existing Sport/State Series Withdrawal Form	Operations	Paul McLaughlin	5041
AT14	State Series Pass Order Form	Operations	Colette Walinski	5043
EL2	Pre-Participation Physical Evaluation	Eligibility	<i>Member Schools</i>	
EL3	Consent and Release from Liability Certificate	Eligibility	<i>Member Schools</i>	
EL4	Registration of Foreign Exchange Student/Other International Student	Eligibility	Mike Colby	0232
EL5	Academy Performance Contract for Athletic Eligibility	Eligibility	<i>Member Schools</i>	
EL7	Registration for Home Education Student to Participate in Athletics at a Member School	Eligibility	Mike Colby	0232
EL9	Home Education Student Academic Progress Report	Eligibility	<i>Member Schools</i>	
EL10	Request for Eligibility Ruling	Eligibility	Sonny Hester	0232
EL11	Request for Sectional Appeals Committee Hearing	Eligibility	Sonny Hester	0232
EL12	Registration for Student Attending Non-Member Private School to Participate at Zoned Public School	Eligibility	Mike Colby	0232
FB3	Financial Report Form For Football Jamboree/Postseason Bowl Game	Accounting	Janet Townsend	5054
FB4	Financial Report Form For Football Preseason/Spring Classic Game	Accounting	Janet Townsend	5054
FB5	State Football Series Financial Report Form-District Shootout	Accounting	Janet Townsend	5054
FB6	State Football Series Financial Report Form-Regional Tournament/State Semis	Accounting	Janet Townsend	5054
FF2	State Flag Football Series District Seeding Report	Flag Football	Gary Pigott	5042
FN1	Financial Report Form for Invitationals	Accounting	Janet Townsend	5054
FN2	State Series Financial Report Form - District Tournaments/Meets (excluding football)	Accounting	Janet Townsend	5054
FN3	State Series Financial Report Form - Regional Tournaments/Meets (excluding football)	Accounting	Janet Townsend	5054

Form	Description	Dept.	Administered By	E-Fax
GA1	Member School Athletic Personnel List/Coaches ID Order Form	Membership	Seth Polansky	5050
GA2	Member School Directory Update	Membership	Seth Polansky	5050
GA3	Certification of Compliance with FHSAA Policy on Athletic Recruiting	Membership	Seth Polansky	5050
GA4	Affidavit of Compliance with FHSAA Policy on Athletic Recruiting	Eligibility	Dorothy Brunson	373-1528
GA5	Proposal to Amend Bylaws/Policies of the FHSAA	Eligibility	Mike Colby	0232
MB1	Information Request for Becoming Full Member/Approved Nonmember	Membership	Seth Polansky	5050
MB2	Continuing Full Membership Application	Membership	Seth Polansky	5050
MB3	First-Time Full Membership Application	Membership	Seth Polansky	mailed
MB4	Approved Nonmembership Application	Membership	Seth Polansky	mailed
MB5	Registration for Compliance Seminar	Membership	Seth Polansky	5050
OF1	Application for Registration as Official	Officials	Carrie Hardee	mailed
OF2	Request to Take Contest Officials Make-Up Exam	Officials	Carrie Hardee	0320
OF3	Appeal of Disciplinary Action by Contest Officials	Officials	Carrie Hardee	0320
SW3	State Swimming & Diving Series District Meet Seeding Report/Coaches Pass List	Swimming & Diving	<i>Member Schools</i>	
TN1	Tennis Match Lineup Sheet	Tennis	<i>Member Schools</i>	
TN4	State Tennis Series Request for Addition or Change to Official Entry List	Tennis	<i>Member Schools</i>	
TN5	State Tennis Series - Girls District Tournament Results Report	Tennis	Gary Pigott	5042
TN6	State Tennis Series - Boys District Tournament Results Report	Tennis	Gary Pigott	5042
TN7	States Tennis Series - Girls Regional Dual-Team Playoff Results Report	Tennis	Gary Pigott	5042
TN8	States Tennis Series - Boys Regional Dual-Team Playoff Results Report	Tennis	Gary Pigott	5042
TR1	Track & Field Relay Team Card	Track & Field	<i>Member Schools</i>	
TR4	State Track & Field Series - Girls District Meet Seeding Report Form	Track & Field	<i>Member Schools</i>	
TR5	State Track & Field Series - Boys District Meet Seeding Report Form	Track & Field	<i>Member Schools</i>	
WT2	Girls Weightlifting Finals Qualifying Meet Results Report Form	Weightlifting	Jamie Rohrer	5051
WT4	Boys Weightlifting Finals Qualifying Meet Results Report Form	Weightlifting	Jamie Rohrer	5051
WT5	Girls/Boys Weightlifting Finals Qualifying Meet - Request for Addition or Change to Official Entry List	Weightlifting	<i>Member Schools</i>	
WR2	Wrestler Skin Condition Examination Report Form	Wrestling	<i>Member Schools</i>	
WR7	Clearance for Minimum Body Fat Percentage Form	Wrestling	<i>Member Schools</i>	

Other Forms	Department	Administered By	E-fax
Academic Team Champions	Media Relations	Cristina Alvarez	e-mailed
District Entry Lists	Eligibility	Sonny Hester	iFHSAA
Hall of Fame Nominations	Special Programs	Laurel Ring	5056
Individual Sport/Team Sport Commitment Forms	Operations	Paul McLaughlin	5041
Officials Field Clinic Application	Officials	Carrie Hardee	mailed
Officials Training Session Attendance	Officials	Carrie Hardee	0320
Officials Test Exemption Form	Officials	Carrie Hardee	0320
Sports Participation Survey	Membership	Seth Polansky	electronic submission
Student Population Report	Membership	Seth Polansky	electronic submission
Travel Expense Vouchers	Accounting	Doris Mahoney	5054