



June 27, 2012

TO: Jack Jarrell  
Wesley Christian School  
103 Ball Park Street  
Allen, KY 41601

FR: Commissioner Julian Tackett 

RE: Membership in KHSAA

This is in response to your request to join the Kentucky High School Athletic Association. The handbook for the KHSAA is located on the KHSAA web site at <http://www.khsaa.org/handbook/>. Below are the requirements for a school to become a member of the KHSAA:

**Basic Membership Criteria**

*Pursuant to 702 KAR 7:065, Section 1, the KHSAA has been designated as the Kentucky Board of Education's agent to manage interscholastic athletics at the high school level in the common schools, including a private school desiring to associate with the KHSAA and compete with a common school. Any school desiring to associate with the KHSAA shall complete, sign and submit this application to the KHSAA together with the applicable dues, which shall be considered by the KHSAA Board of Control. The following are the basic criteria for membership in the KHSAA:*

1. *The school shall have the 12th grade as the terminating grade, and not enroll students in only grades K-5;*
2. *The school shall be:*
  - a) *A public school under the auspices of the Kentucky Department of Education fitting into one of the following membership categories: A1 (District operated general or multi-program school), D1 (State Department of Education operated school), F1 (Federal Dependent school); or*
  - b) *A non-public school (private, parochial or church affiliated school fitting into one of the following membership categories: J1 – Roman Catholic School, M1 – Other religious school or R1 – Private, non church school) that has been certified by the Kentucky Board of Education consistent with KRS 156.160(3) (see KDE web site for Certification Process for Non-Public Schools), is a current member of the Kentucky Non-Public School Commission, and is accredited by one of the ten approved accrediting agencies including: The KyNPSC, Inc.; American Association of Christian Schools (AACCS); Association of Christian Schools International (ACSI); Southern Association of Colleges and Schools (SACS) / AdvancEd; Lutheran Church - Missouri Synod; Independent Schools Association of the Central States (ISACS); North American Division of Seventh Day Adventists; International Christian Accrediting Association (ICAA); Association Montessori International (AMI); American Montessori Society (AMS); or National Council for Private School Accreditation (NCPA);*
3. *The school shall agree, through this application and other monitoring methods, to adhere to and abide by the KHSAA Constitution, Bylaws, Tournament Rules and all other policies and directives of the KHSAA Commissioner or Board of Control;*
4. *A new school formed by the local board of education from existing KHSAA member schools shall be immediately eligible for championship participation upon acceptance of*

the application for new membership; whereas, any other school applying for new membership shall be ineligible for championship play during a two-year probationary period from the date of acceptance of the application; and

5. The school shall pay the membership dues and any and all assessed fines by the imposed deadline.

**Reasons to Deny or Revoke Membership**

The following is a list of reasons that the KHSAA Board of Control may either deny an application, suspend or revoke membership in the KHSAA:

1. Failure to satisfy any of the Basic Membership Criteria enumerated above;
2. Failure to adhere to and abide by any of the Agreements enumerated below; or
3. A documented pattern of continual violations and a general lack of institutional control as defined in KHSAA Bylaw 33.

**School Membership Dues**

Schools desiring to become a member of the Association shall pay a fee in accordance with their enrollment on the following schedule:

Schools enrolling 1-400 students in grades 9-12 shall pay \$800;

Schools enrolling 401-610 students in grades 9-12 shall pay \$1000;

Schools enrolling 611-899 students in grades 9-12 shall pay \$1200; and,

Schools enrolling more than 899 students in grades 9-12 shall pay \$1400.

**Compliance Expectation for Membership**

Each school desiring to join the KHSAA shall agree to compliance with certain specific requirements of the Board of Control. By signing this application on behalf of this school, I acknowledge:

That the local Board of Education or School Based Decision Making Body has given the undersigned Principal authorization to apply for renewal of membership in the KHSAA for the above referenced Academic School Year.

That this school is a voluntary member of the KHSAA and is in compliance with the KHSAA Constitution, Bylaws, Tournament Rules and all other policies and directives of the KHSAA Commissioner or Board of Control;

That in accordance with Section 3 of the KHSAA Constitution, the Board of Control is the final authority in determining tournament rules (including assignment of schools to district, region, and/or class);

That I have read, understood and agree to abide by the KHSAA Constitution, Bylaws, Tournament Rules, Due Process Procedure and all other policies and directives of the KHSAA Commissioner or Board of Control as now enacted or later amended;

That this school will abide by any and all of the rulings of the KHSAA Commissioner, Assistant Commissioners, Hearing Officer and Board of Control, and at all times act in the best interests of the KHSAA;

That this school will self-report any and all violations of the KHSAA Constitution, Bylaws, Tournament Rules, Due Process Procedure or all other policies and directives of the KHSAA Commissioner or Board of Control, and any ruling by the KHSAA and its Commissioner, Assistant Commissioners, Hearing Officer or Board of Control;

That the management of the athletic program is not in contradiction to state or Federal law, including the submission of the proper materials in a timely manner as requested by the Commissioner to fully comply with 702 KAR 7:065, Section 2(13) as it relates to monitoring compliance with 20 USC Section 1681 (Title IX);

That the KHSAA may impose penalties as detailed in Bylaw 33 against this school for violation of the KHSAA Constitution, Bylaws, Tournament Rules, Due Process Procedure or all other policies and directives of the KHSAA Commissioner or Board of Control, and agree to timely adhere to and abide by any and all penalties assessed against this school under Bylaw 33 or any other Bylaw, rule, regulation or policy;

- That this school will comply with the principles of institutional control as defined by KHSAA Bylaw 33 and the KHSAA's interpretations thereof;*
- That this school will comply in a timely manner with any and all requests by the KHSAA and its officials for information, records and reports;*
- That any information submitted via our online system using the secure login of an authorized school administrator shall be deemed to have been approved and signed off by the Principal;*
- That all records of the school including financial, scholastic and attendance, are open and available for inspection by the KHSAA and its officials;*
- That this school has distributed KHSAA Form GE04 in its entirety, including the applicable student eligibility rules and the Physician consent and Parental permission forms to each prospective student-athlete, and that this school properly maintains on file the written permission of the parents of each student-athlete and the required physical examination form until the student graduates from the school;*
- That this school has ensured that each student-athlete has insurance coverage up to the KHSAA Catastrophic deductible prior to allowing them to practice or play;*
- That this school has maintained compliance with KHSAA Bylaw 25 as it relates to the loss of school time for regular season athletic contests, and does not schedule regular season contests that directly conflict with the academic school day;*
- That this school has properly monitored the playing of scrimmage and regular season contests, and has not violated the provisions contained in Bylaw 25, Limitation of Seasons in any KHSAA sport, and will self-report any violations of these limitations;*
- That in compliance with KHSAA Bylaw 5, this school will perform its weekly grade check on a designated day of the week for the subsequent seven day period (beginning on Sunday), and will ensure that students ineligible on that date are not allowed to participate in practice or play until the next opportunity to check grades; and*
- That in compliance with KHSAA Bylaw 13, this school's records are available for inspection and that this school has the financial aid need analysis for its student-athletes performed by one of the approved agencies.*

Please note that to be considered for membership, a non-public school must become a member of the Kentucky Non-Public School Commission. This group screens schools to determine that they are valid educational entities and places them on an approved list. I encourage you to contact Steve Kopyay at 859-392-1530 for information on joining the Kentucky Non-Public School Commission. Once you join that group and are approved, you are eligible to join the KHSAA, provided you meet all of the above listed requirements.

You should also be aware that a new school formed or schools under the auspices of the same board of education as a member school, can become a member of the KHSAA upon receipt of the application and a copy of the operational approval of the Kentucky Board of Education. Schools that originate from sources other than herein described will remain in a candidacy status for a two-year period and shall be ineligible for postseason championship play during that period. In most cases, however, once school personnel fill out a membership application, the school is on probation only one additional year following the year when membership dues are paid. As a new school, your school would remain in a candidacy period for two years. The practical application of this status is that while you could compete against other KHSAA member schools, you would not be eligible to enter KHSAA sanctioned postseason competition for those first two years.

Lastly you should note that once a school becomes a member of the KHSAA, it is no longer eligible to compete in contests (regular season games) against non-KHSAA member schools.

This insurance and eligibility based restriction is considered vital to the preservation of the values and ethical conduct of interscholastic competition. If you are operating under provisions of written contracts for contests signed prior to the submission of your membership application, you may request permission from the Commissioner to play those contracted contests against non-member schools, but other contests against non-members may not be scheduled or played.

After you have reviewed this material, please feel free to contact me or any member of the staff at any time with your questions or concerns.

JT:mm

Enclosures (Membership Form)

xc: KHSAA Executive Staff  
Darlene Koszenski, Records Custodian