

**BOARD OF CONTROL  
REGULAR MEETING  
JULY 10-11, 2006  
KENTUCKY DAM  
VILLAGE, GILBERTSVILLE  
KY**

**AGENDA MATERIAL**

**REVISED AS OF 7-7-06**  
**2006-2007 KHSAA Board Of Control Standing and Ad hoc Committees**

President Gary Dearborn  
Vice President Donna Wear  
Commissioner Brigid L. DeVries

**Executive Committee**

All Board Members

**Audit/Finance Committee**

Lonnie Burgett, Chairperson  
Gary Dearborn  
Paula Goodin  
Ozz Jackson  
Jerry Keepers  
L. V. McGinty  
Jeff Perkins  
Bob Stewart  
Dave Weedman  
Lea Wise Prewitt

**Basketball Committee**

Chuck Broughton, Chairperson  
Michael Barren  
Lonnie Burgett  
Gary Dearborn  
Alan Donhoff  
Paula Goodin  
Ozz Jackson  
Jerry Keepers  
L.V. McGinty  
Donna Wear  
Dave Weedman  
Lea Wise Prewitt

**Constitution and Bylaws Committee**

Donna Wear, Chairperson  
Chuck Broughton  
Lonnie Burgett  
Gary Dearborn  
Alan Donhoff  
Paula Goodin  
Steve Parker  
Jeff Perkins  
Jeff Schlosser  
Bob Schneider  
Robert Stewart  
Dave Weedman  
Lea Wise Prewitt

**Football Committee**

Bob Schneider, Chairperson  
Michael Barren  
Chuck Broughton  
Gary Dearborn  
Alan Donhoff  
Paula Goodin  
Ozz Jackson  
L.V. McGinty  
Jeff Perkins  
Jeff Schlosser  
Robert Stewart  
Dave Weedman  
Lea Wise Prewitt

**Hall of Fame Screening Committee**

Chuck Broughton  
Gary Dearborn  
Paula Goodin  
Jeff Schlosser  
Larry Boucher  
Roland Williams  
Media Rep (print)  
Media Rep (radio)  
Media Rep (television)  
Dawahare Rep

**Hall-of Fame Selection Committee**

All Board Members  
All KHSAA Executive Staff Members  
Dawahare Rep

**Individual Sports Committee**

Robert Stewart, Chairperson  
Michael Barren  
Chuck Broughton  
Alan Donhoff  
Ozz Jackson  
Jerry Keepers  
L.V. McGinty  
Steve Parker  
Jeff Perkins  
Jeff Schlosser  
Bob Schneider  
Robert Stewart

**Member Schools and Services Committee**

Jeff Perkins, Chairperson  
Michael Barren  
Chuck Broughton  
Gary Dearborn  
Ozz Jackson  
Jerry Keepers  
Steve Parker  
Jeff Schlosser  
Bob Schneider  
Robert Stewart  
Donna Wear

**Museum/Hall of Fame Development Committee**

Steve Parker, Chairperson  
Lonnie Burgett  
Alan Donhoff  
Paula Goodin  
Jerry Keepers  
Jeff Perkins  
Jeff Schlosser  
Bob Schneider  
Dave Weedman  
Lea Wise Prewitt

**Officials Policy Committee**

L.V. McGinty, Chairperson  
Michael Barren  
Chuck Broughton  
Lonnie Burgett  
Gary Dearborn  
Alan Donhoff  
Paula Goodin  
Jerry Keepers  
Steve Parker  
Jeff Perkins  
Bob Schneider  
Robert Stewart  
Donna Wear

**Team Sports Committee**

Ozz Jackson, Chairperson  
Michael Barren  
Chuck Broughton  
Lonnie Burgett  
Jerry Keepers  
L.V. McGinty  
Steve Parker  
Jeff Schlosser  
Bob Schneider  
Bob Stewart  
Donna Wear  
Dave Weedman  
Lea Wise Prewitt

**Title IX Education and Compliance Committee**

Paula Goodin, Chairperson  
Michael Barren  
Lonnie Burgett  
Gary Dearborn  
Alan Donhoff  
Ozz Jackson  
L.V. McGinty  
Steve Parker  
Jeff Schlosser  
Donna Wear  
Dave Weedman  
Lea Wise Prewitt

JUL - 7 2006

July 5, 2006

Commissioner,

I write this letter to officially notify you of my retirement from the Pike County School System. It will be necessary for me to resign my position as a member of the K.H.S.A.A. Board Of Control.

As you can imagine this is a defining moment in my life. I have been directly involved with the K.H.S.A.A. since 1968. I have been blessed to meet and become very close to so many wonderful individuals through my association with the K.H.S.A.A. I will always cherish the memories while serving on the BOC.

Commissioner, I am very proud of your leadership and the work of your wonderful assistant commissioners. Keep up the good work!! I would hope that with my stand on some very difficult issues that the student athletes across the state will be the winners. May God bless you and each member of your staff.

Your friend,

A handwritten signature in cursive script that reads "Paul Dotson".

Paul Dotson

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# Kentucky High School Athletic Association

2280 Executive Drive ° Lexington, KY 40505 ° www.khsaa.org ° (859)299-5472 (859)293-5999 (fax)

## MEMO

TO: Board of Control Members  
FROM: Commissioner Brigid L. DeVries  
DATE: June 23, 2006  
RE: July 9-11, 2006 Board Meeting

Hello Everyone!

Here's hoping you are enjoying the summer and have taken time for rest and relaxation.

The following is some pertinent information regarding the July Board Meeting:

- On Sunday afternoon, July 9th, there will be an optional golf outing. Please indicate if you and/or a guest will be playing by calling L.V. McGinty (270) 442-8080.
- On Sunday evening, we will dine at Patti's 1880's Settlement, beginning at 7:30 p.m. (C.T.) Please inform Darlene as to the number of people dining in your party, so we can give the restaurant an accurate count.
- The annual Board Overview/Orientation session for Board members is scheduled on Monday, July 10, 2006 from 8:30 a.m. – 11:00 a.m.
- On Monday night, July 10th, a social outing will be held for the Board.
- Board members Chuck Broughton, Gary Dearborn, Stan Hardin and Jim Sexton are scheduled to attend the National Federation Summer Meeting in Orlando, Florida, along with staff, and Chuck and Gary will share their experiences with you during the Board meeting.

I look forward to seeing you on the 9<sup>th</sup>!

## BOARD MEETING ROOM RESERVATIONS

Room reservations have been made for the following individuals at Kentucky Dam Village beginning on Sunday, July 9<sup>th</sup>. If you need to change your arrival date, please contact Darlene Koszenski at the KHSAA office as soon as possible.

| Member             | Sunday Night Dinner | Additional Guests | Sunday Night Lodging | Monday Night Lodging |
|--------------------|---------------------|-------------------|----------------------|----------------------|
| Barren, Michael    | Yes                 |                   | Yes                  | Yes                  |
| Broughton, Chuck   | Yes                 |                   | Yes                  | Yes                  |
| Burgett, Lonnie    | Yes                 |                   | Yes                  | Yes                  |
| Dearborn, Gary     | Yes                 |                   | Yes                  | Yes                  |
| Donhoff, Alan      | Yes                 |                   | Yes                  | Yes                  |
| Dotson, Paul       | Yes                 |                   | Yes                  | Yes                  |
| Goodin, Paula      | Yes                 |                   | Yes                  | Yes                  |
| Jackson, Ozz       | Yes                 |                   | Yes                  | Yes                  |
| Keepers, Jerry     | Yes                 |                   | Yes                  | Yes                  |
| McGinty, LV        | Yes                 |                   | Yes                  | Yes                  |
| Parker, Steve      | Yes                 |                   | Yes                  | Yes                  |
| Perkins, Jeff      | Yes                 |                   | Yes                  | Yes                  |
| Schlosser, Jeffrey | Yes                 |                   | Yes                  | Yes                  |
| Schneider, Bob     | Yes                 |                   | Yes                  | Yes                  |
| Stewart, Bob       | Yes                 | 1                 | Yes                  | Yes                  |
| Wear, Donna        | Yes                 |                   | Yes                  | Yes                  |
| Weedman, Dave      | Yes                 |                   | Yes                  | Yes                  |
| Wise-Prewitt, Lea  | Yes                 |                   | Yes                  | Yes                  |
| Boucher, Larry     | Yes                 | 0                 | Yes                  | Yes                  |
| Cope, Butch        | Yes                 | 0                 | Yes                  | Yes                  |
| DeVries, Brigid    | Yes                 | 0                 | Yes                  | Yes                  |
| Koszenski, Darlene | Yes                 | 0                 | Yes                  | Yes                  |
| Tackett, Julian    | Yes                 | 3                 | Yes                  | Yes                  |
| Tippett, Ken       | NO                  |                   | NO                   | NO                   |
| Williams, Roland   | Yes                 | 0                 | Yes                  | Yes                  |
| TOTAL              |                     |                   |                      |                      |

PLEASE CONTACT DARLENE KOSZENSKI AS SOON AS POSSIBLE WITH YOUR GUEST COUNT FOR THE SUNDAY DINNER AT PATTI'S AND MONDAY SOCIAL ACTIVITIES. THANK YOU!



**BOARD OF CONTROL MEETING**  
**Committee Meetings and Full Board of Control**  
**Kentucky Dam Village, Gilbertsville, KY**  
**July 9-11, 2006 (All times C.T.)**

**Monday, July 10, 2006**

**BOARD OF CONTROL OVERVIEW/ORIENTATION MEETING**

**8:30 a.m. to 11:00 a.m. CT, Executive Committee** – All Board Members

Board of Control Overview/Orientation  
Review Policy Manual Section – Board Meetings  
Review Policy Manual Section – Personnel  
President's Goals and Committee Assignments  
Officials Brochure  
KHSAA Forms

**BOARD OF CONTROL COMMITTEE MEETINGS – ALL BOARD MEMBERS ARE ENCOURAGED AND INVITED TO ATTEND ALL COMMITTEE MEETINGS.**

**11:00 a.m. CT, Member Services Committee** – Jeff Perkins, Chairperson; Michael Barren, Chuck Broughton, Gary Dearborn, Ozz Jackson, Jerry Keepers, Steve Parker, Jeff Schlosser, Bob Schneider, Robert Stewart, Donna Wear

**1:00 p.m. CT, Constitution and Bylaws Committee** – Paul Dotson, Chairperson; Chuck Broughton, Lonnie Burgett, Gary Dearborn, Alan Donhoff, Paula Goodin, Steve Parker, Jeff Perkins, Jeff Schlosser, Bob Schneider, Robert Stewart, ~~Donna Wear~~, Dave Weedman, Lea Wise Prewitt (agenda items listed in Board agenda)

**2:30 p.m. CT, Football Committee** – Bob Schneider, Chairperson; Michael Barren, Chuck Broughton, Gary Dearborn, Alan Donhoff, Paul Dotson, Paula Goodin, Ozz Jackson, L.V. McGinty, Jeff Perkins, Jeff Schlosser, Robert Stewart, Dave Weedman, Lea Wise Prewitt (agenda items listed in Board agenda)

**4:00 p.m. CT, Executive Committee (continued)** – All Board Members (agenda items listed in Board agenda)

**Tuesday, July 11, 2006**

**FULL BOARD OF CONTROL MEETING – 8:30 a.m. CT (Following Executive Committee Completion)**

*(W-refers to Written Items, O-refers to Oral Items, A-refers to Action Items, D-refers to Discussion Items)*

A. Action Items (Action must be approved/adopted with motion)

- 1) Call to Order, President Gary Dearborn (\*)
- 2) Reflection - President Gary Dearborn
- 3) Pledge of Allegiance – Brigid DeVries
- 4) Minutes of May, 2006 Regular Meeting (A/W)
- 5) Commissioner's Report of Current Issues, including possible Executive Session to Review Kentucky Department of Education Hearing Officer Rulings, Current Investigations and Current and Potential Legal Cases (\*\*)
- 6) Consideration of the following appeals in compliance with the KHSAA Due Process Procedure:

| Case # | Bylaw | H. O. Recommend                        | Recuse |
|--------|-------|----------------------------------------|--------|
| #1035  | 6     | ELIGIBLE                               |        |
| #1040  | 6     | ELIGIBLE (Remand for more information) |        |
| #1044  | 6     | ELIGIBLE                               |        |
| #1045  | 6     | INELIGIBLE                             |        |
| #1046  | 6     | INELIGIBLE                             |        |
| #1047  | 6     | INELIGIBLE                             |        |
| #1048  | 4     | INELIGIBLE                             |        |

| Case # | Bylaw | H. O. Recommend               | Recuse |
|--------|-------|-------------------------------|--------|
| #1043  | 6     | INELIGIBLE (EXCEPTIONS FILED) |        |
|        | 33    | WOLFE COUNTY WRITTEN APPEAL   |        |

- 7) Committee Report from the **Executive Committee** and Necessary Action (\*\*\*)
  - a) Discussion and approval of bills presented, May 1, 2006 through June 30, 2006
  - b) Establish Specific Goals per 702 KAR.7:065 for Commissioner and Review Method for Evaluating Those Goals
  - c) Investigative Assistance
- 8) Committee Report from the **Constitution and Bylaws Committee** and Necessary Action
  - a) Referendum Results
  - b) Approve for inclusion on Annual Meeting Agenda, Decide if Board to propose or seek outside author
    - i) Constitution – Process for Acceptance/Rejection of Proposals (discussion)
    - ii) Discussion of Proposal 3 Concept – Feeder Pattern Adoption vs. Territory Definition
  - c) Give first reading to KHSAA/Board proposals
    - i) Spring Practice Revision
    - ii) Track Limit of Seasons
  - d) Give second reading to KHSAA/Board proposals
    - i) Bylaw 4 – Revise definition of “full-time” to match the definition of Bylaw 5
    - ii) Bylaw 10 – Remove Provisions Restricting Recruiting of Enrolled Students
    - iii) Bylaw 25 – Counting of Games Revision (Baseball/Softball) 36
    - iv) Revise Cheer Limit to Clearly Contain NFHS Stunt Limitations
    - v) Bylaw 29 – Revise to Require Official at Swimming Meets (~~Consider Codifying Track With More Than Four Teams~~)
    - vi) Constitution – Review Number of Meetings *from 6 to 4*
    - vii) Constitution – Deadline for Amendments ~~to 5/1~~ to 5/1
    - viii) Constitution – Consideration of Amendments From the Floor
  - e) Due Process Procedure and Deadlines
  - f) Other Items of Discussion
    - i) Participation by Ineligible Athletes During Non-KHSAA Jurisdictional Time at Team Exclusive Activities
    - ii) Classification of Varsity vs. Non-Varsity
    - iii) Applicability of Non-KHSAA Rules to Bylaw 33
    - iv) Applicability of Fines to Selected Offenses of KHSAA Rules
- 9) Committee Report from the **Football Committee** and Necessary Action
  - a) Discussion of Draft Number of Classes and Alignment of Teams
  - b) Discussion of Long-Term Rotation of Playoff Games
- 10) Committee Report from the **Member Services Committee** and Necessary Action
  - a) Discussion of KHSAA Catastrophic Insurance Policy Limitation Revisions
  - b) Discussion of Award Levels for State Play
  - c) Review Current Status of Archery Participation (W)
  - d) Discuss and Review Procedure for Adding Sports
  - e) Review Applications for Membership for 2006-2007 (Ken Trivette Letter)

## B. Reports and Miscellaneous Items

(W-refers to Written Items, O-refers to Oral Items, A-refers to Action Items, D-refers to Discussion Items)

- 1) Report on Transfers, May 1 to June 30, 2006 (W/D)
- 2) Confirm date for Special Board Meeting to consider appeals on August 21, 2006 (O/D)
- 3) Confirm date for next Regular Board of Control Meeting (September 14-15, Lexington, KY) (O/D)
- 4) Report of Ticket Prices for 2006-2007 (A/W)
- 5) Basketball Radio Network Settlement Report (W)
- 6) Baseball Semi-State Report (A-W)
- 7) Review Christian Fellowship Status from May Meeting
- 8) Correspondence
  - a) Eminence re: Basketball
  - b) Holy Cross (Covington) re: Slow Pitch

- c) Scott Smalley re: Sportsmanship
- d) Lexington Catholic re: Policies & Procedures
- e) 6<sup>th</sup> & 7<sup>th</sup> Region Officials
- 9) Fines and Penalties Report
- 10) Lea Wise Prewitt Congratulations Letter
- 11) Museum Update (O)
- 12) Miscellaneous Board and Staff items

Items marked (\*) have no attachments

Items marked (\*\*) may have additional material distributed prior to the meeting

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Vice President Donna Wear  
Commissioner Brigid L. DeVries

**Executive Committee**

All Board Members

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**Basketball Committee**

Chuck Broughton, Chairperson  
Michael Barren  
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Lea Wise Prewitt

**Constitution and Bylaws Committee**

Donna Wear, Chairperson  
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Dave Weedman  
Lea Wise Prewitt

**Football Committee**

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Lea Wise Prewitt

**Hall of Fame Screening Committee**

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Dawahare Rep

**Hall-of Fame Selection Committee**

All Board Members  
All KHSAA Executive Staff Members  
Dawahare Rep

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Jeff Schlosser  
Bob Schneider  
Robert Stewart

**Member Schools and Services**

**Committee**  
Jeff Perkins, Chairperson  
Michael Barren  
Chuck Broughton  
Gary Dearborn  
Ozz Jackson  
Jerry Keepers  
Steve Parker  
Jeff Schlosser  
Bob Schneider  
Robert Stewart  
Donna Wear

**Museum/Hall of Fame Development**

**Committee**  
Steve Parker, Chairperson  
Lonnie Burgett  
Alan Donhoff  
Paula Goodin  
Jerry Keepers  
Jeff Perkins  
Jeff Schlosser  
Bob Schneider  
Dave Weedman  
Lea Wise Prewitt

**Officials Policy Committee**

L.V. McGinty, Chairperson  
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Ozz Jackson, Chairperson  
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Bob Stewart  
Donna Wear  
Dave Weedman  
Lea Wise Prewitt

**Title IX Education and Compliance Committee**

Paula Goodin, Chairperson  
Michael Barren  
Lonnie Burgett  
Gary Dearborn  
Alan Donhoff  
Ozz Jackson  
L.V. McGinty  
Steve Parker  
Jeff Schlosser  
Donna Wear  
Dave Weedman  
Lea Wise Prewitt

## 2006-2007 BOARD OF CONTROL & STAFF

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# LEXINGTON CATHOLIC HIGH SCHOOL

JUN 26 2006

June 22, 2006

Commissioner Brigid DeVries  
Kentucky High School Athletic Association  
2800 Executive Drive  
Lexington, Kentucky, 40505

Dear Brigid,

Thank you very much for the opportunity to meet with you and the Board of Control on May 23, 2006. As you know, pursuant to your November 15, 2005, ruling, prior to the Board of Control meeting, Lexington Catholic High School submitted its Athletic Compliance Manual to the KHSAA staff for review. Thereafter, we met with the Board of Control to discuss this manual and to consider comments and suggested revisions to help ensure that Lexington Catholic High School had adequate institutional controls in place to avoid athletic infractions of the KHSAA bylaws. Pursuant to that meeting and the discussions from the Board of Control members and the KHSAA staff, we have revised this Manual to incorporate most of the Board's comments and the comments from Associate Commissioner Julian Tackett.

The Board of Control determined at the meeting that it would not formally approve the Manual by vote since it lacked the authority to approve a member school's policies. However the Board agreed to recommend at its July meeting that this Manual, if found to be adequate, does meet the requirements of your November 15, 2005, order by demonstrating that Lexington Catholic High School has adequate institutional controls as required by Bylaw 33. The very basis of the November penalties showed that "The financial aid violations coupled with this violation (ineligible player) demonstrate a lack of institutional control at LCHS. All Member schools are expected to maintain a level of institutional control to ensure that violations do not occur." This Manual adequately addresses that issue.

Accordingly, we are submitting this Manual demonstrating adequate institutional controls are in place at Lexington Catholic High School pursuant to all KHSAA Bylaws and we ask the Board to approve Lexington Catholic's application for renewal of membership for the 2006-2007 school year.

Sincerely,

*Sally Stevens*

Sally Stevens  
Principal

MIND • SPIRIT • BODY



# **Lexington Catholic High School Athletic Policies and Procedures Manual**

**(WORKING DRAFT FOR DISCUSSION PURPOSES ONLY  
NOT SUBJECT TO OPEN RECORDS)**

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## **I. Mission Statement and Purpose**

We, Lexington Catholic High School (LCHS), serve as an integral part of the educational mission of the Roman Catholic Diocese of Lexington. We serve Catholic students and students of other faith traditions by providing a high quality secondary education that emphasizes the spiritual ideals and moral values of the Gospel. In this faith community, we form and develop the body, mind, and spirit of our students. We view athletic competition and training to be an integral component of that mission.

### **A. Introduction and Purpose**

As reflected in the foregoing mission statement, it is the fervent intent of LCHS to abide by all rules and regulations of the KHSAA in the governance of Athletics at LCHS. Accordingly, the purpose of this Manual is to establish Lexington Catholic High School's policy for institutional controls to assist the relevant constituents at LCHS and others directly connected with the athletic program or school in preventing any infraction of KHSAA bylaws (attached hereto and made a part of) and internal policies of LCHS by providing clear and direct guidelines for compliance. Lexington Catholic shall be the sole entity with responsibility for enforcing this policy as outlined in Section II D. below.

### **B. Effective Date**

These policies and procedures shall be effective as of the date of issuance and compliance by all administrators, coaches, parents, students, or others including but not limited to, boosters or alumni, with a direct connection to the athletic program or the school is mandatory.

### **C. Applicability**

These policies and procedures (hereinafter referred to as "Manual") set forth herein apply to all administrators, coaches, parents, students, or others including, but not limited to, boosters or alumni, with a direct connection to the athletic program or the school for the purpose of ensuring compliance with the KHSAA bylaws.

Each person referenced above is responsible for his or her own actions and shall become intimately familiar with the policies contained herein and the KHSAA bylaws. LCHS will provide applicable training and monitoring to ensure that adequate institutional controls are in place to provide compliance with KHSAA rules and regulations.

#### **D. Responsibility**

Although each person referenced above shall have responsibility for complying with these procedures and the bylaws of the KHSAA, LCHS recognizes and assumes the ultimate responsibility as a member of the KHSAA for compliance and thus designates the Principal (pursuant to Bylaw #1) as the party with direct responsibility in all matters in the school that concern compliance, including eligibility, and inter-school contests. The principal designates the Athletic Director as LCHS' KHSAA Designated Representative for the purpose of conducting the interscholastic program at LCHS and implementing all necessary institutional controls for compliance.

## **II. Policies and Procedures**

### **A. Athletic Eligibility and Participation**

#### **1. Athletic Inquiries**

KHSAA Bylaw 10 expressly prohibits recruitment activities which influence any student to attend a particular school for participating in Athletics. Accordingly, any inquiry regarding participation in Athletics at LCHS and governed by KHSAA (hereinafter "Athletics") shall be directed to the Admissions Director or the Lexington Catholic website. If any prospective student or family contacts any coach, athletic director, school personnel, or any other person with a direct connection to the athletic department or school, they must be directed to the Admissions Director with a copy of the message forwarded to the Athletic Director. In addition, no staff member shall contact a student athlete outside of the feeder system in accordance with KHSAA Bylaw 10.

#### **2. Incoming Freshmen**

All incoming freshmen shall complete the Electives and Activities Form (attached as Exhibit 1), the Parental Explanation Sheet (attached as Exhibit 2), and the Athletic Compliance Form (attached as Exhibit 3) before they are eligible to tryout, practice or participate in any manner for any athletic team. The purpose of these forms is to compile all necessary personal information to ensure compliance with KHSAA eligibility requirements. For example, if the student has repeated any grade including, but not limited to, the eighth grade, the Admissions Director shall obtain the documentation and transcripts documenting the details. One copy of each form is retained by the Admissions Director and the second copy is retained by the Athletic Department.

In addition to other KHSAA restrictions to player eligibility, prior to any eligibility or participation in Athletics, the Assistant Athletic Director shall review the Elective and Activities Form, the Parental Explanation Sheet, and the Athletic Compliance Form and acknowledge the eligibility of the participant pursuant to

the applicable bylaws. The form will then be submitted for review to the Athletic Director for compliance.

### **3. Transfer Students**

All transfer students shall also complete the Parental Explanation sheet (attached as Exhibit 2), and the Athletic Compliance Form (attached as Exhibit 3) before they are eligible to tryout, practice or participate in any manner for any athletic team. One copy of each form is retained by the Admissions Director and the second copy is retained by the Athletic Department.

The Admissions Director will identify all transfer students and notify the Athletic Director of their pending enrollment. **No transfer student is eligible to tryout or practice on any team until they meet with the Athletic Director and complete the appropriate KHSAA Transfer Forms (attached as Exhibit 4) and until the KHSAA approves the player's eligibility pursuant to KHSAA Bylaw 6.** If the student has repeated any grade, the Admissions Director will obtain the appropriate documentation and transcripts to provide to the Athletic Director. The Athletic Director will inform the coach that the student has complied with KHSAA eligibility transfer requirements prior to any athletic participation. Seniors who transfer will be ineligible unless they have a special waiver by the Athletic Director and Principal.

### **4. Existing Students**

#### **a. Eligibility Forms/Participation List**

Coaches shall submit rosters to the Athletic Director or his designee pursuant to the following schedule:

Fall Sports – August 1  
Winter Sports – November 1  
Spring Sports – March 1

The Athletic Director or designee shall ensure that each student athlete satisfies the requirements per the **KHSAA Certification of Eligibility Form and Participation List (attached as Exhibits 5 and 6)** prior to any participation in Athletics.

#### **b. Eligibility Physicals and Parents Consent Forms**

Pursuant to Bylaw 2, each year LCHS shall provide this form to all student athletes and their parents. Students must return their completed and signed Physical Form and Acknowledgment of Risk (**KHSAA Form GE04 attached as Exhibit 7**). The completed form must be submitted to the coach before the student is eligible to tryout/practice. All new athletes must complete this form before participating. Coaches must have copies of physicals in their possession at all times.



### **c. Transcript and Age Reviews**

LCHS will review and ensure compliance with Bylaw 5's transcript review requirements and ensure compliance with Bylaw 3's age requirements.

### **d. Athletic Facilities Use**

- i. Moderators of extra-curricular activities are to supervise the use of the facilities after school by the students involved in these activities. The same, of course, applies to the coaches in regard to the athletes in the gym section of the school.
- ii. The school buildings will be locked at 4:00 P.M. Students who have a reason to remain in the building on a particular day should check with the dean ahead of time about remaining after 4:00 P.M. and are not permitted under any circumstances to use the gym.
- iii. Field house regulations are developed and specified by the athletic department. For no reason whatsoever, may anyone be allowed in the locker room area of the opposite sex. The training area between the two locker room areas is open to students of both sexes who should come there in full athletic or school uniform.
- iv. Casual use of athletic facilities by non-students who are not in the LCHS feeder system shall be prohibited without prior approval from the Athletic Director. Excepted from this prohibition are the paid uses of facilities per contract or agreement or the use of facilities by community groups provided by LCHS with no intent whatsoever to induce those non-students to play Athletics at LCHS, but to provide the facilities as a charitable or community service.

### **e. Prohibited Activities**

- i. LCHS coaches, athletic directors, administrators, or others with a direct connection to the athletic program or school shall not exceed what is appropriate or normal by offering any inducement or incentive to a student with or without an athletic participation record.
- ii. Illegal contact with non-students not in the LCHS feeder system shall be prohibited as that contact is addressed and regulated under Bylaw 10 & relevant case bylaws.
- iii. No LCHS coach, athletic director, administrator or anyone else with a direct connection to the athletic program or school shall provide any special benefit, money or items of tangible benefit, other than equipment or uniforms as necessary for Athletic participation, to any student athlete including: money, free or reduced tuition, room and board, free text books, clothing, pay for work not performed or that is in excess of the amount regularly paid for those type of services, regular free transportation by anyone associated with the school, privileges not afforded non-student athletes, or special gifts.

- iv. Those with "a direct connection to the school" include: coaches, booster club parents and members, alumni, school board members & officers, parents of high school players, booster club representatives and students.

## **5. Middle School Student-Athletes**

Team members must be members of a Catholic elementary school or attend terminal schools such as The Lexington School, the Capital Day School, and Montessori Middle School of Kentucky. The head coach is responsible for completing a participation form, which includes the home school of each student. The Athletic Director shall verify student enrollment with the principal of each of the thirteen home schools. The LCHS middle school program will only accept students from our designated 13 "feeder" schools. These schools are Mary Queen, Christ The King, St. Peter & Paul, Seton Catholic School, Good Shepherd (Frankfort), St. Leo's (Versailles), St. Mark's (Richmond), St. John's (Georgetown), St. Agatha (Winchester), St. Mary's (Paris), The Lexington School, Montessori Middle School of Kentucky, and Capital Day (Frankfort). Policy will cover both the middle school programs and the summer AAU teams.

## **B. Recruiting and Tuition Assistance**

### **1. Recruiting**

KHSAA Bylaw 10 prohibits recruiting of any student athlete by undue influence, which includes, but is not limited to, providing scholarship or financial aid for which other members of the student body are not generally eligible.

### **2. Tuition Assistance**

It is LCHS policy to provide all tuition assistance purely on the basis of need without regard to students' grades, participation in school Athletics or any other judgment. This policy, which makes all tuition assistance generally available to the entire student body, is determined by a neutral evaluator pursuant to the guidelines of KHSAA Bylaw 10.

Families of all students at LCHS are given the opportunity to apply for assistance. Applications and instructions are distributed to all incoming freshmen students at the time they take their placement exams. In addition, registration packets containing the same application forms and instructions are also mailed home to parents of the entire student body enrolled at the school, and students may apply for tuition assistance mid-year through the same neutral evaluator.

The Business Office oversees this process. The completed application is sent directly to a KHSAA approved agency, pursuant to Bylaw 10. The independent agency calculates the suggested grant amount based on the budgeted amounts available and provides LCHS with a listing of all applicants and the suggested

grant amount. With the exception of nominal grants, awarded on the basis of academic achievement or other objective criteria, generally available to the entire student body, this shall be the only source of tuition assistance provided to ANY student by LCHS. If a student and/or family situation changes, this process of utilizing an independent KHSAA approved agency shall again be used to determine additional need.

There shall be no write-off adjustment to a tuition accounts receivable for a student athlete and LCHS will retain and not release the student's transcript until the account is paid in full.

The Board of Trustees will oversee the Tuition Assistance Board Subcommittee to ensure that there are no variances from this policy.

In addition, each year, the parent or guardian must sign an acknowledgement whereby he/she/they confirm that their child did not receive monetary assistance as an inducement to participate in Athletics at LCHS (Parental Explanation Sheet attached as Exhibit 2)

### **3. Donation of Lexington Catholic Properties**

Before a coach or an entire sports program decides to donate new or used uniforms, practice gear, warm-ups, sweat suits, hats, shirts, jackets, pants, shorts, etc, or any athletic equipment, you must first receive approval from the Athletic Director. Please use the Donation of Lexington Catholic Properties Form (attached as Exhibit 8) when seeking approval for the donation. If this procedure is not followed, you place yourself and the school in violation of KHSAA Bylaw 10.

## **C. Training**

### **1. Coaches' seminars**

The Principal and the Athletic Director shall host a compliance seminar twice a year for all coaches of LCHS Athletic programs (paid and volunteer) and Admission and Business Office personnel advising them of the requirement of strict compliance with KHSAA policy and this Manual.

### **2. Parents' meetings**

Prior to the beginning of each Athletic season, the head coach shall include a compliance information component to advise them of the requirement of strict compliance with KHSAA policy and this Manual.

LCHS will provide the KHSAA with minutes from both the coaches' seminar and the parents' meeting, as well as provide calendar notice to the KHSAA so that a representative may attend to answer questions or provide any other guidance as necessary.

#### **D. Enforcement**

The Principal and the Athletic Director will be held strictly responsible for the enforcement of the rules and regulations of the KHSAA and the internal policies and procedures of LCHS governing Athletics. These individuals shall also ensure that competent persons are in charge of each athletic (including Athletic) team, group, program, and/or activity, who are thoroughly knowledgeable of the rules and regulations of the KHSAA and this Manual. Contracts for employment for all individuals employed by LCHS, including, but not limited to, the Principal, Athletic Director, and coaches, shall contain a provision that requires compliance with all rules and regulations promulgated by LCHS regarding Athletics, including this Manual. Non-compliance of any of these rules or policies may result in the termination of any contract of employment or the non-renewal of said contract of employment for any contract employee found to have violated said Manual. In addition, in the event of non-compliance of any rule, regulation, policy or procedure by any non-employee of LCHS including, but not limited to, boosters and alumni, the Principal and Athletic Director are authorized to advise the offending non-employee in writing of their disassociation with Athletics at LCHS. LCHS shall strictly abide by all reporting requirements for all infractions of the rules and regulations of the KHSAA. Since compliance with these institutional controls and KHSAA rules and regulations is of the highest priority for the Athletics program at LCHS, and for LCHS as an educational institution generally, any person, either employed by LCHS or not employed, is encouraged to contact, anonymously or otherwise, the Athletic Director regarding any possible rules violation or in the event that person has any question regarding what is permissible under the applicable rules and regulations. The Athletic Director will then make a report to the LCHS Board of Trustees' Athletic Oversight Committee and the Principal of any reported incident or question.

The Athletic Oversight Committee is a standing Board Committee of the Lexington Catholic Board of Trustees composed of a Board of Trustee member who shall act as the Committee chair, the Principal, the Athletic Director, two (2) faculty members, and two Board members.

#### **E. Compliance**

Head coaches are expected to maintain discipline and resolve problems to the best of their ability relating to the situation. If an issue becomes serious enough, coaches needing assistance shall contact the Athletic Director. The chain of command for Athletics is Athletic Director → Principal → President and Superintendent of Schools. Any suspected violations of KHSAA Bylaws should be reported in writing through the chain of command. If any member of the chain of command is involved in the allegation, the report should go to the next person in the chain of command. The Principal will conduct an internal investigation in conjunction with the Athletic Office. Results of the investigation will be reported to the KHSAA.

# ELECTIVES AND ACTIVITIES FORM 2006-2007

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Parent(s)/Guardian(s) Name(s) \_\_\_\_\_

Home Phone: Area Code ( ) \_\_\_\_\_ Sex: M / F

Current School \_\_\_\_\_

Have you repeated the eighth grade? (Circle One) Yes No

*Please circle one of the following foreign languages that you would want to take next year. Your selection will simply be an indication of your interest prior to orientation in April. All students must take at least two years of the same foreign language. (Circle One)*

Latin Spanish French

*Do you anticipate being able to by-pass the first year of your high school level foreign language course because you have already had several years of foreign language? (Circle One)*

Yes No

*What Mathematics course are you currently taking? (Circle One)*

Pre-Algebra Algebra I Geometry  
Other (specify) \_\_\_\_\_

*Athletic Programs: Place a check by any that may be of interest. (One Per Season)*

## **Fall Sports**

Football \_\_\_\_\_  
Soccer \_\_\_\_\_  
Golf \_\_\_\_\_  
Cross Country \_\_\_\_\_  
Volleyball \_\_\_\_\_

## **Winter Sports**

Basketball \_\_\_\_\_  
Swimming \_\_\_\_\_  
Hockey \_\_\_\_\_

## **Spring Sports**

Baseball (boys) \_\_\_\_\_  
Softball (girls) \_\_\_\_\_  
Track \_\_\_\_\_  
Tennis \_\_\_\_\_  
Lacrosse \_\_\_\_\_

## **Multiseason Sports**

Cheerleading \_\_\_\_\_  
Dance Team \_\_\_\_\_  
Ultimate Frisbee \_\_\_\_\_

Have you played any of these sports at the High School Level? (Circle One) Yes No  
If yes, where \_\_\_\_\_ and what sport(s) \_\_\_\_\_

*Special Interest Clubs: Place a check by any of these that may be of interest.*

Academic Team \_\_\_\_\_  
Art Club \_\_\_\_\_  
Environment Club \_\_\_\_\_  
French Club \_\_\_\_\_  
Y-Club \_\_\_\_\_  
Outdoor Club \_\_\_\_\_  
Teens Against Tobacco \_\_\_\_\_

Latin Club \_\_\_\_\_  
Drama Club \_\_\_\_\_  
Band \_\_\_\_\_  
Key Club \_\_\_\_\_  
Chess Club \_\_\_\_\_  
Mock Trial Team \_\_\_\_\_  
Fellowship of Christian Athletes \_\_\_\_\_

Spanish Club \_\_\_\_\_  
Math Club \_\_\_\_\_  
Pep Club \_\_\_\_\_  
Pro-Life Club \_\_\_\_\_  
Choir \_\_\_\_\_  
Student Publications \_\_\_\_\_

Student Council \_\_\_\_\_  
Speech Club \_\_\_\_\_

**Parental Explanation Sheet**

Please tell us in your own words why and how you came to choose Lexington Catholic High School for your student.

Please circle the appropriate word.

I was/was not contacted or coerced by any member of the Lexington Catholic administration, faculty, staff, or coach to enroll my student for athletic reasons.

Please list who will be responsible for all fees and tuitions for the student while attending Lexington Catholic High School.

---

---

---

I attest that I have completed this form accurately to the best of my ability.

---

Student Signature

Date

Please Print Signed Name: \_\_\_\_\_

---

Parent/Legal Guardian Signature

Date

Please Print Signed Name: \_\_\_\_\_

ATHLETIC COMPLIANCE FORM 2006-2007

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Parent(s)/Guardian(s) Name(s) \_\_\_\_\_

Home Phone: Area Code ( ) \_\_\_\_\_ Sex: M / F

Date of Birth: \_\_\_\_\_ Age as of August 1 of 2006: \_\_\_\_\_

Have you transferred to Lexington Catholic High School in the last 12 months? (Circle One) Yes No

If yes, please list your former high school: \_\_\_\_\_  
Name of High School

City and State of former high school: \_\_\_\_\_

Have you repeated any grade 8-12? (Circle One) Yes No

If you answered yes to the previous question, which grade did you repeat? \_\_\_\_\_

Where did you repeat this grade? \_\_\_\_\_

Why? \_\_\_\_\_

Did you play any sports at the high school level? (Circle One) Yes No

If yes, for what high school \_\_\_\_\_

What sport(s) \_\_\_\_\_

at which level (Circle One) Freshman Junior Varsity Varsity

I attest that I have completed this form accurately to the best of my ability.

\_\_\_\_\_  
Student Signature\_\_\_\_\_  
Date

Please print signed name: \_\_\_\_\_

\_\_\_\_\_  
Parent/Legal Guardian Signature\_\_\_\_\_  
Date

Please print signed name: \_\_\_\_\_



EXHIBIT 4

KHSAA Form GE06  
Rev. 4/06

Page 1 of 4

**KENTUCKY HIGH SCHOOL ATHLETIC ASSOCIATION  
DOMESTIC STUDENT TRANSFER FORM**  
**THIS FORM MAY NOT BE FAXED TO THE KHSAA. STUDENT IS NOT ELIGIBLE UNTIL  
RULING ISSUED BY COMMISSIONER. INCOMPLETE OR ILLEGIBLE FORMS WILL BE  
RETURNED WITHOUT PROCESSING.**

**GENERAL INSTRUCTIONS FOR COMPLETION OF THE KHSAA TRANSFER FORM**

1. The **Receiving School** is the KHSAA member school in which the student is enrolled and for which he/she is requesting eligibility.
2. The **Sending School** is normally the most recent school in which this student was enrolled and participated in interscholastic athletics. For students who have attended multiple schools, this is the last school at which the student participated in varsity athletics.
3. Upon receipt, the form will be reviewed by the Commissioner's Office and a ruling will be issued.
4. For processing, allow a minimum of three (3) working days to ensure time for verification of the data and be mindful that in accordance with the Due Process Procedure, the Commissioner has thirty (30) days to rule, and additional time if investigation is necessary.
5. Only the Principal and/or Designated Representative of a member school may inquire as to the processing status of the form. Member schools will be given information as to the proper procedure for such verification.
6. The waiver of Bylaw 6 does not in and of itself declare the student eligible. It is the responsibility of the member school to verify that the student is eligible according to all other bylaws.

**SPECIFIC INSTRUCTIONS FOR THE RECEIVING SCHOOL**

1. This form is for use with domestic students enrolling in a KHSAA member school and is to be processed between school administrators and may not involve parental intervention at its delivery.
2. Complete this form for any student transferring into a school who has not been continually enrolled in the receiving school since ninth grade or if the student is below grade nine (9) and has already participated in sports during the current school year.
3. Students may not practice, scrimmage (inter or intra-school) or play in contests until being ruled eligible by the Commissioner's office if a ruling is required. Member school(s) will be penalized for such participation.
4. Verification as to a student not having participated in varsity athletics at his/her former school **SHALL** be in writing (using page two of this form) and kept on file until the student graduates. No ruling is necessary if the **Sending School** response indicates that the student athlete has not participated in varsity athletics.
5. The **Receiving School** may need to verify with multiple schools as to the participation history if the student has attended more than one high school after enrolling in grade nine.
6. The **Receiving School** shall complete page two of this form if there is doubt about the student's participation at the varsity level. This can then be sent to the **Sending School** to verify and determine if the completion of pages three and four are required.
7. If the **Sending School** verifies that there has been no varsity participation, and the student is deemed eligible by the **Receiving School** according to all other bylaws, the form (page two of this form), should be placed with the student's permanent record and no other action is necessary to allow the student to participate.
8. If the **Sending School** verifies that the student has participated, then the **Receiving School** shall complete all requested and required information on page three of the form and send the form in its entirety (pages two, three and four) to the **Sending School**.
9. The **Receiving School** should maintain a copy in case of problems with mail or other delivery.
10. After receiving the information on page four from the sending school, the **Receiving School** shall sign page three of the transfer form.
11. After signing the form, the **Receiving School** should collect any additional necessary documentation (custody orders, home sale verification), and should check the form to be sure all requested and required information has been properly completed.
12. Once verified, the **Receiving School** shall submit all three pages (pages two, three and four) to the KHSAA for an eligibility ruling.

**SPECIFIC INSTRUCTIONS FOR THE SENDING SCHOOL**

1. This form is for use with domestic students enrolling in a KHSAA member school **AND IS** to be processed between school administrators and may not involve parental intervention at its delivery.
2. If a **Sending School** receives only page two of the form, the **Sending School** shall verify whether or not the student has participated at the varsity level after enrolling in grade nine, sign the form, and return it to the receiving school.
3. If a **Sending School** receives the entire form, then the **Sending School** shall complete the relevant information on page two of the form, review the information on page three of the form submitted by the **Receiving School**, and then complete all requested and required information on page four of the form. The **Sending School** representative shall then sign the appropriate lines on the form and send the form in its entirety back to the **Receiving School**.
4. If desired, the **Sending School** should maintain a copy in case of problems with mail or other delivery.
5. KHSAA member schools will be penalized in accordance with Bylaw 33 for failing within fifteen (15) days to return the transfer form to the **Receiving School**.
6. Non-KHSAA members will be referred to the appropriate State High School Association for assistance if there is delay in the processing of this form.
7. Member schools are reminded that the **Sending School** has no authority in making the eligibility determination, but must simply report the facts according to the permanent record and other verified data on the form.





**KENTUCKY HIGH SCHOOL ATHLETIC ASSOCIATION**  
**DOMESTIC STUDENT TRANSFER FORM**  
**THIS FORM MAY NOT BE FAXED TO THE KHSAA. STUDENT IS NOT ELIGIBLE UNTIL RULING**  
**ISSUED BY COMMISSIONER. INCOMPLETE OR ILLEGIBLE FORMS WILL BE RETURNED**  
**WITHOUT PROCESSING.**

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**USE THIS FORM TO DETERMINE IF THE STUDENT HAS PREVIOUSLY PARTICIPATED AT THE VARSITY LEVEL, AND IF SUCH PARTICIPATION IS VERIFIED, THE REMAINING TWO PAGES MUST BE COMPLETED**

**This information is to be completed by the Receiving School (KHSAA school desiring eligibility for the student).**

**NOTE: If the response to 1 and 2 are both No, no ruling will be necessary by the KHSAA in this case and the form is to be placed on file at the RECEIVING school until the student graduates. If this is the case, DO NOT SEND this form to the KHSAA.**

| Information Needed                                                | These lines are to be completed by the Receiving (new) school. |                       |               |
|-------------------------------------------------------------------|----------------------------------------------------------------|-----------------------|---------------|
| Student Name                                                      |                                                                |                       |               |
| Date of Enrollment at Receiving School                            |                                                                |                       |               |
| Name of Receiving School                                          |                                                                |                       |               |
| Current Grade in school                                           |                                                                |                       |               |
| Birth Date                                                        |                                                                | Age (as of this date) |               |
| Print Name of Person Signing this Form and Position at the school |                                                                |                       |               |
| Date                                                              |                                                                | Signature             | Daytime Phone |

**NOTE: THIS FORM IS NOW TO BE SENT TO THE SENDING SCHOOL AFTER COMPLETION OF THE ABOVE SECTION TO DETERMINE IF ADDITIONAL INFORMATION IS NECESSARY.**

**This information is to be completed by the Sending School (Student's last school or school where student last attended and participated in interscholastic athletics)**

**NOTE: If the response to 1 and 2 are both No, no ruling will be necessary by the KHSAA in this case and the form is to be placed on file at the RECEIVING school until the student graduates. If this is the case, DO NOT SEND this form to the KHSAA.**

| Information Needed                                                             | These lines are to be completed by the Sending (former) school.                                                              |                    |               |
|--------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------|--------------------|---------------|
| Name of Sending School (last school at which student played varsity athletics) |                                                                                                                              |                    |               |
| Complete Address of Sending School                                             |                                                                                                                              |                    |               |
| Phone Number of Sending School                                                 |                                                                                                                              |                    |               |
| 1                                                                              | Has this student participated in VARSITY athletics representing this school after enrolling in grade 9? (check response)     | YES                | NO            |
| 2                                                                              | Has this student participated in VARSITY athletics representing this school during the current school year? (check response) | YES                | NO            |
| Print Name of Person Signing this Form                                         |                                                                                                                              | Position in School |               |
| Date                                                                           |                                                                                                                              | Signature          | Daytime Phone |

**NOTE: THIS FORM IS NOW TO BE SENT BACK TO THE RECEIVING SCHOOL**

**NOTE: IF THE RESPONSE TO 1 AND 2 ARE BOTH NO, NO RULING WILL BE NECESSARY BY THE KHSAA IN THIS CASE AND THE FORM IS TO BE PLACED ON FILE AT THE RECEIVING SCHOOL UNTIL THE STUDENT GRADUATES. IF THIS IS THE CASE, DO NOT SEND THIS FORM TO THE KHSAA.**  
**IF THE ANSWER TO 1 OR 2 IS YES, THEN COMPLETE THE REMAINDER OF THE FORM (PAGES 3 AND 4) AND FOLLOW THE SUBMISSION INSTRUCTIONS ON PAGE 1**

*The complete text of Bylaw 6, Transfer Rule, is contained in the KHSAA Handbook as well as interpretations that have established enforcement precedents. Rulings are issued based solely on the issue of Bylaw 6, Transfer Rule. No verbal statement in addition or in contradiction to these materials shall apply.*



KENTUCKY HIGH SCHOOL ATHLETIC ASSOCIATION  
DOMESTIC STUDENT TRANSFER FORM

THIS FORM MAY NOT BE FAXED TO THE KHSAA. STUDENT IS NOT ELIGIBLE UNTIL RULING  
ISSUED BY COMMISSIONER. INCOMPLETE OR ILLEGIBLE FORMS WILL BE RETURNED  
WITHOUT PROCESSING.

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TRANSFER FORM - RECEIVING SCHOOL SUPPLEMENTAL INFORMATION

TO BE COMPLETED IF THE STUDENT HAS PARTICIPATED AT THE VARSITY LEVEL AFTER ENROLLING IN GRADE NINE, OR  
IF A STUDENT HAS PLAYED VARSITY DURING THE CURRENT SCHOOL YEAR AND THEREAFTER CHANGES SCHOOLS.  
THE FOLLOWING INFORMATION IS TO BE COMPLETED BY THE RECEIVING SCHOOL

|                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |           |        |                           |                |                |                |  |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|--------|---------------------------|----------------|----------------|----------------|--|
| Student Name                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |           |        |                           |                |                |                |  |
| 3                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Student's Enrollment History<br>(list school attended)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Grade     | School | Varsity Play<br>(Yes/No)? |                |                |                |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | 9         |        |                           |                |                |                |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | 10        |        |                           |                |                |                |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | 11        |        |                           |                |                |                |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | 12        |        |                           |                |                |                |  |
| 4                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Sport(s) in which student desires to participate (Check applicable)<br>BA-Baseball, BK-Basketball, XC-Cross Country, FB-Football, GF-Golf, SO-Soccer<br>FP-Fast Pitch, SW-Swimming, TN-Tennis, TR-Track, VB-Volleyball, WR-Wrestling                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |           |        | BA<br>GF<br>TN            | BK<br>SO<br>TR | XC<br>FP<br>VB | FB<br>SW<br>WR |  |
| 5                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Name of Custodial Parent (NOTE: Guardianship is NOT custody).                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |           |        |                           |                |                |                |  |
| 6                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Who has legal custody (care and support) of this student (Mother, Father, Other).<br>Response should include the name of the individual and the relationship to the student. Enclose custody order if this request is based on a change in custody.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |           |        |                           |                |                |                |  |
| 7                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Street Address of this student and family while attending the receiving school (use 911 address, do not use PO Box)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |           |        |                           |                |                |                |  |
| 8                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Date that the student and family moved into the address listed in Question 7?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |           |        |                           |                |                |                |  |
| 9                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Phone number (day and night) of student and family according to school records.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |           |        |                           |                |                |                |  |
| 10                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Who owns/leases/rents the residence listed in the Question 7? (parents, etc)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |           |        |                           |                |                |                |  |
| 11                                                                                                                                                                                                                                                                                                                                                                                                                                                           | What specific public/independent school district includes the address listed in Question 7 above (list specific public school not school system, in the case of multiple schools, list the "resides" or assigned school).                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |           |        |                           |                |                |                |  |
| 12                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Status of former residence listed in Question 32? (SOLD, SALE PENDING, LEASED/RENTED TO ANOTHER PARTY, STILL OWNED/MAINTAINED BY FAMILY)<br>RECEIVING SCHOOL MAY NEED TO WAIT TO COMPLETE THIS INFORMATION UNTIL SENDING SCHOOL PORTION IS COMPLETE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |           |        |                           |                |                |                |  |
| 13                                                                                                                                                                                                                                                                                                                                                                                                                                                           | If the Status in line 12 IS STILL OWNED/MAINTAINED, is the residence occupied by a member of the student's family?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |           |        |                           |                |                |                |  |
| 14                                                                                                                                                                                                                                                                                                                                                                                                                                                           | For purposes of this bylaw, a bonafide change of residence means the moving of the student and his/her custodial parents from one school district defined school attendance area into another school district or defined school attendance area prior to a change in enrollment of the student. A student who becomes emancipated does not have a bona fide change of residence by virtue of his/her emancipation and change of residence for purposes of this bylaw. According to this definition, has this student and his/her custodial family had a bonafide change in residence? IF ANSWER IS YES, ADDITIONAL DOCUMENTATION MAY BE REQUESTED/REQUIRED TO VERIFY THE SALE OF THE FORMER RESIDENCE OR INFORMATION REGARDING OCCUPANCY |           |        |                           | YES            | NO             |                |  |
| 15                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Has there been dissolution of marriage followed by a court order granting custody of the student to the parent with whom the student resides? IF ANSWER IS YES, ENCLOSE A COPY OF THE DATED CUSTODY ORDER                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |           |        |                           | YES            | NO             |                |  |
| 16                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Is this student a ward of the state or court and changing schools due to that order or due to a change in the original parental custody order? IF ANSWER IS YES, ENCLOSE A COPY OF THE DATED COURT ORDER                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |           |        |                           | YES            | NO             |                |  |
| 17                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Is this transfer due to the death of one or more of the student's custodial parents? IF ANSWER IS YES, GIVE DETAILS IN COMMENT BOX 22                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |           |        |                           | YES            | NO             |                |  |
| 18                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Is this student entering or coming from a Boarding school where attendance was required by order of the courts or by recommendation of the Principal of the school attended immediately prior to attendance at the Boarding school? IF ANSWER IS YES, PROVIDE COPY OF ORDER/LETTER FROM COURT/PRINCIPAL                                                                                                                                                                                                                                                                                                                                                                                                                                  |           |        |                           | YES            | NO             |                |  |
| 19                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Is this student transferring schools after having a complete school year (first semester through second semester) without participation in interscholastic athletics at any level (grades 9-12)?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |           |        |                           | YES            | NO             |                |  |
| 20                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Is this student transferring from a non-member school in Kentucky whose sole participation has been against other non-member schools?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |           |        |                           | YES            | NO             |                |  |
| 21                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Is this student transferring from a member school in Kentucky due to action of the local Board of Education? IF ANSWER IS YES, GIVE DETAILS IN COMMENT BOX 22 AND ATTACH A LETTER FROM BOARD PERSONNEL                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |           |        |                           | YES            | NO             |                |  |
| 22                                                                                                                                                                                                                                                                                                                                                                                                                                                           | COMMENTS. Please record any notes concerning school change (attach additional letter if necessary or if more space is needed)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |           |        |                           |                |                |                |  |
| RECEIVING SCHOOL VERIFICATION AND SIGNATURES - As Principal or Designated Representative of the RECEIVING school, I certify that the above information is correct to the best of my knowledge and based on all available facts. NOTE: The Principal's signature does not represent a recommendation or the final ruling in the case. Disagreements as to material facts in the case or verification evidence shall be resolved by the Commissioner's Office. |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |           |        |                           |                |                |                |  |
| Print Name of Person Signing this Form                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |           |        | Position in School        |                |                |                |  |
| Date                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Signature |        | Daytime Phone             |                |                |                |  |



# KENTUCKY HIGH SCHOOL ATHLETIC ASSOCIATION DOMESTIC STUDENT TRANSFER FORM

THIS FORM MAY NOT BE FAXED TO THE KHSAA. STUDENT IS NOT ELIGIBLE UNTIL RULING  
ISSUED BY COMMISSIONER. INCOMPLETE OR ILLEGIBLE FORMS WILL BE RETURNED  
WITHOUT PROCESSING.

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## TRANSFER FORM - SENDING SCHOOL SUPPLEMENTAL INFORMATION

TO BE COMPLETED IF THE STUDENT HAS PARTICIPATED AT THE VARSITY LEVEL AFTER ENROLLING IN GRADE NINE, OR  
IF A STUDENT HAS PLAYED VARSITY DURING THE CURRENT SCHOOL YEAR AND THEREAFTER CHANGES SCHOOLS.  
THE FOLLOWING INFORMATION IS TO BE COMPLETED BY THE SENDING SCHOOL.

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                    |                |                |                |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|----------------|----------------|----------------|
| Student Name                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                    |                |                |                |
| 23                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Date of first entry into Sending school                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                    |                |                |                |
| 24                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Grade level of first entry into Sending school (check one)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | 9                  | 10             | 11             | 12             |
| 25                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Date of Withdrawal from Sending School                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                    |                |                |                |
| 26                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Date of Last Varsity Participation in Any Sport                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                    |                |                |                |
| 27                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Sport(s) in which student participated on the varsity level after enrollment in grade nine (Check applicable)- BA-Baseball, BK-Basketball, XC-Cross Country, FB-Football, GF-Golf, SO-Soccer, FP-Fast Pitch, SW-Swimming, TN-Tennis, TR-Track, VB-Volleyball, WR-Wrestling                                                                                                                                                                                                                                                                                                            | BA<br>GF<br>TN     | BK<br>SO<br>TR | XC<br>FP<br>VB | FB<br>SW<br>WR |
| 28                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | According to permanent records, Name of Custodial Parent (NOTE: Guardianship is NOT custody).                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                    |                |                |                |
| 29                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Role of person with legal custody (person listed in 28, residential custodian charged with care and support) of this student (Mother, Father, Other)                                                                                                                                                                                                                                                                                                                                                                                                                                  |                    |                |                |                |
| 30                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Street Address of this student and family while attending the sending school (use 911 address, do not use PO Box)                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                    |                |                |                |
| 31                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Who owns/leases/rents/owned/leased/rented the residence listed in the Question 30? (parents, etc)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                    |                |                |                |
| 32                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Status of former residence listed in Question 30 (SOLD, SALE PENDING, LEASED/RENTED TO ANOTHER PARTY, STILL OWNED/MAINTAINED BY FAMILY)                                                                                                                                                                                                                                                                                                                                                                                                                                               |                    |                |                |                |
| 33                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | If the Status in line 32 IS STILL OWNED/MAINTAINED, is the residence occupied by a member of the student's family?                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                    |                |                |                |
| 34                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Has the student and his/her entire custodial family completely vacated the residence listed in question 30 above?                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                    |                |                |                |
| 35                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Phone number (day and night) of student and family at this address according to school records.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                    |                |                |                |
| 36                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | What specific public/independent school district includes the address listed in Question 30 above (list specific public school not school system, in the case of multiple schools, list the "resides" or assigned school).                                                                                                                                                                                                                                                                                                                                                            |                    |                |                |                |
| 37                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | For purposes of this bylaw, a bonafide change of residence means the moving of the student and his/her custodial parents from one school district defined school attendance area into another school district or defined school attendance area prior to a change in enrollment of the student. A student who becomes emancipated does not have a bona fide change of residence by virtue of his/her emancipation and change of residence for purposes of this bylaw. According to this definition, has this student and his/her custodial family had a bonafide change in residence? | YES                | NO             |                |                |
| 38                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Has there been dissolution of marriage followed by a court order granting custody of the student to the parent with whom the student resides?                                                                                                                                                                                                                                                                                                                                                                                                                                         | YES                | NO             |                |                |
| 39                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Is this student a ward of the state or court and changing schools due to that order or due to a change in the original parental custody order? (check response, give details on line 45 if YES and include court order)                                                                                                                                                                                                                                                                                                                                                               | YES                | NO             |                |                |
| 40                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Is this transfer due to the death of one or more of the student's custodial parents?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | YES                | NO             |                |                |
| 41                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Is this student entering or coming from a Boarding school where attendance was required by order of the courts or by recommendation of the Principal of the school attended immediately prior to attendance at the Boarding school?                                                                                                                                                                                                                                                                                                                                                   | YES                | NO             |                |                |
| 42                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Is this student transferring schools after having a complete school year (first semester through second semester) without participation in interscholastic athletics at any level?                                                                                                                                                                                                                                                                                                                                                                                                    | YES                | NO             |                |                |
| 43                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Is this student transferring from a non-member school in Kentucky whose sole participation has been against other non-member schools?                                                                                                                                                                                                                                                                                                                                                                                                                                                 | YES                | NO             |                |                |
| 44                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Is this student transferring from a member school in Kentucky due to action of the local Board of Education?                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | YES                | NO             |                |                |
| 45                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | COMMENTS. Please record any notes concerning school change (attach additional letter if necessary or if more space is needed)                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                    |                |                |                |
| <b>SENDING SCHOOL VERIFICATION AND SIGNATURES - As Principal or Designated Representative of the SENDING school, I certify that the above information is correct to the best of my knowledge and based on all available facts. NOTE: The Principal's signature does not represent a recommendation or the final ruling in the case. Disagreements as to material facts in the case or verification of evidence shall be resolved by the Commissioner's Office.</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                    |                |                |                |
| Print Name of Person Signing this Form                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Position in School |                |                |                |
| Date                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Signature                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Daytime Phone      |                |                |                |





## KENTUCKY HIGH SCHOOL ATHLETIC ASSOCIATION ANNUAL INTERSCHOLASTIC ATHLETICS PARTICIPATION LIST

### INSTRUCTIONS AND GUIDELINES

1. This important form is turned in annually by the member schools of the KHSAA. This form serves several purposes –
  - a. This form identifies those students who are insured under the KHSAA Catastrophic Insurance Plan.
  - b. This form totals the number of participants in the Association for purposes of determining the rate and benefit structure for KHSAA insurance provisions.
  - c. This form is the binding verification as to whether or not a student has played in varsity athletics at a member school.
2. It is imperative that you file this Annual Participation List with the KHSAA prior to your last day of school and June 30 at the latest. Failure to do so could result in sanctions and/or penalties against the school athletic program and may result in students not being covered by this important insurance policy.
3. Each school is required to maintain a participation list of all athletes who play in a KHSAA sanctioned sport, as well as maintaining this list to include cheerleading.
4. Each coach should be consulted to ensure the accuracy of the varsity/non-varsity designation, as this is critical should the student athlete change schools during his/her high school career.
5. Each athlete should be listed only once. It may be necessary to consolidate lists for several coaches into one list. **DO NOT DOUBLE LIST AN ATHLETE AND DO NOT SUBMIT SEPARATE LISTS PER SPORT.**
6. Electronically prepared listings may substitute for this form, provided all the necessary information is present.

### SPECIFIC INSTRUCTIONS

- ❖ Column 1 – List the student's first and last name. This may be last name first, or first name first, but should be consistent on all pages.
- ❖ Column 2 – List the student's birth date.
- ❖ Column 3 – List the student's gender.
- ❖ Column 4 – List the student's year in school. This should be in the form of 9, 10, 11 or 12, not the number of semesters or Freshman, Sophomore, Junior, Senior.
- ❖ Column 5 – List the student's year of first **promotion** from grade eight. In other words, what was the eighth grade year that started their Bylaw 4 count of semesters / years. (i.e. a student was in grade 8 in 2002-2003 and then in grade 9 in 2003-2004, enter 2002-2003 in this box)
- ❖ Column 6 – Place an "X" in this column if this student is enrolled in grades 9-12 and has participated in at least one varsity contest in any sport after enrolling in grade nine (do not mark if the student played in no contests, but participated in scrimmages) at any level grade 9-12. Place a "C" in this column if the student's sole participation is in cheerleading at any level grade 9-12 and the student did not play in a KHSAA sport.

*If you have a student-athlete who has participated at the varsity level in some sports, and the non-varsity level in others, only check column 6.*

- ❖ Column 7 – Place an "X" in this column if this student is enrolled in grades 9-12 and has not participated in at least one varsity contest in any sport since enrolling in grade nine.
- ❖ Column 8 – Place an "X" in this column if this student is enrolled below grade 9 and has participated in at least one varsity contest in any sport at any time for this school.

### FINAL COMPILATION

1. On each page, count the total number of columns with an entry in columns 6, 7, 8 and 9 and enter column totals at the bottom of the page. (There are twenty (20) blank lines per page).
2. On the top page (or on a blank form if this attaches to an electronic printout), enter the sum totals of the columns (add all column 6 page totals together and enter the total on blank C, column 7 goes in D, column 8 goes in E and column 9 goes in F)

**KENTUCKY HIGH SCHOOL ATHLETIC ASSOCIATION  
ANNUAL INTERSCHOLASTIC ATHLETICS  
PARTICIPATION LIST**

KHSAA Form GE03  
Rev. 04/06

### A. School

B. School Year

C. Total Varsity Athletes plus cheerleading participants (grand total of column 6 for all pages)

D. Total Non-Varsity Athletes (grade 9-12, grand total of column 7 of all pages)

E. Total below Grade 9 (grand total of column 8 of all pages)

[illegible]

This is page - of

Authorized Signature

Date \_\_\_\_\_



## KHSAA Eligibility Rules and Parental Permission Form

### Bylaw References as of April 30, 2006

#### Dear Parent or Guardian:

Kentucky High School Athletic Association (KHSAA) rules require all participants in interscholastic athletics and parents/ guardian to acknowledge receipt of the eligibility rules as promulgated by this Association and the Kentucky Board of Education Regulations. If you have questions concerning these regulations, please direct them to your high school principal. This form is for information only. For the full text of any KHSAA Bylaws, consult the KHSAA Handbook or web site (<http://www.khsaa.org>). Please continue to support your child and your local high school by attending and supporting high school activities, "An Integral Part of Education".

#### STATEMENT OF HAZARDS IN PARTICIPATION IN ATHLETICS

Playing, practicing to play, helping with, or participating in any manner in any sport can be a dangerous activity involving many risks of injury. Because of the dangers of participating in sports, the student should recognize the importance of following the coaches' instructions regarding playing techniques, training and other team rules and obey such instruction.

#### CATASTROPHIC INSURANCE COVERAGE

The KHSAA provides excess catastrophic insurance coverage for all student athletes at no cost to member schools. This plan has a \$25,000.00 deductible. Your child will be covered under this plan during the prescribed dates and activities, effective the date you complete and return the attached acknowledgment form to the school principal. This is an "excess" policy, meaning personal insurance and other school insurance policies are to be exhausted before this plan is implemented. The plan provides coverage for students who meet all eligibility requirements while engaging in, practicing for, or traveling to or from, all activities under the jurisdiction of the KHSAA and the direct supervision of a school employee, and has many other provisions and benefits. For KHSAA sanctioned postseason play, the deductible amount is reduced to \$0.

No pupil shall be eligible to represent his/her high school in any interscholastic athletic event (practice or play) unless he/she has been examined by a Health Care Provider as detailed in Bylaw 2 and has proof of insurance to the \$25,000 catastrophic floor. Parents should present this form to your Health Care Provider for his/her signature following his/her examination of your child. The physical examination is valid for participation in athletics for one year from the date signed. Return completed form to your high school Principal to be maintained by the school.

#### Bylaw 2. Physician's Certificate and Parent's Consent

The Superintendent or Principal shall have each student who is trying for a place as a participant on an athletic team or cheerleading squad present a physician's certificate certification signed by a physician, physician's assistant, advanced registered nurse practitioner, or chiropractor if performed in the scope of practice (as defined in KRS Chapter 312) which shall state that he/she is physically fit to participate without undue risk. The parent's consent for the child's participation and acknowledgment of receipt of the eligibility rules as promulgated by the Association and Kentucky Board of Education regulations in writing shall also be required.

Any student, prior to participation or trying for a place on an athletic team or cheerleading squad shall have in place medical insurance with coverage limits up to the deductible of the KHSAA Catastrophic Insurance program and such insurance shall remain in force throughout participation. It is the responsibility of each member school to ensure and certify that each student has insurance coverage throughout the school year.

#### Bylaw 3. Age

A student who becomes nineteen (19) years old before August 1 shall be ineligible for interscholastic athletic competition. A student who becomes nineteen (19) on or after August 1 shall remain eligible for the entire school year. The Board of Control and the Commissioner may not adopt administrative procedures that allow for waiver of this rule under any condition.

#### Bylaw 4. Enrollment

##### Sec. 1) Maximum Number of Semesters

- Students promoted from grade eight (8) to grade nine (9) shall have four (4) consecutive calendar years of eligibility from the date of first such promotion by the school provided the student is eligible according to this and all other Association bylaws. Such eligibility shall conclude with the completion of the spring sports season following the fourth year.
- The Commissioner or Board of Control through the Due Process Procedure, may grant additional eligibility in the case where it has been documented by the attending physician, Principal and Superintendent that severe illness or injury has prevented the student from receiving necessary education services and the right to an education has therefore been impacted rather than simply the loss of athletic privilege. Such grant of eligibility may only be made in the cases in which the student-athlete would remain eligible by all other Association bylaws. Nothing about this provision shall include additional eligibility strictly for loss of participation due to sports related injuries.
- No student having been enrolled in the fourth (4th) grade or in any grade through twelfth (12th) shall be eligible for interscholastic athletics at the high school level (grades 9 through 12) for more than a total of one (1) year in each grade and applicable eligibility shall begin in the first year enrolled in that grade. Students repeating a grade for any reason are ineligible to participate in interscholastic athletics at the high school level (grades 9 through 12) during the second year in that grade. The penalty for violation of this rule shall be the loss of one of the four years of eligibility after being promoted from grade nine (9). Policies regarding the participation of repeating students at the levels of play below high school interscholastic athletics shall be determined by the school council pursuant to KRS 160.345 (2) (i).
- Pupils in grades 1-8 may play on the high school team if such participation is not in conflict with Section (c) above, and the time so played shall not be counted on the eight (8) semester limit. **EXCEPTION:** Students below grade nine (9) may not participate on the varsity team in contests in the sports of football or soccer, and students enrolled below grade seven (7) may not participate on the varsity level in wrestling. The provisions of this restriction shall not apply to non-varsity teams participating in these sports.

##### Sec. 2) Responsible Parties

Any public elementary or secondary school or school employee or official who knowingly allows participation of an ineligible player under the provisions of this bylaw, or who, through reasonable diligence, should have known of such ineligibility, shall be considered in noncompliance with state accreditation standards or guilty of willful neglect of duty or breach of contract. Such shall apply not only to coaches, but also to personnel supervising

coaches; such as, but not limited to an athletic director, an assistant principal, a principal, an assistant superintendent, a superintendent, or a school board member.

##### Sec. 3) Deadline for Enrollment

On Friday of each grading period, a student in grades nine (9) through twelve (12) must be enrolled as a full-time student according to regulations promulgated by the Kentucky Board of Education at the member school he/she desires to represent in order to be eligible for athletics.

A student must have enrolled as a bona fide full-time undergraduate student no later than twenty (20) school days after the beginning of the semester to be eligible during that semester.

##### Sec. 4) Enrollment Elsewhere

No student who is enrolled or connected with any other school than the one he/she represents shall take part in any contest. In the case of an all-boys high school, girl cheerleaders from affiliated neighboring girls school may be accepted.

#### Bylaw 5. Minimum Academic Requirement

##### Sec. 1) Proper Grade Level Requirement for Students in All School Districts

On the first day of each school year, a student must be at his/her proper grade level. To be considered to be at the proper grade level, a student must have been enrolled during the previous grading period, and must be on schedule to graduate on the first day of school. For the verification of this provision, all course work, including summer and correspondence work, must be complete by the first day of the school year for the student body.

##### a) Eligibility During First Year Following Initial Enrollment in Grade Nine (9)

For a student in the ninth grade to be considered to be on schedule to graduate, that student must have been promoted from grade eight (8) to grade nine (9), and be in compliance with all other bylaws.

##### b) Eligibility During Second Year Following Initial Enrollment in Grade Nine (9)

For a student in the second year following initial enrollment in grade nine (9) (normally grade 10) to be on schedule to graduate, that student must have received twenty (20) percent of the requirements of the school/district for graduation prior to the first day of the second year following initial enrollment in grade nine (9), and be in compliance with all other bylaws.

##### c) Eligibility During Third Year Following Initial Enrollment in Grade Nine (9)

For a student in the third year following initial enrollment in grade nine (9) (normally grade 11) to be on schedule to graduate, that student must have received forty-five (45) percent of the requirements of the school/district for graduation prior to the first day of the third year following initial enrollment in grade nine (9), and be in compliance with all other bylaws.

##### d) Eligibility During Fourth Year Following Initial Enrollment in Grade Nine (9)

For a student in the fourth year following initial enrollment in grade nine (9) (normally grade 12) to be on schedule to graduate, that student must have received seventy (70) percent of the requirements of the school/district for graduation prior to the first day of the fourth year following initial enrollment in grade nine (9), and be in compliance with all other bylaws.

##### Sec. 2) One-time Reinstatement of Students Failing to Meet Normal Progress Requirements

The eligibility of a student failing to meet the provisions of subsections (a) through (d) above may be reinstated a maximum of one time. This reinstatement is possible by the student passing twenty-five (25) percent of the requirements of the district for graduation during the year he/she is ineligible. He/she, upon reinstatement, shall remain eligible as long as he/she passes twenty-five (25) percent of the requirements of the district for graduation during each subsequent year.

##### Sec. 3) Continual Progress During the School Year

On a weekly basis, a student shall also be passing (cumulatively for the credit period) in at least four hours of instruction as defined by Kentucky Board of Education regulations (of the six hours of instruction required) or the equivalent of four hours of instruction acceptable to graduation in order to be eligible to participate in athletics during the subsequent week (Monday through Sunday period) and through the next opportunity to examine grades in this manner. On its membership form, each member school shall designate the day of the week, approved and documented through local policies, that the grades shall be examined for the student-athletes within that school in order to make this determination. Absent any other determination, this weekly check of grades shall be conducted on each Friday of each grading period or on the last day of classes preceding that particular Friday if no classes are conducted on that particular Friday. No special tests or recitations are to be given for the purpose of making the student eligible.

##### Sec. 4) Pre-Secondary School Students

Pre-secondary school students (grades 1-8) participating in athletics representing a KHSAA member school shall be passing in at least two-thirds of the subjects in which they are currently enrolled in order to be eligible.

#### Bylaw 6. Transfer Rule

##### Sec. 1) Domestic Students

Any student who has been enrolled in grades nine (9) through twelve (12) and has participated in any varsity game in any sport at any school following enrollment in grade nine (9) who transfers schools shall be ineligible for interscholastic athletics for one year from the date of enrollment in the new school.

The Commissioner has discretion (but is not required) to waive the period of ineligibility set forth above if one of the following exceptions has been met. Determinations of whether a student shall be granted a waiver pursuant to this rule shall be based on the circumstances existing as of the date of enrollment at the new school. The KHSAA shall not recognize as grounds for a waiver of the period of ineligibility an argument that the educational needs of the transferring students would be better served through a transfer.

##### a) BONA FIDE CHANGE IN RESIDENCE - If there has been a bona fide change in residence by the parents and student that precedes a student's change of schools.

For purposes of this bylaw, a bona fide change of residence means changing of the permanent residence of the student and the student's entire immediate family from one school district or defined school attendance area into another school district or defined school attendance area prior to a change in enrollment of the student. A student who becomes emancipated does not have a bona fide change of residence by virtue of his/her emancipation and change of residence for purposes of this bylaw.

##### b) DIVORCE - The KHSAA will not recognize a legal separation as grounds for waiver of the provisions of this bylaw. The Commissioner may waive the provisions of this bylaw





**KHSAA Eligibility Rules and Parental Permission Form**  
**Bylaw References as of April 30, 2006**

KHSAA Form GE04  
Rev. 4/06

In the event of a dissolution of marriage (i.e. a final and legally binding divorce decree from a court of competent jurisdiction) of the parents and a change in the residence of the student pursuant to a court order granting custody of the child to one of the parents with whom the student shall reside. In the event joint custody is awarded to both parents, for purposes of this bylaw, the student shall be deemed to reside at his or her previous residence if one parent retains this residence. If neither parent retains the former residence, the parents shall designate one of their new residences (mother or father) for the purpose of this bylaw, such designation to be reviewed and approved by the Commissioner.

- c) **GUARDIANSHIP/CHANGE OF CUSTODY** - The KHSAA shall not recognize guardianship or similar arrangements made, for purposes of this bylaw. The Commissioner shall have authority to waive the provisions of this bylaw where it is shown that custody of the student has been taken from one or both parents and given to a third person by a court of competent jurisdiction and under circumstances indicating: (1) the parent(s) is/are unfit or (2) the court finds that the health and welfare of the student would be better served by the change in custody.
- d) **DEATH** - In the event the death of one or both of the student's custodial parents creates such circumstances that the transfer to another secondary school is deemed appropriate.
- e) **BOARDING SCHOOLS** - The Commissioner may waive the period of ineligibility on a one-time basis for students entering a boarding school on a full time basis as a boarding school student.
- f) **NON ATHLETIC PARTICIPATION FOR AN ENTIRE SCHOOL YEAR** - In the event that the transferring student did not participate in an interscholastic contest at any level in any sport while enrolled at the sending school during the entire academic school year immediately preceding the change in schools.
- g) **REASSIGNMENT BY BOARD OF EDUCATION** - Through a properly documented reassignment of the Board of Education to another school in the district. To meet this exception for a reassignment, reasons for the assignment may include, but are not limited to, the closing or opening of a school due to consolidation, merger, opening of a new school, or another type or opening or closing or assignment through KRS 158.6455 or other applicable adopted regulation. Such assignment may be to the public school district should a private, parochial or independent school close.
- h) **TRANSFER FROM NON-MEMBER SCHOOL** - Any student transferring from a non-member school located in Kentucky whose athletic participation has been limited primarily to other non-member schools may have the period of ineligibility waived.

Satisfying one of the exceptions (a through h) will not be considered valid and a waiver of the period of ineligibility shall not be granted—

- 1) If the change in schools is to nullify or circumvent the actions of representatives or rules of the previous school or if the student left the sending school under penalty which would have resulted in their ineligibility at the sending school;
- 2) If the satisfying of one of the exceptions occurs after the enrollment at the new school;
- 3) If the change in schools is motivated in whole or part by a desire to participate in athletics at the new school;
- 4) If the satisfying of one of the exceptions is used or manipulated for the purpose of gaining athletic eligibility;
- 5) If the satisfying of one of the exceptions by the student and the parent(s) does not reasonably precipitate a transfer to the new school.

The Commissioner may, as he/she deems necessary, appoint or hire a committee or investigator to conduct any inquiry or investigation concerning any issues arising under this bylaw or any other bylaw.

If any member school files a written objection to the factual validity of the certification before the conclusion of the period of time to which the period of ineligibility would normally apply, along with the specific, detailed basis for such, then a complete investigation shall be conducted by the KHSAA and a ruling shall be issued through the Commissioner's office.

No student enrolled in grades 4-12 who has participated in a first team game shall be eligible to represent a second member school during that school year unless that student would qualify for a waiver of the period of ineligibility in accordance with provisions (a) through (f) above.

**Sec. 2) Non-Domestic Students**

- a) Foreign exchange students attending school in Kentucky shall be considered ineligible for the first calendar year following enrollment.
  - i) If placed in a KHSAA member school under the auspices of approved student exchange programs or in other circumstances approved by the Board of Control within Board policy, these students may be declared eligible and not be subject to the initial one-year period of ineligibility.
  - ii) In order to be considered for a waiver, the following conditions shall exist:
    - 1) The student shall be in compliance with all U.S. Immigration and Naturalization Service regulations;
    - 2) The student shall be in the first and only year as an exchange student;
    - 3) The student shall not be a graduate of a 12th or terminating grade or its equivalent in either the U.S. or his/her home country;
    - 4) The student shall be in possession of a complete transcript of records that has been translated into English prior to the request for eligibility;
    - 5) The student shall be in possession of a J-1 student education visa issued by the U.S. Immigration and Naturalization Service;
    - 6) The student's placement shall not have been a "direct placement" into a KHSAA member school;
    - 7) The student's host family shall not pay any tuition or fee normal to the attendance at the KHSAA member school, and all such fees shall be paid by the student's family;
    - 8) All travel fees shall be paid by the student's family; and
    - 9) The student's host family shall not include members of the coaching staff at the KHSAA member school at which participation is desired.
  - iii) To be considered for approval by the Board of Control, a foreign exchange program shall assign students to schools by a method that ensures that no student, school or interested party may influence the assignment for athletic or other purposes.
  - iv) The student, the principal or designated representative of the member school, and a representative of the placement agency shall sign and attest to certification that the athlete complies with the eligibility rules of the KHSAA and shall not be eligible under any circumstances for more than one year of athletic participation if the first year period of ineligibility is waived.

- b) Any student having made election to apply for the waiver of the first year of ineligibility and having been granted a waiver of the normal period of ineligibility under subsec. (a) above shall not be eligible, under any circumstances, for more than one (1) school year while enrolled in grades 9-12 in Kentucky.
- c) Any student desiring to participate in athletics who does not meet the criteria listed in Bylaw 6, Sec. 2 may seek a waiver of the one-year ineligibility period through the KHSAA Due Process Procedure.

**Sec. 3) Permanent Ineligibility**

A student is ineligible for athletics in this state if he/she transfers from another state if he/she was or would have become ineligible in the state from which he/she transfers.

**Bylaw 7. Conduct - Student or Other Representative Under Penalty**

Any student, contest official or other official school representative who is under penalty or discipline or whose conduct is such as to reflect discredit upon the school or the KHSAA is not eligible.

**Bylaw 8. Contestant On Other Teams, Post Season and All-Star Games**

Any student who after enrolling in grade nine (9) has been a contestant in football or basketball at any level (grades 9-12) and has eligibility remaining in that sport may not participate on any non-school sponsored team or in any all-star game in that sport or any variation of that sport from the first day of school through the last scheduled contest played in that sport (including KHSAA sanctioned post-season) by that school unless it has been sanctioned by the Board of Control. Following the team's last scheduled game (including post season), there are no restrictions on play in that specific sport for the student-athletes.

**Bylaw 9. Other Eligibility Requirements and Regulations**

**Sec. 1) Graduates and College Students**

Any student who has graduated from a secondary school, or who has ever played on a college team, is thereafter ineligible to play on a high school team.

**Sec. 2) Practice of Ineligible Students**

Unless ineligible due to the provisions of Bylaw 11 (Sportsmanship, having been ejected from a contest), any student who is not eligible for competition during a team's next contest/meet/match/game shall not practice with the team.

**Bylaw 10. Recruitment**

**Sec. 1) Foreword**

Pupils (both domestic and foreign) at any grade level shall not be recruited to a member school of the KHSAA for the purpose of participating in athletics, including recruitment under the guise of academics.

**Sec. 2) Definition**

- a) Recruiting is defined as an act, on behalf of or for the benefit of, a school, which attempts to influence a student to transfer to a member school for the purpose of participating in athletics. Such also includes influencing a student to remain at a school. A school official utilizing an intermediary, such as, but not limited to a peer, another school employee, a student, a parent or a citizen, for the purpose of recruiting a student-athlete shall be in noncompliance.
- b) An athletic coach or any other member of the school staff shall not influence a student, even if the student, his/her parents or any intermediary from another school makes initial contact. In this situation, a coach or staff member (paid or unpaid) should immediately refer the person(s) to the school principal.
- c) Influencing a student shall include, but shall not be limited to the promise or instilling the expectation of an athletic advantage, playing time, employment of the student, or his/her parents or relatives, housing for the student or his/her parents, scholarships or financial aid for which other members of the student body are not generally eligible, or any other material or athletic reward for which other members of the student body are not generally eligible.

**Sec. 3) Penalty**

Any representative of a member school knowingly allowing the recruitment of a student for the purpose of participating in athletics or who should have known of such recruitment shall be guilty of willful neglect of duty, misconduct, and/or breach of contract. Such shall apply not only to coaches, but also to personnel supervising coaches, such as, but not limited to an athletic director, an assistant principal, a principal, an assistant superintendent, a superintendent or a school board member. This regulation shall also apply to students or their parents.

**Bylaw 11. Practice of Sportsmanship**

It is the clear obligation of principals, coaches, faculty members, boards of education, and all official representatives of member schools to practice the highest principles of sportsmanship and the ethics of competition in all interscholastic relationships with fans, officials, players, coaches, official representatives of member schools, and the general public. The Commissioner and the Board of Control shall have the full authority to suspend the coach, student, or any member school whose representatives may be convicted on competent evidence of the violation of this obligation. Any violation of this rule in any interscholastic contest shall be immediately reported to the Commissioner by the principal(s) of the school(s) involved, and by the game officials who work in the contest.

It shall also be considered a violation of this rule if any school or school representatives uses or allows the use of illegal equipment which gains a competitive advantage in the contest and which is expressly prohibited by the rules adopted for that sport. Violations of this particular provision may result in penalization by the Commissioner in accordance with the provisions of this bylaw and in accordance with KHSAA Bylaw 30, Penalties.

Any student, coach, or official team representative ejected from an interscholastic contest due to a violation of this obligation must be reinstated by a member of the Commission prior to returning to interscholastic contests. Any student or coach using insulting language to another player or coach or to any official in any interscholastic contest, or who has been ruled out of such a contest because of unsportsmanlike tactics, shall be disqualified from athletic competition until reinstated by the Commissioner.

The name of the student or coach shall be reported to the Commissioner by the principal of the school that that student attends. When an official disqualifies a student or coach, he/she shall report the disqualification to the principal or his/her representative and to the KHSAA office. If the Commissioner finds upon investigation that the offense was sufficiently serious, the offender shall be permanently disqualified.



## PART III - PHYSICAL EXAMINATION

This part must be completed by the authorized health care provider named in Bylaw 2.

NAME: \_\_\_\_\_ SEX: \_\_\_\_\_ GRADE: \_\_\_\_\_  
SCHOOL: \_\_\_\_\_HEIGHT: \_\_\_\_\_ WEIGHT: \_\_\_\_\_ BP: \_\_\_\_\_ / \_\_\_\_\_ PULSE: \_\_\_\_\_  
VISION: R: 20/ \_\_\_\_\_ L: 20/ \_\_\_\_\_ BOTH: 20/ \_\_\_\_\_ CORRECTED? Y N \_\_\_\_\_

|                            | Normal | Abnormal | Comment |
|----------------------------|--------|----------|---------|
| HEART                      |        |          |         |
| Rhythm (Regular/Irregular) |        |          |         |
| Murmur (supine)            |        |          |         |
| Murmur (standing)          |        |          |         |
| ENT                        |        |          |         |
| Lungs                      |        |          |         |
| Skin                       |        |          |         |
| Abdominal                  |        |          |         |
| Genitalia                  |        |          |         |
| Musculoskeletal            |        |          |         |
| Neck                       |        |          |         |
| Shoulder                   |        |          |         |
| Elbow                      |        |          |         |
| Wrist                      |        |          |         |
| Hand                       |        |          |         |
| Back                       |        |          |         |
| Knee                       |        |          |         |
| Ankle                      |        |          |         |
| Foot                       |        |          |         |
| Dental                     |        |          |         |
| Other                      |        |          |         |

After having reviewed the data above and the student's medical history, I make the following recommendations on participation in athletics:

1. Cleared
2. Cleared after additional evaluation for \_\_\_\_\_
3. Restricted from participating in the sports of \_\_\_\_\_
4. Cleared only to participate in the sports of \_\_\_\_\_

Recommendations/Restriction (attach additional if necessary) \_\_\_\_\_

In accordance with KHSAA Bylaws, I have examined the physical condition of the student and find the said student to be physically fit to practice for and participate in interscholastic athletic contests.

Authorized Signature \_\_\_\_\_ Date \_\_\_\_\_

Authorized Provider's Name (please print) \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Date \_\_\_\_\_ This Physical Examination is valid for one year from date administered.

## KENTUCKY HIGH SCHOOL ATHLETIC ASSOCIATION

2260 Executive Drive, Lexington, Kentucky 40505

Athletic Participation/Physical Examination Form/Consent and Release

## PART I - ATHLETE INFORMATION

(This part must be completed by the student)

Name (Last, First, Initial) \_\_\_\_\_ School Year \_\_\_\_\_

Home Address (Street, City, State, Zip): \_\_\_\_\_ Birth Place (County, State): \_\_\_\_\_

Date of Birth: \_\_\_\_\_

| Grade | School Name | School Year | Varsity Play - (Yes/No)? |
|-------|-------------|-------------|--------------------------|
| 9     |             |             |                          |
| 10    |             |             |                          |
| 11    |             |             |                          |
| 12    |             |             |                          |

I am planning to participate in the following (circle all you might try to play):

Baseball Cross Country Golf Softball Tennis Volleyball  
Basketball Football Soccer Swimming Track Wrestling  
Cheerleading Field Hockey Other \_\_\_\_\_

## PART II - MEDICAL HISTORY

This part must be completed by parent and student and presented to the authorized health care provider before the physical.

CHECK THE APPROPRIATE RESPONSE TO EACH ITEM:

1. Have you ever been hospitalized? YES ☐ NO ☐
2. Have you ever had surgery of any kind (e.g., tonsillectomy)? YES ☐ NO ☐
3. Are you presently taking any medications or pills? YES ☐ NO ☐
4. Do you have any allergies (medicine, bees, or other insects)? YES ☐ NO ☐
5. Have you ever passed out during exercise? YES ☐ NO ☐
6. Have you ever been dizzy during or after exercise? YES ☐ NO ☐
7. Have you ever had chest pain during or after exercise? YES ☐ NO ☐
8. Have you ever had high blood pressure? YES ☐ NO ☐
9. Have you ever been told you have a heart murmur? YES ☐ NO ☐
10. Have you ever had racing of your heart? YES ☐ NO ☐
11. Has anyone in your family died of heart problems before 50? YES ☐ NO ☐
12. Do you have any skin problems? (itching, rashes, acne) YES ☐ NO ☐
13. Have you ever had a head injury? YES ☐ NO ☐
14. Have you ever been knocked out or unconscious? YES ☐ NO ☐
15. Have you ever had a seizure or suffer from epilepsy? YES ☐ NO ☐
16. Have you ever had a stinger, burner or pinched nerve? YES ☐ NO ☐
17. Have you ever had heat related problems? YES ☐ NO ☐
18. Have you ever been dizzy or passed out in the heat? YES ☐ NO ☐
19. Do you cough heavily, or breath heavily during activity? YES ☐ NO ☐
20. Do you use any special equipment (e.g., knee brace)? YES ☐ NO ☐
21. Have you had any problems with your eyes or vision? YES ☐ NO ☐
22. Have you ever sprained/strained, dislocated, fractured, broken or had repeated swelling or other injuries of any bones? YES ☐ NO ☐
23. Are you missing one of any paired organs (e.g., eyes)? YES ☐ NO ☐
24. Have you ever been diagnosed with any form of asthma? YES ☐ NO ☐
25. Are you using an inhaler for asthma? YES ☐ NO ☐
26. Are you diabetic? YES ☐ NO ☐
27. Do you administer insulin to yourself? YES ☐ NO ☐
28. Are you presently using tobacco in any form? YES ☐ NO ☐
29. Do you have a history of sickle-cell anemia in your family? YES ☐ NO ☐
30. Have you had any other medical problems? YES ☐ NO ☐
31. Have you had a medical problem or injury within the last year? YES ☐ NO ☐
32. Can you swim? YES ☐ NO ☐
33. When was your last tetanus shot? \_\_\_\_\_

Please explain any YES answers from questions 1-31. \_\_\_\_\_

**PART IV - EMERGENCY PERMISSION FORM**  
(This part must be completed by student and custodial parent / guardian)

STUDENT NAME \_\_\_\_\_  
SOC. SEC. NO. \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
CITY/STATE/ZIP \_\_\_\_\_  
SCHOOL \_\_\_\_\_  
BIRTH DATE \_\_\_\_\_  
PHONE \_\_\_\_\_

PERSON TO CONTACT IN CASE OF MEDICAL EMERGENCY:  
NAME \_\_\_\_\_  
RELATION \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
CITY/STATE/ZIP \_\_\_\_\_  
DAYTIME PHONE \_\_\_\_\_  
EVENING PHONE \_\_\_\_\_

Please list any health problems/concerns your child may have, including allergies (medications / others) and any medications presently being used: \_\_\_\_\_

Students desiring to participate in Wrestling must also complete KHSAA Form WR101 and required attachments between October 15 and the first contest.

This form must be reproduced to travel with respective athlete.

**PART V - CONSENT TO PARTICIPATE, ACKNOWLEDGMENT OF RISK, ACKNOWLEDGEMENT OF ELIGIBILITY RULES, LIABILITY WAIVER AND CONSENT AND RELEASE**

The student and parent/guardian must read this statement carefully. This form must be completed before the student participates (hereinafter including try out for, practice and/or complete) in interscholastic athletics.

As parent/legal guardian, I agree to allow my child to participate in interscholastic athletics. The student and parent/legal guardian recognize that participation in interscholastic athletics involves inherent risks of potentially severe injuries, including but not limited to death, serious neck, head and spinal injuries which may result in complete or partial paralysis, brain damage, serious injury to virtually all internal organs, serious injury to virtually all bones, joints, ligaments, muscles, tendons, and other aspects of the muscular skeletal system, and serious injury or impairment to other aspects of the body, general health and well being. Because of these inherent risks, the student and parent/legal guardian recognize the importance of the student obeying the coaches' instructions regarding playing techniques, training and other team rules. By signing this form, the student and parent/legal guardian acknowledge that the student's participation is wholly voluntary and to having read and understood this provision.

The student and parent/legal guardian individually and on behalf of the student, hereby irrevocably, and unconditionally release, acquit, and forever discharge the KHSAA and its officers, agents, attorneys, representatives and employees (collectively, the "Releasees") from any and all losses, claims, demands, actions and causes of action, obligations, damages, and costs or expenses of any nature (including attorney's fees) that the student and/or parent/legal guardian incur or sustain to person, property or both, which arise out of, result from, occur during or are otherwise connected with the student's participation in interscholastic athletics if due to the ordinary negligence of the Releasees.

**PART V - CONSENT TO PARTICIPATE, ACKNOWLEDGMENT OF RISK, ACKNOWLEDGEMENT OF ELIGIBILITY RULES, LIABILITY WAIVER AND CONSENT AND RELEASE (continued)**

The student and parent/guardian must read this statement carefully. This form must be completed before the student participates (hereinafter including try out for, practice and/or complete) in interscholastic athletics.

The student and parent/legal guardian acknowledge that they have received, read and understood the document entitled KHSAA Eligibility Rules and Parental Permission Form Bylaw References as of April 30, 2006.

The student and parent/legal guardian agree to abide by the KHSAA Bylaws and Due Process Procedure as now enacted or later amended. The student and parent/legal guardian further acknowledge that they agree to abide by the rulings of the Commissioner, Assistant Commissioner, Hearing Officer and Board of Control.

The student and parent/legal guardian acknowledge that the student must have insurance coverage up to a limit of \$25,000 in order to be eligible to participate in interscholastic athletics.

The student and parent/legal guardian consent to this student receiving a physical examination as required by the KHSAA.

The student and parent/legal guardian, individually and on behalf of this student, give the high school, the KHSAA and their representatives permission to release this student's demographic information and participation statistics and other information as may be requested, and agree that the student may be photographed or otherwise digitally or electronically captured during competition and such image or other report may be used without permission or compensation.

The student and parent/legal guardian, individually and on behalf of this student, consent to the high school and the KHSAA and their representatives to use and disclose the necessary personally identifiable information from the student's education records including, but not limited to, academic, financial and health care information, to third parties including, but not limited to, school representatives, coaches, athletic trainers, medical facilities, medical staffs, KHSAA legal counsel and the media, for the purpose of receiving proper/necessary medical care and complying with the KHSAA bylaws; including, but not limited to, making determinations regarding eligibility to participate in interscholastic athletics and any administrative or legal proceedings resulting from participation or attempted participation in interscholastic athletics; without such disclosure constituting a violation of my rights under the Family Educational Rights and Privacy Act. I further release the high school, the KHSAA and their representatives from any and all claims arising out of the use and disclosure of said necessary personally identifiable information. I also agree to release to the high school, the KHSAA, and their representatives, upon request, the detailed and completed application for financial aid.

The student and parent/legal guardian, individual and on behalf of the student, hereby consent to allow the student to receive medical treatment that may be deemed advisable by the high school, the KHSAA, and their representatives in the event of injury, accident or illness while participating in interscholastic athletics, including, but not limited to, transportation of the student to a medical facility.

|                                                                                   |                        |
|-----------------------------------------------------------------------------------|------------------------|
| Student's Name (please print)                                                     | School                 |
| Student and Parent/Guardian Address                                               |                        |
| Signature of Student                                                              | Date                   |
| Name of Parent(s)/Guardian(s) who has/have custody of this student (please print) | Emergency Phone Number |
| Signature of Parent(s)/Guardian(s) who has/have custody of this student           | Date                   |
| Insurance Carrier                                                                 | Policy Number          |

LEXINGTON CATHOLIC HIGH SCHOOL  
KNIGHTS ATHLETIC DEPARTMENT

DONATION OF LEXINGTON CATHOLIC HIGH SCHOOL  
PROPERTIES FORM

To: \_\_\_\_\_  
(Athletic Director)

\_\_\_\_\_ is seeking permission to donate the following item(s)  
(Coach/Team)

\_\_\_\_\_ to \_\_\_\_\_ of \_\_\_\_\_ on \_\_\_\_\_  
(person receiving donation) (team/organization/business) (date)

The purpose of this donation is for \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ (signature of coach) \_\_\_\_\_ (date)

\_\_\_\_\_ Approved

\_\_\_\_\_ Denied

\_\_\_\_\_ (signature of Athletic Director) \_\_\_\_\_ (date)

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**2006-2007 KHSAA Board Of Control Standing and Ad hoc Committees**

President Gary Dearborn  
Vice President Donna Wear  
Commissioner Brigid L. DeVries

**Executive Committee**

All Board Members

**Audit/Finance Committee**

Lonnie Burgett, Chairperson  
Gary Dearborn  
Paul Dotson  
Paula Goodin  
Ozz Jackson  
Jerry Keepers  
L. V. McGinty  
Jeff Perkins  
Bob Stewart  
Dave Weedman  
Lea Wise Prewitt

**Basketball Committee**

Chuck Broughton, Chairperson  
Michael Barren  
Lonnie Burgett  
Gary Dearborn  
Alan Donhoff  
Paul Dotson  
Paula Goodin  
Ozz Jackson  
Jerry Keepers  
L.V. McGinty  
Donna Wear  
Dave Weedman  
Lea Wise Prewitt

**Constitution and Bylaws Committee**

Paul Dotson, Chairperson  
Chuck Broughton  
Lonnie Burgett  
Gary Dearborn  
Alan Donhoff  
Paula Goodin  
Steve Parker  
Jeff Perkins  
Jeff Schlosser  
Bob Schneider  
Robert Stewart  
Donna Wear  
Dave Weedman  
Lea Wise Prewitt

**Football Committee**

Bob Schneider, Chairperson  
Michael Barren  
Chuck Broughton  
Gary Dearborn  
Alan Donhoff  
Paul Dotson  
Paula Goodin  
Ozz Jackson  
L.V. McGinty  
Jeff Perkins  
Jeff Schlosser  
Robert Stewart  
Dave Weedman  
Lea Wise Prewitt

**Hall of Fame Screening Committee**

Chuck Broughton  
Gary Dearborn  
Paula Goodin  
Jeff Schlosser  
Larry Boucher  
Roland Williams  
Media Rep (print)  
Media Rep (radio)  
Media Rep (television)  
Dawahare Rep

**Hall-of Fame Selection Committee**

All Board Members  
All KHSAA Executive Staff Members  
Dawahare Rep

**Individual Sports Committee**

Donna Wear, Chairperson  
Michael Barren  
Chuck Broughton  
Alan Donhoff  
Ozz Jackson  
Jerry Keepers  
L.V. McGinty  
Steve Parker  
Jeff Perkins  
Jeff Schlosser  
Bob Schneider  
Robert Stewart

**Member Schools and Services Committee**

Jeff Perkins, Chairperson  
Michael Barren  
Chuck Broughton  
Gary Dearborn  
Ozz Jackson  
Jerry Keepers  
Steve Parker  
Jeff Schlosser  
Bob Schneider  
Robert Stewart  
Donna Wear

**Museum/Hall of Fame Development Committee**

Steve Parker, Chairperson  
Lonnie Burgett  
Alan Donhoff  
Paul Dotson  
Paula Goodin  
Jerry Keepers  
Jeff Perkins  
Jeff Schlosser  
Bob Schneider  
Dave Weedman  
Lea Wise Prewitt

**Officials Policy Committee**

L.V. McGinty, Chairperson  
Michael Barren  
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Lonnie Burgett  
Gary Dearborn  
Alan Donhoff  
Paula Goodin  
Jerry Keepers  
Steve Parker  
Jeff Perkins  
Bob Schneider  
Robert Stewart  
Donna Wear

**Team Sports Committee**

Ozz Jackson, Chairperson  
Michael Barren  
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Paul Dotson  
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Steve Parker  
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Lea Wise Prewitt

**Title IX Education and Compliance Committee**

Paula Goodin, Chairperson  
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Gary Dearborn  
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Kentucky High School Athletic Association  
2280 Executive Drive ° Lexington, KY 40505 www.khsaa.org ° (859)299-5472 (859)293-5999 (fax)

MEMO

TO: KHSAA Board of Control Members and Staff  
FROM: KHSAA Board of Control President Gary Dearborn *Gary Dearborn*  
DATE: June 23, 2006  
RE: July Board of Control Meeting at Kentucky Dam Village

---

I would like to take this opportunity to thank all of you for your support during the past year and as I begin my term as KHSAA Board of Control President. It is an exciting time, and I look forward to the many challenges and opportunities.

I hope you enjoy yourselves at Kentucky Dam Village as we enjoy the beauty of the Land Between the Lakes area of the state.



**July 9-11, Sunday- Monday (Kentucky Dam Village, Gilbertsville) (FULL MEETING)**

New and Re-newed Member Orientation - July 10, a.m.  
Reflections - President Gary Dearborn  
Pledge -

Appointment of Standing and AdHoc Committees

**Executive Committee**

Discussion of Association bills  
Establish Specific Goals per 702 KAR 7:065 for Commissioner and review method for evaluating those goals

**Constitution and Bylaws Committee**

Approve for inclusion on Annual Meeting Agenda, Decide if Board to propose or seek outside author

Constitution - Rejection of Proposals (discussion)

Discussion of Conceptual Proposal 3 - Feeder Pattern

Adoption vs. Territory definition

Give first reading to KHSAA/Board proposals

Give second reading to KHSAA/Board proposals

Constitution - Review number of meetings

Constitution -Deadline for Amendments (June 30)

Constitution - Consideration of Amendments from the floor

Bylaw 4 - Revise definition of "full-time" to match the definition in Bylaw 5

Bylaw 10 - Remove provisions restricting recruiting of enrolled students

Bylaw 25 - Counting of Games Revision, Baseball/Softball

Bylaw 25 - Revise cheer limit to clearly contain NFHS stunt limitations

Bylaw 29 - Revise to require official at swimming meets (consider codifying Track with more than 4 teams)

Other items of discussion

Due Process Procedure Deadlines

**Membership Services Committee**

Discussion of policy limitation revisions and limitations, KHSAA catastrophe insurance

List of Archery Schools

Discuss and Review, procedure for adding sports

Review applications for membership for 2006-2007

**Football Committee**

Discussion of Draft number of classes and alignment of teams

Discussion of long-term rotation of playoff games

**Reports (not action items)**

Basketball Radio Network settlement Report

**August 21, 8:30 a.m. - Monday (KHSAA, Lexington) (SPECIAL MEETING)**

Reflection -

Pledge -

Appeals

**Constitution and Bylaws Committee**

Already approved for agenda (no action necessary but is possible)

Consider for inclusion on Annual Meeting Agenda, Decide if Board to propose or seek outside author

Give second reading to KHSAA/Board proposals

Give first reading to KHSAA/Board proposals

**Football Committee**

Discussion of Draft number of classes and alignment of teams

**September 14-15, - Thursday - Friday (KHSAA, Lexington) (FULL MEETING)**

Reflection -

Pledge -

Appeals

**Executive Committee**

End of Year Progress Report, In-office evaluation system

Discussion of Association bills

Consideration of Budget Report, FY06 and FY07 to date

Corporate Sales Review - Internal

Corporate Sales Review - External

Distribute and review Policy Manual Sections

**Football Committee**

Final adoption of 2007 Football Alignment

**Title IX Committee**

Review of 2006-2007 Revisits

Status Report - KHSAA Reports to KY Board of Education

**Officials Policy Committee**

Discuss Fee Schedule in Scheduled Sports

**Reports (not action items)**

Insurance Overview

Distribute Football Ticket and Hotel Information

**October 19-20, 8:30 a.m. - Thursday/Friday (KHSAA, Lexington) (SPECIAL MEETING)**

19, KHSAA Annual Meeting of Schools

Reflection -

Pledge -

Appeals

Distribute Basketball Ticket Order/Hotel Forms

Collect Football Ticket Order and Hotel Forms

**Executive Committee**

Review Annual Meeting Proposals and Make recommendations to KDE per Constitution and Bylaws Committee

**Constitution and Bylaws Committee**

Review Action and Recommendations from Annual Meeting

**November 15-16 -Wednesday - Thursday (KHSAA, Lexington) (FULL MEETING)**

Reflection -

Pledge -

Collect Basketball Ticket Order and Hotel Forms

**Executive Committee**

Discussion of Association bills

Corporate Partner mid-year sales report (Internal Sales)

**Audit / Finance Committee**

Consideration of Audit Report from Miller, Mayer, Sullivan

Consideration of Budget Report, FY07 to date

**Title IX Committee**

Review status of appeals from cancelled games due to non compliance

**Reports (not action items)**

**December 7, 8:30 a.m. - Thursday (KHSAA, Lexington) (SPECIAL MEETING)**

Reflection -

Pledge -

Appeals

**January 10-11-Wednesday-Thursday (KHSAA, Lexington) (FULL MEETING)**

Reflection -

Pledge -

**Executive Committee**

Discussion of Association bills

Corporate Partner mid-year sales report (Internal Sales)

**Audit-Finance**

Mid Year Review of Budget Status, Board format report

**Reports (not action items)**

**February 19, 8:30 a.m.- Monday (KHSAA, Lexington) (SPECIAL MEETING)**

Reflection -

Pledge -

Appeals

**March 16, - Friday (Holiday Inn/University Plaza, Bowling Green) (SPECIAL MEETING)**

Reflection -

Pledge -

Appeals

NO BUSINESS MEETING

**April 19,- Thursday (KHSAA, Lexington) (FULL MEETING)**

Reflection -

Pledge -

**Officials Committee**

Review Composite Post Season Fees for Officials for 2006-2007

**Hall of Fame Screening Committee**

**Executive**

Discussion of Association bills

Report on KBE Meeting

**May 17-18 - Monday - Tuesday (KHSAA, Lexington) (FULL MEETING)**

Reflection -

Pledge -

Selection of Officers for 2006-2007

**Hall of Fame Selection Committee**

**Executive Committee**

Discussion of Association bills

Board of Control Meeting Schedule, 2007-2008

Draft Budget Approval after Audit/Finance

Final Insurance Policy Acceptance

Internal & External Fundraising Review

**Audit/Finance Committee**

Salary Schedule

Preliminary Draft Budget

**Constitution and Bylaws Committee**

**Reports and Discussion**

Disqualifications and Penalties

**2006-2007 Appeals Dates for Student Appeals to Hearing Officer**

|                   |             |            |
|-------------------|-------------|------------|
| July 7            | October 9   | February 5 |
| August 1 & 2      | November 6  | March 5    |
| August 14 & 15    | December 4  | April 16   |
| September 5 & 6   | December 11 | May 7      |
| September 11 & 12 | January 4   | June 4     |
| October 2         |             |            |



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# ACTION ITEMS

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## MINUTES OF THE BOARD MEETING

MAY 22-23, 2006

President Jerry Taylor convened the regular meeting of the Board of Control on Tuesday, May 23, 2006 at 11:00 a.m. All Board members were present except Chuck Broughton. Also present were Commissioner Brigid DeVries, Assistant Commissioners Larry Boucher, Julian Tackett and Roland Williams, Director of Promotions and Media Relations Butch Cope, Fundraising Consultant Ken Tippet and Office Manager Darlene Koszenski. KHSAA legal counsel Ted Martin, Alan Donhoff, incoming Board of Control member; Ray Hall, Courier-Journal reporter and Mike Fields, Herald-Leader reporter, were also present.

Assistant Commissioner Roland Williams led the pledge of allegiance.

Jeff Schlosser provided a moment of reflection.

President Taylor requested the record to show that seventeen Board members were present and that ten votes were necessary for any eligibility motions to pass.

Donna Wear made a motion, seconded by Sally Haeberle, to approve the minutes of the April 13, 2006 special meeting. The motion passed unanimously.

Lonnie Burgett made a motion, seconded by Jeff Perkins, to go into Executive Session to discuss various legal cases. Sally Haeberle made a motion, seconded by Jeff Schlosser, to come out of Executive Session. The motion passed unanimously. No action was taken during Executive Session.

The Board of Control then considered the following appeals in compliance with the KHSAA Due Process Procedure:

| Case # | Bylaw | H. O. Recommend | Board Motion     | Board Second | Vote Y/N/R | Status     |
|--------|-------|-----------------|------------------|--------------|------------|------------|
| #1040  | 6     | ELIGIBLE        | Remand (Jackson) | Schlosser    | 14-0       | Ineligible |
| #1041  | 6     | ELIGIBLE        | Uphold (McGinty) | Schlosser    | 13-4       | Eligible   |
| #1042  | 6     | INELIGIBLE      | Uphold (Sexton)  | Parker       | 17-0       | Ineligible |

Paula Goodin, **Title IX Committee** Chairperson, asked the record to show that the Title IX school re-visit status report was reviewed. No action was taken.

Gary Dearborn, **Team Sports Committee** Chairperson, asked the record to show that:

1. Roland Williams was asked to write a letter to the Slow Pitch Softball Coaches Association, informing them that the Board endorses the current policy and there will be no KHSAA sponsored state championship after 2007.
2. Roland Williams was asked to write a letter to Scott Smalley regarding unsportsmanlike conduct and his correspondence to the office.

Donna Wear, **Individual Sports Committee** Chairperson, asked the Board to approve the following motion:

1. Adopt the Kentucky Medical Association's recommendation regarding the sports of Track and Cross Country and not allow below seventh grade participation in post-season play beginning with the 2006-2007 season. The motion was seconded by Lonnie Burgett, and passed unanimously.

Jeff Perkins, **Member Services Committee Chairperson**, asked the Board to approve the following motions:

1. Require Christian Fellowship to field a boys' and girls' basketball team in post-season play through 2006-2007. The motion was made by Lonnie Burgett, seconded by Stan Hardin, and passed unanimously.
2. Require Eminence to field a girls' basketball team in post-season play. The motion was made by Paul Dotson, seconded by Sally Haeberle, and passed unanimously.

Mr. Perkins then asked the record to show that:

1. Roy Grimes, with the Kentucky Department of Fish and Wildlife Services, gave a presentation regarding Archery in the state of Kentucky. The Board asked the Commissioner to write him a letter requesting a list of high schools that compete inter-scholastically, as well as a list of schools who have hired a coach for that sport, other than the Athletic Director or Physical Education teacher. No action was taken.
2. Sally Stevens, Principal at Lexington Catholic High School, along with Athletic Director Andy Listerman and Attorney David Smart, presented a review of their new policies and procedures. Also in attendance was President David Hardin. The final version will be voted on at the July meeting, through the membership renewal process. No action was taken.

Bob Schneider, **Football Committee Chairperson**, asked the Board to approve the following motions:

1. The first two rounds of football playoffs will be intra-district, and rounds three and four will be played on a rotating schedule, with the first year decided by an open draw for regions 3 & 6, with the system to be evaluated after the adoption of a final alignment. The motion was seconded by Paul Dotson, and passed 13-4. For the record, Jim Sexton is opposed to the revised format.
2. Evaluate the 5 & 6 class systems at the July meeting, to see if they are better than the current 4 class system, with a final version ready for adoption by September. The motion was seconded by Stan Hardin, and passed 17-0.
3. If the final class system is 5 or 6, allow playing up for geographic regions and only if declared in advance. The motion was seconded by Stan Hardin, and passed 11-6.
4. Deny Danville's request to be able to play an opponent who already had ten games. The request was made solely due to the Harrodsburg consolidation. The motion was seconded by Jeff Perkins, and passed 16-1.

Paul Dotson, **Constitution and Bylaws Committee Chairperson**, asked the Board to approve the following motions:

1. Adopt the revised membership application form. The motion as seconded by Sally Haeberle, and passed unanimously.

Mr. Dotson asked the record to show that the summary of 2005-2006 transfers vs. appeals vs. court cases was reviewed. No action was taken.

Let the record show that Paul Dotson left the meeting at 12 noon.

Lonnie Burgett, **Audit and Finance Committee Chairperson**, asked the Board to approve the following motions:

1. Purchase an optical mark reader scanner from the equipment reserve fund. The motion was seconded by Donna Wear, and passed unanimously.
2. Approve the 2006-2007 salary schedule as presented. The motion was seconded by Sally Haeberle, and passed unanimously.



Mr. Burgett then asked the record to show that:

1. An external fundraising report was presented by iHigh.Inc., and an internal fundraising report was presented by Ken Tippet.
2. The periodic budget report was reviewed.
3. Mr. Tackett updated the Board on the status of the roof project. Tri-State Roofing will be here the week of June 5-9 to do the work, for a total cost of \$66,500, including a 5 year extended warranty.
4. The preliminary 2006-2007 draft budget was reviewed.

President Taylor, **Executive Committee** Chairperson, asked the Board to approve the following motions:

1. Send a referendum to member schools on Proposal 1 and Proposal 2 as submitted. Direct the Constitution and Bylaws Committee to continue drafting a proposal related to the definition of a territory or feeder pattern proposal for the October Annual Meeting. The motion was seconded by Jeff Schlosser, and passed 15-1.
2. Approve Association bills from April 1, 2006 through April 30, 2006. The motion was made by Donna Wear, seconded by Sally Haeberle, and passed unanimously.
3. Adopt a phone policy beginning with the 2006-2007 school year, where school calls have priority and staff should ensure that the first inquiry from the public is to the member school. The motion was made by Jeff Perkins, seconded by Sally Haeberle, and passed unanimously.
4. Adopt an anonymous letter policy beginning with the 2006-2007 school year, where anonymous letters are forwarded to the principal of the involved school, for them to investigate with no further action by staff until a response (if requested) is received. The motion was made by Lonnie Burgett, seconded by Jeff Perkins, and passed unanimously.
5. Require a yearly administrator's meeting for principals or their designated representative. The motion was made by L.V. McGinty, seconded by Donna Wear, and passed 15-1.
6. Inform Principal Russ Day, Millersburg Military Institute, that they are on notice that since their mission is not compatible with that of the KHSAA, their membership will not be renewed. The motion was made by Jeff Schlosser, seconded by Sally Haeberle, and passed unanimously.
7. Approve the 2006-2007 Board of Control meeting date schedule as presented with the December amendment. The motion was made by Ozz Jackson, seconded by Steve Parker, and passed unanimously.
8. Approve the 2006-2007 draft budget as presented. The motion was made by Lonnie Burgett, seconded by Sally Haeberle, and passed unanimously.
9. Accept the current catastrophic insurance coverage. The motion was made by Jim Sexton, seconded by Jeff Schlosser, and passed unanimously.
10. Approve the 2006-2007 budget designations as detailed:
  - ◆ Remove the Board of Control expenses from the designated fund calculation for Professional Development Reserve
  - ◆ Approve the remainder of the Designate Fund Categories as distributed
  - ◆ Approve the designation of funds for the Museum Development Fund
    - This would be .3 times
      - New Corporate Money (above 2003 baseline)
      - Member School and Official Fines
      - Increase in Novelty Receipts since 2005
    - Direct Donations and Net Brick Sales

- And that a complete report be prepared when the final amounts of revenue and expenses for these sponsorships are reviewed after June 30
- ◆ Approve final transfer of \$47,000 from Designate for Physical Plant Fund to the General Fund for the inner-office renovation completed 2005-2006 and reported in January.
- ◆ Approve the transfer of \$20,000 from the General Fund Prior Years Carryover to the Building Repair Fund to fully fund the completion of the roof project over top of the future museum space and the Pest Control project.
- ◆ Allocate \$10,000 from the Equipment Reserve to the General Fund to fund the purchase of Computer CPUs for the office from state price contract.
- ◆ Allocate \$4,000 from the Equipment Reserve to the General Fund to fund the purchase of an optical mark reader from Scantron for the purpose of grading tests and posting ballots
- ◆ Approve draft budget for 2005-2006 and future years to permit operations through July and final approval.
- ◆ Approve the renewal of the paid internship position for publications and event management (not to exceed \$1500 per month, comparable Graduate Assistant fee at two nearest Universities), and permit staff to solicit a sponsorship/endowment pledge to fund that position.
- ◆ Approve the paid internship position for computers and web support (or comparable contracted services) (not to exceed \$1500 per month, comparable Graduate Assistant fee at two nearest Universities), and permit staff to solicit a sponsorship/endowment pledge to fund that position.

The motion was made by Lonnie Burgett, seconded by Sally Haeberle, and passed unanimously.

Mr. Taylor then asked the record to show that:

1. Assistant Commissioner Larry Boucher presented an update on 6<sup>th</sup> & 7<sup>th</sup> region officials. No action was taken.
2. Steve Parker presented an update on the museum project. No action was taken.

The next item on the agenda was election of 2006-2007 officers. Ozz Jackson made a motion, seconded by Jim Sexton, to elect Gary Dearborn as President. The motion passed 15-0 with one recusal.

Sally Haeberle made a motion, seconded by Steve Parker, to elect Donna Wear as Vice President.

Jim Sexton made a motion, seconded by Jerry Taylor, to elect L.V. McGinty as Vice President.

Mike Barren made a motion, seconded by Steve Parker, to vote by secret ballot. The motion passed 13-1.

Ms. Wear and Mr. McGinty left the room, and a vote was taken by secret ballot. The ballots were counted by KHSAA Legal Counsel Ted Martin, and Donna Wear was elected as Vice President.

Donna Wear made a motion, seconded by Lonnie Burgett, to approve the July 9-11, 2006 meeting to be held at Kentucky Dam Village in western Kentucky. The motion passed unanimously.

Ms. DeVries presented a report on the recent NFHS Legal Meeting.

Mr. Williams gave a report on the KHSADA conference. KHSAA will meet with athletic directors regarding concerns about attendance at the annual meeting in October, 2006.

Assistant Commissioner Julian Tackett informed the Board that the June 2-3, 2006 State Track meet will be held at Paul Laurence Dunbar High School, instead of the University of Kentucky.

Board and staff members expressed their appreciation to outgoing Board members Sally Haeberle, Stan Hardin, Jim Sexton and Jerry Taylor. Their terms end June 30, 2006.

There being no further business to come before the Board, Ozz Jackson made a motion to adjourn. The motion was seconded by Sally Haeberle, and passed unanimously. The meeting adjourned at 1:35 p.m.

# **EXECUTIVE COMMITTEE**



Kentucky High School Athletic Association  
2280 Executive Drive ° Lexington, KY 40505 www.khsaa.org ° (859)299-5472 (859)293-5999 (fax)

June 29, 2006

Mr. Darrell Bailey  
4506 Ruddell Road  
Jeffersonville, IN 47130

Dear Mr. Bailey:

As you are aware, the Kentucky High School Athletic Association ("KHSAA") has been conducting an investigation into the incident that occurred between you and Victor Montgomery on Friday, March 10, 2006. As part of this investigation, we requested a written statement from various individuals, including yourself, detailing the circumstances surrounding this incident.

After thoroughly reviewing all of the pertinent information in this case, I find that your conduct was unacceptable. I find that your conduct during the regional boys' basketball games at Louisville Gardens was the "[u]se of abusive language during the performance of [your] duties as an official"; and (2) "acts . . . detrimental to the best interests of the KHSAA and interscholastic athletics." Indeed, during the middle of a game Montgomery was officiating and immediately prior to a game you were scheduled to officiate, you and Montgomery were involved in a verbal altercation that spilled into the stands. This altercation required police intervention and resulted in you being required to leave the premises. As such, I conclude that you will not be permitted to apply for re-licensing as an official for the 2006-2007 school year.

Pursuant to the KHSAA Due Process Procedure, this decision may be appealed in writing to the KHSAA Board of Control within fifteen days of the issuance of this letter. Please note that the written notice of appeal must detail the factual and legal basis of the appeal because any appeal seeking a ruling based on unknown or speculative factors shall be dismissed.

Should you not appeal but decide to pursue a license for the 2007-2008 school year, please contact our office prior to May 1, 2007 to request the re-licensing information. Your request will be subject to review at that time.

Sincerely,

Brigid L. DeVries  
Commissioner

BD:dk

xc: KHSAA Executive Staff  
KHSAA Board of Control  
Mr. Ted Martin, KHSAA Legal Counsel  
Mr. Jerry Wyman, JCPS Director



Kentucky High School Athletic Association  
2280 Executive Drive ° Lexington, KY 40505 www.khsaa.org ° (859)299-5472 (859)293-5999 (fax)

June 29, 2006

Mr. Victor Montgomery  
6313 West Pages Lane  
Louisville, KY 40258

Dear Mr. Montgomery:

As you are aware, the Kentucky High School Athletic Association ("KHSAA") has been conducting an investigation into the incident that occurred between you and Darrell Bailey on Friday, March 10, 2006 during the regional boys' basketball games at Louisville Gardens. As part of this investigation, we requested a written statement from you detailing your version of the circumstances surrounding this incident.

By an e-mail dated June 12, 2006 to KHSAA Assistant Commissioner Larry Boucher, you voluntarily resigned as a KHSAA basketball official. As every official must apply for re-licensing each year, the KHSAA will presume that your resignation means that you will not be applying for re-licensing in the future. If you change your position and request re-licensing, please be aware that you will not be permitted to apply for re-licensing as an official for the 2006-2007 school year based on your conduct during the incident. After thoroughly reviewing all of the information pertaining to this case, including the information in your letter dated June 7, 2006, I find that your conduct was unacceptable. I find that your actions were the "[u]se of abusive language during the performance of [your] duties as an official"; and (2) "acts . . . detrimental to the best interests of the KHSAA and interscholastic athletics."

Pursuant to the KHSAA Due Process Procedure, this decision may be appealed in writing to the KHSAA Board of Control within fifteen days of the issuance of this letter. Please note that the written notice of appeal must detail the factual and legal basis of the appeal because any appeal seeking a ruling based on unknown or speculative factors shall be dismissed.

Should you decide to pursue a license for the 2007-2008 school year, please contact our office prior to May 1, 2007 to request the re-licensing information. Your request will be subject to review at that time.

Sincerely,

Brigid L. DeVries  
Commissioner

BD:dk

xc: KHSAA Executive Staff  
KHSAA Board of Control  
Mr. Ted Martin, KHSAA Legal Counsel  
Mr. Jerry Wyman, JCPS Director



## Kentucky High School Athletic Association

2280 Executive Drive • Lexington, KY 40505 • (859) 299-5472 • (859) 293-5999 (fax)

TO: Basketball District Four  
Principals and Athletic Directors

FROM: Larry Boucher, Assistant Commissioner *LB*

DATE: June 20, 2006

SUBJECT: Recommended Solution – Seeding/Play  
2006-07 Season

This memorandum is being sent to the Principals and Athletic Directors of Calloway County High School, Christian Fellowship, Marshall County High School and Murray High School.

After consultation among the Kentucky High School Athletic Association staff, we have the following six recommendations to make with regard to the 3-team or 4-team District 4 issue that has remained a concern over the past several months. Please keep in mind that this recommendation is for the 2006-07 school year and does not solve these issues for the 2007-08 school. It is the expectation of the KHSAA Staff that internal resolve should be reached, among the district member schools, with regard to properly scheduling a seeded district for the 2007-08 school year.

- 1). Christian Fellowship will not be required to play the above mentioned schools in boy's or girl's basketball during the 2006-07 regular season.
- 2). Calloway County, Marshall County and Murray will not be required to adjust their 2006-07 regular season basketball schedules in order to play Christian Fellowship in boy's or girl's basketball.
- 3). Calloway County, Marshall County and Murray will play their seeded district regular season basketball games in accordance with the Mandatory Seeding of Three Team District procedures noted on page 52-53 of the 2005-06 KHSAA Handbook.
- 4). As an exception to this page 52-53 Tournament Rule, rather than the team with the highest seed (one seed) receiving a bye (as noted in the Tournament Rules) in the district tournament, that team (seed one) will play Christian Fellowship who will enter the district tournament as the fourth seed. All other provisions of the Mandatory Seeding of Three Team Districts will be in force.

- 5). Christian Fellowship must participate in at least twelve (12) regular season varsity contests in order to enter the 2006-07 district tournament.
- 6). Christian Fellowship should participate in the district tournament revenue distribution in accordance with the revenue distribution policies as equitably established by, and for, those teams participating in the post season District Four Basketball Tournament.

The KHSAA Staff requests that each school who agrees with these above recommendations notify the KHSAA, in writing no later than July 3, 2006, of their desire to comply with these above recommendations.

Should either of the District Four schools mentioned in this memorandum disagree, or not wish to comply with the provisions of these six recommendations, a representative or representatives of your school should plan to appear before the KHSAA Board of Control at its July 10-11, 2006 meeting in Gilbertsville, KY, to discuss these issues. Please notify the KHSAA no later than July 3, 2006 of your intent to attend that BOC meeting.



# **CONSTITUTION COMMITTEE**



## PROPOSAL 1- FINANCIAL AID PROPOSAL - June 21, 2006

**Rationale** – This proposal would codify previous interpretations and restrictions regarding financial aid in KHSAA member schools to attempt to have all schools on the same level with regards to selection, acceptance and continuance of enrollment by the student body. This proposal codified previous interpretations and attempts to eliminate perceptions about advantages gained by schools awarding financial aid. NOTE: The current Bylaw 7 would become a section under Bylaw 9.

### **Bylaw 7. Financial Aid (new)**

#### **Sec. 1] Definitions for this bylaw**

- a) Tuition– means the amount of necessary fees, costs and other charges to attend a member school as determined by that member school's published scale of charges. The tuition at the member school shall be the same for all students in like situation irrespective of participation in athletics and shall not include room and board expenses.
- b) Classification of Schools - means the classification of the member schools as defined by the Kentucky Department of Education. The six current classifications are: [1] A1- District operated general program or multi-program schools; [2] D1- Kentucky Department of Education operated schools (Blind and Deaf); [3] F1- Federal Dependent Schools; [4] J1- Roman Catholic schools; [5] M1- Other Religious schools and [6] R1-Private non-church related schools.
- c) Public Schools- means the member schools receiving funding from the Kentucky Department of Education or comparable federal sources. Public schools shall include the member schools which are classified as A1, D1 or F1.
- d) Non-Public Schools – means the member schools not receiving funding from the Kentucky Department of Education or comparable federal sources. Those schools shall include the member school which are classified as J1, M1 and R1.
- e) Non-Public School Zone – means the zone to which each non-public school is assigned. The four current non-public school zones are Covington, Lexington, Louisville and Owensboro. These non-public school zones shall be comprised of the counties contained in the geographic alignment related to the archdiocese of the same name.
- f) Non-Public School Governing Board– means the entity having oversight over the member school. For purposes of this bylaw, the "governing board" of a non-public school shall be determined by the school type. For J1 schools, the "governing board" shall be the archdiocese and geographic references shall be the counties included in the non-public school zone of the school. For the R1 and M1 schools, the "governing board" shall be as defined by the governance structure of the institution.
- g) Immediate Family– means the student and the student's father, mother, brother, sister, step-father, step-mother, step-brother, step-sister, husband, wife, aunt, uncle, grandparent.
- h) Financial Aid– means any and all aid given to a student which reduces tuition, including, but not limited to, awards, reductions and waivers.
- i) Need-Based Aid– means the amount of financial aid that an independent financial analysis of the student's financial aid application demonstrates that the student needs to pay tuition to attend a member school, provided such analysis is performed by an agency approved by the Board of Control.
- j) Merit Aid– means financial aid awards given by the member school based solely on academic/test performance which are available to the entire student body through a competitive application process and that the selection of the recipient(s) is based on published objective criteria which may not include athletic achievement or ability.
- k) Merit Aid Test – means the academic assessment or placement test approved by the Board of Control prior to its administration.
- l) Merit Aid Test Date – means be the date submitted by each member school for the administration of the merit aid test.
- m) Financial Records– means the records related to any financial aid analysis of the student including but not limited to, immediate family's records of the method and sources for all tuition payments.

#### **Sec. 2] Non-Permissible Financial Aid**

A student shall be ineligible to participate in interscholastic athletics if the student:

- i) Receives financial aid beyond the limits defined in Section 1(i) except for merit aid allowed under this bylaw, and waivers of tuition for non-domestic students ruled eligible under Bylaw 6, Section 2 [Foreign Exchange];

## PROPOSAL 1- FINANCIAL AID PROPOSAL - June 21, 2006

- ii) Receives merit aid based on an unapproved merit aid test;
- iii) Receives merit aid based on a merit aid test not administered on an approved merit aid test date;
- iv) Receives merit aid greater than twenty-five percent [25%] of the tuition at the member school;
- v) Receives merit aid from a member school that has already given merit aid to the greater of five [5] percent of its student body or five students;
- vi) Receives financial aid that is not available to the entire student body by published objective criteria;
- vii) Receives financial aid from a funding source that is not under the custody and control of the member school and/or its governing board;
- viii) Receives any financial aid other than the permitted need-based aid or merit aid detailed above from a member school, any other entity governed by that member school's governing board or any representatives of the member school;
- ix) Receives any financial aid that is indirectly or directly related to athletic achievement or ability;
- x) Has any part of the financial obligation to the member school paid directly or indirectly by individuals outside of the student's immediate family;
- xi) Does not agree to complete disclosure of financial records as defined in this bylaw upon request of the KHSAA and its officials, employees and agents.

### Sec. 3) Financial Aid Restrictions and Reporting

All member schools shall annually report detailed financial aid information to the KHSAA including, but not limited to:

- i) Tuition schedule and/or other fees applicable to the student body at the member school;
- ii) The merit aid test being utilized by the school and the merit aid test date; and
- iii) A detailed listing of the amount of financial aid awarded by the member school including but not limited to:
  - 1) The need-based aid each student-athlete is eligible to receive based on the report of the approved independent agency;
  - 2) The merit aid given to each student and the qualifying score used to make the determination;
  - 3) The amount of need-based aid awarded to each student; and
  - 4) A specific listing of the sports in which each student participates.

### NOTE:

The parenthetical Case Situation would remain which identifies the six approved agencies, which would not be codified into the rules to allow for review by the Board, but would be printed in the interpretations.

### **CS - Which independent agencies have been approved by the Board of Control to perform the need-based aid analysis?**

*The Board of Control has approved the following agencies to perform the need-based aid analysis - Financial Aid Independent Review (Rosemount, MN), Family Financial Needs Assessment (Hernando, MS), Private School Aid Service (Lakewood, OH), School and Student Service for Financial Aid (Princeton, NJ) Tuition Aid Data Services (St. Paul, MN), and FACTS Grant in Aid Agency (Lincoln, NE). The use of any unapproved agency renders the student ineligible under Bylaw 7. A member school may petition the Board of Control to approve independent agencies.*

### **CS - What merit aid tests have been approved by the Board of Control to determine the amount of merit aid a student may receive?**

*The Board of Control has approved the following merit aid tests to determine the amount of merit aid a student may receive - High School Placement Test (Scholastic Testing Service, Inc, Bensenville, IL and Earth City, MO.)*

*The use of any unapproved merit aid test renders the student ineligible under Bylaw 7. A member school may petition the Board of Control to approve other merit aid tests.*

### **CS - For purposes of Section 2(a)(v), how does the member school determine which students are counted against the limit?**

*Determinations of which students count against the limit in Section 2(a)(v) are based chronologically on the date of the award of merit aid.*

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## PROPOSAL 1- FINANCIAL AID PROPOSAL - June 21, 2006

**CS - Is there a procedure to be followed by a member school who has submitted a Merit Aid Test Date and is unable to administer the test due to weather or other circumstances beyond the control of school authorities?**

*Yes, the school can, in writing, request that the Commissioner approve an additional testing date in the event that such circumstances arise that prevent test administration on the previously scheduled date.*

**Effective Date and Implementation Issues:** Could be effective immediately. Would require sampling of non-public schools to determine all testing instruments. Reporting requirements could be implemented effective with 2006-2007.

## PROPOSAL 2- BELOW GRADE NINE PROPOSAL - June 21, 2006

**Rationale** – This proposal is designed to lessen the “Open Season” on rising 9<sup>th</sup> graders. In many areas, when students have participated at the high school level while being enrolled below grade nine, there can be a climate for nearly college level “recruiting” of the kids before and upon 8<sup>th</sup> grade graduation. This change would clarify that if students participate at any level at a KHSAA member school while enrolled below grade nine, they shall enroll in that member school or lose one year of eligibility at all levels in all sports. This change is basically a return the transfer rule to its pre-1982 form when Bylaw 6 applied any time a student had represented a member school. The proposed rule is more stringent in that it applies to all levels of play.

### **Bylaw 6. Transfer Rule**

#### **Sec. 1) Domestic Students**

Any student who has been enrolled in grades nine (9) through twelve (12) and has participated in any varsity game in any sport at any school following enrollment in grade nine (9) and who then transfers schools shall be ineligible for interscholastic athletics at any level in any sport for one year from the date of enrollment in the new school. Any student who has participated in a contest at any level in any sport representing a member school while being enrolled in grades seven (7) or eight (8) and who then enrolls at a different member school [grade nine or above] shall be ineligible for interscholastic athletics at any level in any sport for the first year of enrollment.

The Commissioner has discretion (but is not required) to waive the period of ineligibility set forth above if one of the following exceptions has been met. Determinations of whether a student shall be granted a waiver pursuant to this rule shall be based on the circumstances existing as of the date of enrollment at the new school. The KHSAA shall not recognize as grounds for a waiver of the period of ineligibility an argument that the educational needs of the transferring students would be better served through a transfer.

f) **NON ATHLETIC PARTICIPATION FOR AN ENTIRE SCHOOL YEAR** - In the event that the transferring student did not participate in an interscholastic contest at any level in any sport while enrolled in grades nine through twelve at the sending school during the entire academic school year immediately preceding the change in schools.

*THIS PROPOSAL MAKES NO OTHER CHANGES IN THE DOCUMENTED EXCEPTIONS FOR A WAIVER OF THE PERIOD OF INELIGIBILITY (LETTERED a-e and g-h in the 2005-2006 Handbook). The minor change in (f) is necessary due to potential conflict with the newly adopted provision.*

#### **Case BL-6-14- What does the word “sport” as used in Bylaw 6 represent with respect to athletic participation?**

*Sport has been defined as those sports which the KHSAA sanctions AND sponsors a championship.*

*“Sport” includes baseball, basketball, cross country, football, golf, soccer, softball (fast and slow pitch), swimming, tennis, track, volleyball and wrestling. Students whose only participation in interscholastic athletics involves participation in sports or activities other than those listed are not subject to the provisions of Bylaw 6.*

**Effective Date and Implementation Issues:** Could be effective immediately. Would require minor revision to participation list report to ensure compliance monitoring. Would have to address the issue of schools arbitrarily inserting students into contests to “lock them in” to particular schools. In addition, would have to work with all school constituencies to ensure education or parents to this rule as it could impact decisions to allow them to play on a high school team while enrolled below grade nine.

## PROPOSAL 3- ATHLETIC TERRITORY/FEEDER PATTERN PROPOSAL - June 21, 2006

**Rationale** – This proposal would define athletic territories for all KHSAA member schools. Students within the athletic territory of the school would be permitted to attend the member school without athletic eligibility restrictions provided the student is otherwise eligible. Students outside the territory would face a loss of eligibility at all levels of play for the first year at the school and at the varsity level for the second year. This proposal would codify an affiliated school / feeder pattern determination as a means of restricting eligibility and attempting to make equivalent the “drawing areas” for non-public schools and the school district boundaries of public schools.

### Bylaw 4. Enrollment

#### Sec. 1) Athletic Territory and Feeder Pattern Requirement

- a) Purpose of this Bylaw - this Bylaw defines a feeder pattern and establishes an athletic territory for each member school of the KHSAA. Each member school shall have a feeder pattern defined by this Bylaw. This feeder pattern, including a list of applicable affiliated feeder schools, shall be reported to the KHSAA on an annual basis in the manner requested by the Commissioner.
- b) Definitions for this Bylaw
  - i) Classification of Schools – means the classification of the member schools as defined by the Kentucky Department of Education. The six current classifications are: (1) A1 - District operated general program or multi-program schools; (2) D1 - Kentucky Department of Education operated schools (Blind and Deaf); (3) F1 - Federal Dependent Schools; (4) J1 - Roman Catholic schools; (5) M1 - Other Religious schools; and (6) R1 -Private non-church related schools.
  - ii) Public Schools – means the schools receiving funding from the Kentucky Department of Education or comparable federal sources. Public schools shall include the members schools which are classified as A1, D1 or F1.
  - iii) Non-Public Schools – means the schools not receiving funding from the Kentucky Department of Education or comparable federal sources. Non-public schools shall include the member schools which are classified as J1, M1 and R1.
  - iv) Bonafide Residence - means the primary residence of the student and his/her custodial parents.
  - v) Non-Public School Zone – means the zone assigned to each non-public school. The four current non-public school zones are Covington, Lexington, Louisville and Owensboro. These non-public school zones shall include the counties contained in the geographic alignment related to the archdiocese of the same name.
  - vi) Public School Governing Board – means the entity having oversight over the public member school. For purposes of this Bylaw, the “governing board” of a public school shall be the local board of education.
  - vii) Non-Public School Governing Board – means the entity having oversight over the non-public member school. For purposes of this Bylaw, the “governing board” of a non-public school shall be determined by the school type. For J1 schools, the “governing board” shall be the archdiocese and geographic references shall be the counties included in the non-public school zone of the school. For R1 and M1 schools, the “governing board” shall be as defined by the governance structure of the institution.
  - viii) Affiliated School – means the junior high/middle school(s) that is governed by the same governing board as the member school and that enrolls students in any format to include grades seven (7) and/or eight (8).
  - ix) Terminal Public School – means a public school that is located in Kentucky which terminates after grade seven (7) or eight (8) and is neither an affiliated school to any member school nor meets the requirements of a non-resident student agreement per KRS 157.350(4).
  - x) Terminal Non-Public School – means either a non-public school that is located in Kentucky which terminates after grade seven (7) or eight (8) and is not an affiliated school to any member school or a non-public school that is located in Kentucky which terminates after grade seven (7) or eight (8) and is not an affiliated school to any member school within the same county.
  - xi) Public School Feeder Pattern – means all affiliated school(s) for a public member school as defined by the public school governing board. The public school governing board may include any or all of the affiliated schools under its jurisdiction in the public school feeder pattern.

## PROPOSAL 3- ATHLETIC TERRITORY/FEEDER PATTERN PROPOSAL - June 21, 2006

xii) Non-Public School Feeder Pattern – means all affiliated schools for a non-public member school as defined by the non-public school governing board. The public school governing board may include any or all of the affiliated schools under its jurisdiction in the public school feeder pattern.

xiii) Public Feeder School – means any affiliated school within the public school feeder pattern for a particular public member school.

xiv) Non-Public Feeder School – means any affiliated school within the non-public school feeder pattern for a particular non-public member school.

### c) Athletic Territory Establishment

#### i) Public School Athletic Territory

For a public member school, the public school athletic territory means any and all students who attended a school in the reported public school feeder pattern during grades seven (7) and eight (8). This public school territory may be expanded by the public school governing board to include any or all of the students that meet the requirements of an approved non-resident student agreement per KRS 157.350(4) and who attended an affiliated school in the applicable district during grades seven (7) and eight (8). This public school territory may be expanded by the public school governing board to include any student who attended and is promoted from grade eight (8) by a terminal public school or a terminal non-public school located in the county of the public member school. This public school territory may be expanded by the public school governing board to include any student whose residence lies within the member school district boundaries and who is promoted from grade eight (8) by a terminal public school or a terminal non-public school.

#### ii) Non-Public School Athletic Territory

1) For a non-public member school with an average enrollment of 300 or less students enrolled in grades nine (9) through twelve (12) during the past two years, the non-public school athletic territory means any and all students who attended a school in the reported non-public school feeder pattern under the auspices of the non-public school governing board and who attended those affiliated schools in both grades seven (7) and eight (8). This non-public school territory may be expanded by the member school to include any or all of the students whose permanent residence lies within a 20-mile radius drawn from the main entrance of the non-public school. This non-public school territory may be expanded by the non-public school governing board to include any student who attended and is promoted from grade eight (8) by a terminal public school or a terminal non-public school located in the county of the non-public member school. This non-public school territory may be expanded by the public school governing board to include any student whose residence lies within the non-public school zone and who is promoted from grade eight (8) by a terminal public school or a terminal non-public school.

2) For a non-public member schools with an average enrollment of greater than 300 students enrolled in grades nine (9) through twelve (12) during the past two years, the non-public school athletic territory means any and all students who attended a school in the reported non-public school feeder pattern under the auspices of the non-public school governing board and who attended those affiliated schools in both grades seven (7) and eight (8). This non-public school territory may be expanded by the non-public school governing board to include any student who attended and is promoted from grade eight (8) by a terminal public school or a terminal non-public school located in the county of the non-public member school. This non-public school territory may be expanded by the public school governing board to include any student whose residence lies within the non-public school zone and who is promoted from grade eight (8) by a terminal public school or a terminal non-public school.

### d) Eligibility Establishment and Compliance

i) Below Grade Nine (9) Students – a student below grade nine (9) shall be eligible to participate in interscholastic athletics at a member school if the student attends a feeder school as defined in this regulation for the member school and the student's participation is not in conflict with other restrictions.

ii) Students Grades Nine (9) Through Twelve (12) – a student enrolled in any grade nine (9) through twelve (12) at a member school shall be ineligible to participate in interscholastic athletics at any level in any sport for one year from date of enrollment at the member school and ineligible to



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2006**

participate in interscholastic athletics at the varsity level in any sport during the second year of enrollment at the member school if the student is outside of the member school's athletic territory. The second year provisions (ineligibility at the varsity level only) shall be waived in the event that the student desires to participate in a sport for which that school only offers a varsity level.

- ii) The Commissioner shall have discretion (but is not required) to waive the period of ineligibility contained in this Bylaw under the exceptions contained in Bylaw 6, Section 1 but subject to the limitations contained therein.
- iii) D1 and F1 schools - this Bylaw shall not apply to students enrolled at D1 or F1 schools.
- iv) Member School Petition Process - a member school may petition the Board of Control to expand/reduce/define/clarify the member school's feeder pattern and/or athletic territory.
- v) Compliance Responsibility - each member school shall be responsible for verifying that all student-athletes at the member school are in compliance with this Bylaw and shall maintain supporting documentation subject to disclosure to the KHSAA upon request.

*REMAINDER OF BYLAW 4 REMAINS AS PRINTED WITH SECTIONS RENUMBERED*

**CS - What is the governing Board of a non-public school?**

*For the purposes of Bylaw 4, the governing board is the Diocesan Superintendent's office for any member schools who are classified as J1 by the Kentucky Department of Education, and the governing board designated by the member school for the schools who are classified as R1 or M1.*

**Effective Date and Implementation Issues:** Could be effective immediately with exception of currently participating students.

**Bylaw 4. Enrollment****Sec. 1) Athletic Territory and Feeder Pattern Requirement****a) Definitions**

- i) This regulation shall define for each member school of the KHSAA an athletic territory in which students may live and represent a KHSAA member school and shall establish an athletic feeder pattern for each member school.
- ii) The classification of schools, as used in this regulation and defined by the Kentucky Department of Education, are A1- District operated general program or multi-program schools; D1- Kentucky Department of Education operated schools (Blind and Deaf); F1- Federal Dependent Schools; J1- Roman Catholic schools; M1- Other Religious schools and R1-Private non-church related schools.
- iii) Schools receiving funding from the Kentucky Department of Education or comparable federal sources, for purposes of this regulation, are defined as "public" schools. Those schools shall include the members of the KHSAA who are classified as A1, D1 or F1 schools by the Kentucky Department of Education.
- iv) Schools not receiving funding from the Kentucky Department of Education or comparable federal sources, for the purposes of this regulation, are defined as "non-public" schools. Those schools shall include the members of the KHSAA who are classified as J1, M1 and R1 by the Kentucky Department of Education.
- v) Bonafide residence- A "bonafide residence" as used in this regulation is the primary residence of the student and his/her custodial parents. For public school purposes, such residence must fall within the local board of education district boundaries or meet the requirements of a non-resident student agreement per KRS 157.350(4).
- vi) Non-public school zone- As used in this regulation, the Commonwealth of Kentucky shall be divided into four "non-public school zones", titled Covington, Lexington, Louisville and Owensboro. These zones shall include the counties contained in the geographic alignment related to the archdiocese of the same name.
- vii) Public School Governing Board- As used in this regulation, the "governing board" of a public school shall be the local Board of Education.
- viii) Non-Public School Governing Board- As used in this regulation, the "governing board" of a non-public school shall be determined by the school type. For J1 schools, the "governing board" shall be the archdiocese and geographic references shall be the counties included in the non-public school zone of the school. For the R1 and M1 schools, the "governing board" shall be as defined by the governance structure of the institution.
- ix) Affiliated school- "Affiliated Schools" as defined in this regulation shall be used to describe the junior high/middle schools(s) that are governed by the same governing board as the KHSAA member school and that enroll students in any format to include grades seven (7) and/or eight (8).
- x) Terminal Public Schools- As used in this regulation, a "Terminal Public School" shall be a public school that is located in Kentucky which terminates after grade seven (7) or eight (8) and is not an affiliated school to any KHSAA member school as otherwise defined by this regulation, or meet the requirements of a non-resident student agreement per KRS 157.350(4).
- xi) Terminal Non-public Schools- As used in this regulation, a "Terminal Non-Public School" shall be a non-public school that is located in Kentucky which terminates after grade seven (7) or eight (8) and is not an affiliated school to any KHSAA member school as otherwise defined by this regulation. As used in this regulation, a "Terminal Non-Public School" shall also include a non-public school that is located in Kentucky which terminates after grade seven (7) or eight (8) and is not an affiliated school to any KHSAA member school within the same county.
- xii) Public School Feeder pattern- For public schools, the "feeder pattern", as used in this regulation shall be the public affiliated school(s) as defined by the local Board of Education. This pattern may, at the discretion of the local Board of Education, include any or all affiliated schools under the jurisdiction of that local Board of Education. This pattern may be expanded to include the area contained by all approved non-resident student agreements between districts pursuant to KRS 157.350(4) or other students attending this district within the approved policies of the Kentucky Department of Education.
- xiii) Non-public School Feeder pattern - A "feeder pattern" as defined in this regulation for the non-public schools shall be the residences within a 20-mile radius drawn from main entrance to the school. The pattern may be expanded to include students who have a grandfather, grandmother, mother, father, sister or brother that attended the member school.

- xiv) Public Feeder school- A public "feeder school", as defined in this regulation, is an affiliated junior high/middle school within the defined feeder pattern whose students are to subsequently enroll in the member school by the established policies of that local Board of Education.
- xv) Non-Public Feeder school- A non-public "feeder school", as defined in this regulation, is an affiliated junior high/middle school within the defined feeder pattern that is governed by the same governing board and whose students are to subsequently enroll in the member school by the established policies of that local governing Board.
- b) Feeder Pattern Establishment
- i) Each member school of the KHSAA shall have a feeder pattern defined as specified within this regulation. This pattern, including a list of applicable affiliated feeder schools, shall be reported to the KHSAA on an annual basis in the manner requested by the Commissioner.
  - ii) A public junior high/middle school may not be in the feeder pattern of a public member school nor considered to be an affiliated school of the member school unless both the feeder school and the member school are governed by the same Local Board of Education.
  - iii) A non-public junior high/middle school may not be in the feeder pattern of a non-public member school nor considered to be an affiliated school of the member school unless both the feeder school and the member school are governed by the same non-public school governing board.
- c) Residence and Athletic Territory Eligibility
- i) The athletic territory for each public member school [as defined in this bylaw] shall include the students in a properly established and reported public school feeder pattern enrolled in the member school or a defined feeder school.
  - ii) The athletic territory for each non-public member school [as defined in this bylaw] shall include the students in a properly established and reported non-public school feeder pattern enrolled in the member school or a defined feeder school.
  - iii) Students below grade nine (9) may participate on the high school team if such pupils meet the following conditions:
    - 1) The student and custodial family have a bonafide residence in the athletic territory of the member school; and
    - 2) The enrolled school of the student is within the feeder pattern of the member school where the student desires to participate; and
    - 3) Such participation is not in conflict with restrictions contained elsewhere in this or other bylaws.
  - iv) A student enrolled in grades nine (9) through twelve (12) at a member school is ineligible to participate in interscholastic athletics at any level in any sport for the first year of enrollment, and ineligible to participate in interscholastic athletics at the varsity level in any sport during the second year of enrollment at a member school if the bonafide residence of the student and his/her custodial parents is outside of the member school's athletic territory.
- d) Restoration of Eligibility and Other Conditions
- i) Students who complete junior high/middle school at a "terminal public school" may attend any public high school in the county of the student's bonafide residence and be immediately eligible, provided the student is eligible by all other bylaws. Students who complete junior high/middle school at a "terminal public school" may attend any non-public school within the non-public school zone in which the bonafide residence of the student and his/her family is located and be immediately eligible, provided the student is eligible by all other bylaws.
  - ii) Students who complete junior high/middle school at a "terminal non-public school" may attend any public high school in the county of the student's bonafide residence and be immediately eligible, provided the student is eligible by all other bylaws. Students who complete junior high/middle school at a "terminal non-public school" may attend any non-public school within the non-public school zone in which the bonafide residence of the student and his/her family is located and be immediately eligible, provided the student is eligible by all other bylaws
  - iii) Students ineligible due to provision [c](iii) or [c](iv) above may be declared eligible by the Commissioner if the student meets the criteria detailed in the listed exceptions [a] through [h] of Bylaw 6, Transfer Rule.
  - iv) The Board of Control may hear appeals from member schools regarding expansion / reduction / definition / clarification of the feeder pattern of the school and issue an approved order defining the athletic territory.

**TERRITORY PROPOSAL - 20 MILE RULE- 6/21/2006**

e) Applicability to D1 and F1 schools

This provision shall not apply to students enrolled at D1 (Kentucky Board of Education managed) or F1 (Federally managed) schools.

*REMAINDER OF BYLAW 4 REMAINS AS PRINTED WITH SECTIONS RENUMBERED*

**Bylaw 6. Transfer Rule**

**Sec. 1) Domestic Students**

Any student who has been enrolled in grades nine (9) through twelve (12) and has participated in any varsity game in any sport at any school following enrollment in grade nine (9) who transfers schools shall be ineligible for interscholastic athletics for one year from the date of enrollment in the new school.

**Sec. 2)** The Commissioner has discretion (but is not required) to waive the period of ineligibility set forth above if one of the following exceptions has been met. Determinations of whether a student shall be granted a waiver pursuant to this rule shall be based on the circumstances existing as of the date of enrollment at the new school. The KHSAA shall not recognize as grounds for a waiver of the period of ineligibility an argument that the educational needs of the transferring students would be better served through a transfer.

a) **BONA FIDE CHANGE IN RESIDENCE-** If there has been a bona fide change in residence by the parents and student that precedes a student's change of schools.

For purposes of this bylaw, a bonafide change of residence means the moving of the permanent residence of the entire family unit of the student (including his/her custodial parents) out of one school athletic territory and into the school athletic territory of the member school at which eligibility is requested prior to a change in enrollment of the student. A student who becomes emancipated does not have a bona fide change of residence by virtue of his/her emancipation and change of residence for purposes of this bylaw.

~~For purposes of this bylaw, a bonafide change of residence means the moving permanent residence of the entire family of the student and his/her parents from one school district or defined school attendance area into another school district or defined school attendance area prior to a change in enrollment of the student. A student who becomes emancipated does not have a bona fide change of residence by virtue of his/her emancipation and change of residence for purposes of this bylaw.~~

**NOTE:**

The parenthetical Case Situation would remain which identifies the six approved agencies, which would not be codified into the rules to allow for review by the Board, but would be printed in the interpretations.

**CS - What is the governing Board of a non-public school?**

*For the purposes of Bylaw 4, the governing board is the Diocesan Superintendent's office for any member schools who are classified as J1 by the Kentucky Department of Education, and the governing board designated by the member school for the schools who are classified as R1 or M1.*

**Effective Date and Implementation Issues:** Could be effective immediately with exception of currently participating students. Additional option of implementation after a four year period.

# BYLAWS of the KENTUCKY HIGH SCHOOL ATHLETIC ASSOCIATION

## Governing All Contests Between Teams Representing Member Schools

### Proposal – Proposed by the KHSAA Board of Control.

*Rationale – With the movement of the State Basketball Tournaments beginning in 2008, spring football practice will be held during an even more volatile weather time and perhaps, leave schools more vulnerable to injury of the participants. In addition, the current schedule often finds schools with coaching vacancies, and/or helmets that have not been returned from reconitioners in time for the start of practice. And admittedly, schools who have successful basketball programs have had an advantage under the current rules and this rule should promote equity among programs, not further division. This change would codify that among six available weeks, all schools shall select two weeks that work the best within the school calendar of that particular school, and that those ten days must conclude at least one week prior to the postseason beginning in spring sports. This will minimize choices that need to be made by students and ensure that they have a chance to participate in multiple sports. In addition, the change would place within the body of the rule, many of the Board of Control restrictions on spring practice to ensure that they are consistently applied.*

### Bylaw 25. Limitation of Seasons

#### Sec. 1) Sports Specific Limitations - Football - Boys

- (1) Organized non-contact practice shall not begin prior to July 15. During this non-contact period, a helmet, shoulder pads and shoes are the only football equipment that may be worn. The first date of practice in full pads shall be the earlier of seven (7) week days (not counting Saturdays and Sundays) prior to the opening day of school (which shall be defined as the day prior to the classes starting for the student body) or August 1 but under no circumstances can be prior to the fourth Friday before the first regular season playing date. After contact practice (practice in pads) has begun and prior to the first day of classes for the students, no school may conduct multiple on-field practice sessions in pads (e.g., two-a-days or three-a-days) on consecutive days (e.g., two-one two-one format). After the opening day of the school year, no school may conduct multiple on-field practice sessions in pads (e.g., two-a-days or three-a-days) on a day in which school is in session. All schools shall submit all required documentation to verify the proper execution of the practice regulations, including scrimmage, contact, and heat/safety regulations and recommendations.
- (2) There shall be no more than two (2) scrimmages or practice games per member school (grades 9-12) prior to the opening varsity game of the season with players other than members of the squad.
- (3) The first game shall not take place prior to eleven (11) weekends prior to the weekend of the first round of the state playoffs.
- (4) A maximum of ten (10) regular season games may be played.
- (5) The opportunity to participate in regular season contests ends at all levels of play (grades 9-12) on the Saturday preceding the first KHSAA Tournament (District, Region or State), with the exception that the varsity team may practice and play through its elimination from KHSAA sanctioned tournament play. Following elimination, there shall be no further practice or play during the remainder of the academic school year.
- (6) Each player, in order to be eligible to participate against another school, shall have taken part in a minimum of ten (10) practice periods extending over a period of ten (10) days during the preceding three weeks.

(7) Every player must have five (5) days of practice without pads to become acclimated to heat conditions immediately prior to the first day of practice in pads.

(8) Each football school may conduct ten (10) practice periods of not more than two (2) hours in length and not more than one practice per day over ten (10) days during the period beginning with the Monday of National Federation week 38 and concluding with the Friday of National Federation week 45. three calendar school weeks following the school's elimination from post-season play in basketball. All equipment authorized by the football playing rules may be used during this period. There can be no inter-school competition during this period. Each school shall report by February 1 of the practice year, its scheduled dates of practices and shall confirm within one week the completion of its tenth practice, the exact days during which practice was conducted. All activity conducted, whether or not it involves football gear or contact, shall count toward the limitations. No student below grade nine may participate and no seniors may participate. Intrasquad games may be held but must be counted as one of the ten practice sessions. There can be no school or coach imposed penalty for any player who chooses not to participate. There may be no required participation by any person on a spring sports eligibility list or any other person not appearing on a spring sports eligibility list.

**BYLAWS of the  
KENTUCKY HIGH SCHOOL ATHLETIC ASSOCIATION**

**Governing All Contests Between Teams Representing Member Schools**

**Proposal - Proposed by the KHSAA Board of Control.**

*Rationale - Several years ago, the KHSAA Annual Meeting adopted a Limitation of Seasons that included Indoor Track. In the time since then, many schools have added indoor track and yet do not have a facility near the school to participate in indoor competition. In many cases, these teams have not been able to find participation opportunities. This would basically unify the seasons, and allow for scheduling flexibility while not increasing the number of competition opportunities available.*

**Bylaw 25. Limitation of Seasons**

**Sec. 12] Sports Specific Limitations - Indoor and Outdoor**

**Track - Boys and Girls**

- [1] Following the opening day of school, there shall be no organized practice prior to December 1.
- [2] There shall be no more than two (2) outdoor practice meets held by each team and such shall be held on or before the Monday of NFHS calendar week ~~38~~ prior to the first regular season outdoor meet of that year.
- [3] The first meet of shall not take place before the Monday of NFHS Calendar Week 28. ~~The first outdoor meet shall not take place before the Monday following the conclusion of the second state basketball tournament of that year.~~
- [4] ~~The first indoor meet shall not take place prior to January 1. The last indoor meet must be held on or before the second Saturday in March. All indoor meets must be properly sanctioned.~~
- [5] ~~The indoor season shall consist of a maximum of four (4) meets (not including the Mason Dixon games). No indoor meet shall count against the limit of outdoor meets.~~
- [6] [4] The track outdoor season shall consist of a maximum of nineteen (19) ~~fifteen (15)~~ meets. All meets, regardless of format or of being indoor or outdoor meets, shall count against the limit of meets. ~~No outdoor meet shall count against the limit of indoor meets.~~
- [7] [5] The opportunity to participate in regular season outdoor contests season ends at all levels of play (grades 9-12) on the day prior to the first day for varsity level competition in KHSAA sanctioned post-season events, with the exception that the varsity team may practice and play through its elimination from KHSAA sanctioned tournament play. Following elimination, there shall be no further practice or play during the remainder of the academic school year.

**BYLAWS of the  
KENTUCKY HIGH SCHOOL ATHLETIC ASSOCIATION**

**Governing All Contests Between Teams Representing Member Schools**

**Proposal - Proposed by the KHSAA Board of Control.**

*Rationale - This change though editorial in nature, would clarify that a student must be a full time student at the member school for which they desire to participate, in order to participate. This also clearly statss that the Association's rules are designed and intended to only control what is under the jurisdiction of the KHSAA and not necessarily all other rules from other agencies.*

**Bylaw 4. Enrollment**

**Sec. 3) Deadline for Enrollment**

On Friday of each grading period, a student in grades nine (9) through twelve (12) must be enrolled as a full-time student in at least four hours of instruction as defined by Kentucky Board of Education regulations (of the six hours of instruction required) or the equivalent of four hours of instruction acceptable to graduation according to regulations promulgated by the Kentucky Board of Education at the member school he/she desires to represent in order to be eligible for athletics.

A student must have enrolled as a bona fide full-time undergraduate student no later than twenty (20) school days after the beginning of the semester to be eligible during that semester.

**Sec. 4) Enrollment Elsewhere**

No student who is enrolled or connected with any other school than the one he/she represents shall take part in any contest. In the case of an all-boys high school, girl cheerleaders from affiliated neighboring girls school may be accepted.

**BYLAWS of the  
KENTUCKY HIGH SCHOOL ATHLETIC ASSOCIATION**

**Governing All Contests Between Teams Representing Member Schools**

**Proposal - Proposed by the KHSAA Board of Control.**

*Rationale - This change would clearly state that the prohibition on "recruiting" students applies to those students not already enrolled at the member school. While it may have seemed good originally to have this sentence in the rules, discussion has proven that nothing should be disallowed when a school attempts to maintain an already enrolled student who is attending that school.*

**Bylaw 10. Recruitment**

**Sec. 1) Foreword**

Pupils [both domestic and foreign] at any grade level shall not be recruited to a member school of the KHSAA for the purpose of participating in athletics, including recruitment under the guise of academics.

**Sec. 2) Definition**

- a) Recruiting is defined as an act, on behalf of or for the benefit of, a school, which attempts to influence a student to transfer to a member school for the purpose of participating in athletics. ~~Such also includes influencing a student to remain at a school.~~ A school official utilizing an intermediary, such as, but not limited to a peer, another school employee, a student, a parent or a citizen, for the purpose of recruiting a student athlete shall be in noncompliance.
- b) An athletic coach or any other member of the school staff shall not influence a student even if the student, his/her parents or any intermediary from another school makes the initial contact. In this situation, a coach or staff member (paid or unpaid) should immediately refer the person(s) to the school principal.
- c) Influencing a student shall include, but shall not be limited to the promise or instilling the expectation of an athletic advantage, playing time, employment of the student or his/her parents or relatives, housing for the student or his/her parents, scholarships or financial aid for which other members of the student body are not generally eligible, or any other material or athletic reward for which other members of the student body are not generally eligible.



**BYLAWS of the  
KENTUCKY HIGH SCHOOL ATHLETIC ASSOCIATION**

**Governing All Contests Between Teams Representing Member Schools**

**Proposal - Proposed by the KHSAA Board of Control.**

*Rationale - This change will revise the tournament counting shortcut exceptions contained in the Limitation of Seasons and replace that wording with the wording from the Bylaw prior to the changes in the early 1990's. In this manner, any two tournaments could be counted as one game each against the limit, simplifying the procedure for monitoring compliance. The maximum number of games played would continue to be 36, and could be accomplished by playing four games in each of two tournaments, and then 28 other games. It is hoped that this wording, restoring the counting to the basic provisions in place prior to the early 1990s, would eliminate the possibility of a school inadvertently scheduling too many contests.*

**Bylaw 25. Limitation of Seasons**

**Sec. 2) Sports Specific Limitations - Baseball - Boys**

- (1) Following the opening day of school, there shall be no organized baseball practice prior to February 15.
- (2) There shall be no more than two (2) scrimmages or practice games prior to the first regular season contest of that year.
- (3) The first game shall not take place prior to the Monday following the conclusion of the second state basketball tournament of that year.
- (4) A maximum of thirty (30) games may be played prior to the beginning of KHSAA state championship tournament competition [district]. Any two tournaments played during the regular season may be counted as one game per tournament against the limit of thirty (30) provided that neither tournament necessitates the team playing more than four (4) games. Any game played over the limit of four in any one tournament shall be counted against the limit of thirty (30) games. Doubleheaders shall be counted as two (2) games each against the limit of thirty (30) games. A maximum of three (3) tournaments may be included in any manner other than counting each game played against the limit of thirty (30) games. Single elimination tournaments in which every team in the tournament is finished playing upon their first loss are eligible to be counted as one game against the limit of thirty (30) games. All other formats of tournaments are eligible to be counted as two games against the limit of thirty (30) games. Any team playing more than four games in any one tournament shall have each additional game played over four counted against the limit of thirty (30) games.
- (5) The opportunity to participate in regular season contests ends at all levels of play (grades 9-12) on the Saturday preceding the first KHSAA Tournament (District, Region or State), with the exception that the varsity team may practice and play through its elimination from KHSAA sanctioned tournament play. Following elimination, there shall be no further practice or play during the remainder of the academic school year.

**BYLAWS of the  
KENTUCKY HIGH SCHOOL ATHLETIC ASSOCIATION**

**Governing All Contests Between Teams Representing Member Schools**

**Proposal - Proposed by the KHSAA Board of Control.**

*Rationale - This change will clarify the original intent of the Limitation, which was to restrict the cheerleading insurance coverage only to competitions and practices that adhere to the NFHS Stunt Limitations..*

**Bylaw 25. Limitation of Seasons**

Sec. 15) Specific Limitations - Other Sport Activities -

**Cheerleading (Spirit)**

- (1) The first organized practice shall not take place prior to July 15.
- (2) Cheerleaders are limited to a maximum of three competitions during the school year, not including in-game competitions, that each are sponsored by an organization that adheres to and enforces the Stunt Limitations of the National Federation Spirit Guide. ~~This does not include in-game competitions. The KAPO Sweet Sixteen® and KAPO At-Large Competitions held in conjunction with the KHSAA district, region and state basketball tournaments shall not count toward the three-competition limit. Any preliminary competitions that progress to a district, region, state and/or national level will be considered as one competition.~~
- (3) The opportunity to cheer or enter cheerleading contests ends at all levels (grades 9-12) for that academic year on or before April 1. After April 1, schools are permitted to designate a single two-week tryout period following which there shall be no further practice or competition until the end of the academic school year.

**BYLAWS of the  
KENTUCKY HIGH SCHOOL ATHLETIC ASSOCIATION**

**Governing All Contests Between Teams Representing Member Schools**

**Proposal - Proposed by the KHSAA Board of Control.**

*Rationale - This change would Ensure that in a sport which emphasizes risk minimization and liability prevention as much as swimming, that a properly licensed and trained official would be at each contest.*

**Bylaw 29. Officials Division of the Association**

**Sec. 1) Officials Who Must License**

Any person who officiates in baseball, basketball, football, soccer, softball (slow and fast pitch), swimming, volleyball and wrestling in grades 9 through 12 between member schools of the Association must be licensed by the Commissioner and must carry an official card indicating such licensure. All officials in baseball, basketball, football and softball are required to join a local officials association as described in the KHSAA Officials' Guidebook.

**Sec. 2) Clinics**

Each official licensed with the KHSAA shall annually attend at least one rules interpretation clinic conducted by representatives of the KHSAA in the sport in which he or she is licensed.

**Sec. 3) Cancellation of License**

The KHSAA may cancel or refuse the license renewal of any official in any sport for just cause.

**Sec. 4) Acceptance of Assignments**

An official shall accept assignments in the amount of time and in the manner prescribed by the local official's association to which he/she belongs. The penalty for an official's failure to work an assigned game, unless providentially prevented from doing so, may be cause for up to a one-year suspension in that sport.

**Sec. 5) Violation of Contracts**

The Board of Control will protect both the officials and the schools against violations pertaining to assignments.

**Sec. 6) Local Policy Boards/Committees**

The Commissioner may establish as many bureaus as deemed necessary in each sport in order to assign officials to games in accordance with the Federal Court Decree of 1971.

**Sec. 7) Governance**

The Officials Guidebook, published annually by the Association, shall govern all officials licensed with the KHSAA.

# **CONSTITUTION of the KENTUCKY HIGH SCHOOL ATHLETIC ASSOCIATION**

## **Governing All Contests Between Teams Representing Member Schools**

### **Proposal - Proposed by the KHSAA Board of Control**

*Rationale - This revision would move the deadline date for proposals back to May 1 of the year that the change is to be considered. In this manner, changes can be discussed and debated among all KHSAA constituencies, impact analysis can be performed and reviewed, and input can be gathered from all KHSAA Constituencies. This will ensure that changes to the foundation documents of the Association, the Constitution and the Bylaws, are well thought out, discussed and that those approved truly represent the best interests of the membership.*

## **ARTICLE IX AMENDMENTS**

### **Section 1. Deadline for Filing**

On or before ~~May 1~~ preceding the convening of the Annual Meeting ~~September 10~~ of each year, a DELEGATE or REPRESENTATIVE may file with the Commissioner any proposed change in the Association Constitution and/or Bylaws. The Commissioner shall submit the proposed changes approved by the Board of Control to the member schools by electronic or printed means within seven (7) calendar days of the Annual Meeting. Any proposal to be offered by the Board of Control shall be submitted to the member schools by electronic or printed means within seven (7) calendar days of the Annual Meeting. ~~No, Except by two-thirds vote of the DELEGATES answering the roll, no~~ proposals other than these may be considered at the ANNUAL MEETING.

### **Section 2. Vote Necessary to Amend**

A two-thirds majority of all DELEGATES answering the roll at the ANNUAL MEETING shall be necessary to amend the Constitution and/or Bylaws.

### **Section 3. Referendum**

The Board of Control may submit any proposed changes to the REPRESENTATIVES of member schools at any time by mail. If any such proposal receives a two-thirds majority of all votes cast by the REPRESENTATIVES, they shall have the same force and effect as though passed at the ANNUAL MEETING. All votes received on a referendum shall be opened and counted at the same meeting.

### **Section 4. Vote of Single Sex Schools**

No member school enrolling only one sex shall have a vote on any phase of the Association's work not involving or pertaining to the school. Schools enrolling only boys shall not vote on matters pertaining only to girls' athletics, and schools enrolling only girls shall not vote on matters pertaining only to boys' athletics.

### **Section 5. Effective Date**

Amendments receiving the requisite vote shall be effective when approved by the Legislative Research Commission in accordance with applicable State Regulations.

# **CONSTITUTION of the KENTUCKY HIGH SCHOOL ATHLETIC ASSOCIATION**

## **Governing All Contests Between Teams Representing Member Schools**

### **Proposal - Proposed by the KHSAA Board of Control**

*Rationale - This revision would state that the full Board of Control would only be required to conduct four regular meetings per year. In this manner, smaller groups of Board members may meet for committees, etc. and not force the expense of a full Board meeting more than is necessary to fulfill the Board's functions.*

### **Section 3. Duties of Officers**

#### **D) BOARD OF CONTROL**

The Board of Control shall:

- 1) Have general supervision of the affairs of the Association deciding all questions and performing all duties not provided for in the Constitution.
- 2) Establish the Office of the Commissioner. Evaluate annually the performance of the Commissioner.
- 3) Establish salaries for staff comparable to duties and responsibilities.
- 4) Establish annually, goals and achievements for the Board of Control and the Association.
- 5) Perform a self-assessment of the Board of Control and the Association.
- 6) Report annually, the goals, achievements and self-assessments to the Kentucky Board of Education.
- 7) Hold a minimum of four regular meetings.
- 8) Be empowered to transact its business when a majority of its members is present at a meeting. This shall constitute a quorum.
- 9) Review all proposed changes to the KHSAA Constitution and Bylaws. Have authority to reject any proposed change determined not to be in the best interest of the Association.
- 10) Have authority to publish an Association magazine.
- 11) Have authority, upon petition and for cause shown, to reinstate any student or coach who has been barred from competition.
- 12) Have the authority to assess fines and impose penalties in compliance with an established penalty code with minimum and maximum penalties for each rules violation.
- 13) Have authority to establish tournaments and meets in all sports and to adopt regulations for these tournaments and meets. The Board of Control shall have the authority to assess receipts of all postseason games, meets, or tournaments in all sports.
- 14) Have authority to amend the playing rules for any sport sponsored by the Association.
- 15) Have authority, as trustees, to purchase or otherwise acquire real property, and to sell, exchange, lease, mortgage, or in any manner dispose of any real property upon such terms and for such considerations as the trustees consider proper.
- 16) The Board of Control shall appoint the delegate(s) who represents Kentucky at the annual meeting of the National Federation of State High School Associations yearly.



## KHSAA DUE PROCESS PROCEDURE

*(Case situations refer to rulings and interpretations used to interpret and administer these provisions which can be found in the Case Situation section of the Handbook. Where possible, additional cross-referencing information has been included).*

### **Proposal - Proposed by the KHSAA Board of Control.**

*Rationale - This change would shorten a couple of the deadlines contained in the Due Process Procedure and attempt to ensure the timely dispensation of all eligibility cases conducted under Chapter 13B.*

In compliance with KRS Chapter 13B, the Board of Control of the Kentucky High School Athletic Association has adopted the following Due Process Procedure for appealing decisions of the Commissioner or Board of Control. Only relevant KHSAA additional definitions are listed in this procedure, and all other procedural questions, definitions and interpretations default to the current adopted version of Chapter 13B.

#### **1. Definitions**

"Commissioner" means the person hired as the Commissioner of the Kentucky High School Athletic Association or the member of the Commission (Assistant Commissioner) designated by the Commissioner to rule in a particular matter.

"Board of Control" means the duly elected or appointed members of the Kentucky High School Athletic Association Board of Control.

"Recommended Order" means the whole or part of a preliminary hearing report to the Board of Control for the disposition of an administrative hearing.

"Final Order" means the whole or part of the final disposition of an administrative hearing, whenever made effective by the Board of Control.

#### **2. Foreign Students Not Coming Through Board of Control Approved Programs**

Any foreign student not being placed in a Kentucky school through an approved exchange agency may request eligibility during the initial year enrolled at a Kentucky school by applying directly through this appeals process in accordance with Bylaw 6. The appropriate body (committee, board or hearing officer) shall determine the legitimacy of the transfer and the conditions for exceptions to the one-year period of ineligibility. In order to be considered for this waiver, the student shall be in compliance with all U.S. Immigration and Naturalization Service regulations; must be in the first and only year as a student at the school; must not be a graduate of the 12<sup>th</sup> or terminating grade or its equivalent in either the U.S. or his/her home country; shall be in possession of a complete transcript of records that has been translated into English prior to the request for eligibility; and shall be in possession of a J-1 student or other educational visa issued by the U.S. Immigration and Naturalization Service. In addition, the student's host family cannot include members of the coaching staff at the KHSAA member school at which participation is desired. Any student having made the election to request a waiver of the one-year period of ineligibility and having been granted the one year waiver of the period of ineligibility shall not be eligible, under any circumstances, for any additional eligibility while enrolled in a Kentucky school.

#### **3. Commissioner's Authority to Rule**

Requests for rulings should be made in writing with a return address for response. Oral requests for rulings and/or requests by electronic mail will not be accepted. The Commissioner of the KHSAA (as defined in this procedure) is empowered to interpret the provisions of the KHSAA Constitution, Bylaws and Tournament Rules in accordance with Article IV, Section 3 of the Constitution of the KHSAA and is empowered to restore the eligibility of students or other participants who do not meet the provisions of KHSAA Bylaw 2 (Physician's Certificate), 4 (Enrollment), 5 (Minimum Academic Requirement), 6 (Transfer Rule), 7 (Conduct), 8 (Contestant on Other Teams, Post Season and All-Star Games), 9 (Other Eligibility Requirements and Regulations), Bylaw 10 (Recruitment), or 12 (Awards). Such restoration may only be granted in cases where strict

application of the applicable bylaw is unfair to the student athlete and the circumstances creating the ineligibility are clearly beyond the control of all of the parties involved.

The Commissioner shall act upon any appeal filed in accordance with this procedure when all information is available to all parties. Any appeal seeking a ruling based on unknown or speculative factors shall be denied by the Commissioner as being premature. Unless further investigative information is needed, it shall be the objective of the Association to have the Commissioner's determination within thirty (30) days of receipt of the request.

#### **4. What May Be Appealed and Who May Appeal to the Hearing Officer**

If a participant affiliated with a KHSAA member school, parent affiliated with a KHSAA member school, contest official, coach affiliated with a KHSAA member school or other official representative of a KHSAA member school is dissatisfied with a decision of the Commissioner interpreting a provision or provisions of KHSAA Bylaw 2 (Physician's Certificate), 4 (Enrollment), 5 (Minimum Academic Requirement), 6 (Transfer Rule), 7 (Conduct), 8 (Contestant on Other Teams, Post Season and All-Star Games), 9 (Other Eligibility Requirements and Regulations), Bylaw 10 (Recruitment), or 12 (Awards); the decision may be appealed to the Hearing Officer of the KHSAA through the Commissioner's office. If the appeal is timely filed, a hearing shall be conducted in accordance with these procedures.

All appeals involving student eligibility relating to a fall sports participant (desiring to participate in cross country, football, golf, soccer or volleyball) shall be filed by the immediately preceding July 15th; the winter season (desiring to participate in basketball, swimming or wrestling), by the immediately preceding September 15th; and the spring season (desiring to participate in baseball, softball, tennis or track), by the immediately preceding January 15th. All appeals filed after these deadlines for a particular season shall be filed within fifteen (15) days of the issuance of the decision from the Commissioner. Appeals not timely filed shall not be heard, absent clear and compelling justification.

Any appeal seeking a ruling based on unknown or speculative factors shall be dismissed by the Hearing Officer as being premature and eligibility denied.

#### **5. What May Be Appealed and Who May Appeal to Board of Control**

If a participant affiliated with a KHSAA member school, parent affiliated with a KHSAA member school, contest official, coach affiliated with a KHSAA member school or other official representative of a KHSAA member school is dissatisfied with a decision of the Commissioner's interpreting a provision or provisions of the bylaws of the Association (other than 2, 4, 5, 6, 7, 8, 9, 10 and 12 as detailed above), and such individual or school is an aggrieved and affected party, the party may submit in writing a notice of appeal of the decision and request for a formal hearing before the Board of Control in accordance with adopted policies and procedures of the Board.

If a participant affiliated with a KHSAA member school, parent affiliated with a KHSAA member school, contest official, coach affiliated with a KHSAA member school or other official representative of a KHSAA member school is dissatisfied with a recommended order of the KHSAA Hearing Officer in a matter heard concerning Bylaws 2, 4, 5, 6, 7, 8, 9, 10 and 12, and such individual or school is an aggrieved and affected party, the party may submit in writing a notice of exceptions the decision in accordance with the provisions of this procedure.

Appeals and exceptions to the Board of Control received more than ~~ten (10)~~ fifteen (15) days prior to the first day of the next regularly scheduled Board of Control meeting

are to be considered by the Board of Control at that next regularly scheduled meeting following the receipt of the exceptions.

Aggrieved/affected parties may request a special meeting of the Board of Control in the interim prior to the next regularly scheduled meeting, but if such request is granted by the President of the Board of Control, the appealing party shall be responsible for the expenses associated with Board of Control travel to the meeting.

Any appeal filed in accordance with this procedure shall be acted upon by the Board of Control at the next regular meeting of the Board of Control that conforms to the deadlines and procedures listed herein. Any appeal seeking a ruling based on unknown or speculative factors shall be dismissed by the Board of Control as being premature and eligibility denied.

#### **6. Support Information**

The Commissioner or his/her staff, or a representative of the Association designated by the Commissioner, Hearing Officer and/or Board of Control shall request support documentation for all matters upon which the appeal is based.

Prior to issuing a recommended order, the KHSAA Hearing Officer may direct the Commissioner's office to perform any investigative functions necessary to ensure that all support documentation and evidence is considered in making a recommendation.

#### **7. Notice of Hearing**

If an individual is pursuing the appeal and not a member school, notice shall also be made by first class mail to all affected member schools.

The notice shall be plain in nature and shall include:

a) All information and notices required by KRS Chapter 13B;

b) A copy of the KHSAA Due Process Procedures.

#### **8. Attendance at the Hearing**

Representatives of appealing parties and all potentially affected parties are entitled, advised, recommended and encouraged to attend hearings. In the instance of a student submitting the appeal, the member school that the student attends may represent the student at the administrative appeal. Any person entitled to be in attendance at the hearing may represent himself or herself. These persons are also entitled to be represented by counsel, provided that they notify all other parties involved in the appeal of the name, address and telephone number of the counsel at least three (3) days in advance of the hearing.

#### **9. Hearing Procedures**

The hearings shall be conducted in accordance with KRS Chapter 13B.

If an aggrieved or interested party fails to attend or participate in a hearing, the hearing officer or the Board of Control, at its discretion, may deny that party the right to seek additional review or present additional evidence at a later date.

#### **10. Recommendation of Hearing Officer**

The recommendation of the hearing officer shall be completed and submitted to the Commissioner not less than thirty (30) days after receiving the official record of the proceeding. The decision shall include his/her findings of fact, conclusions and recommended disposition of the hearing, including any recommended penalties, if applicable.

A copy of the hearing officer's recommended order shall also be sent to each party in the hearing and each party shall have ten (10) fifteen (15) days from the date of the recommended order is mailed within which to file exceptions to the recommendations with the Commissioner.

#### **11. Decision of the Commissioner and Board of Control**

The Board shall consider the hearing officer's report on each applicable case for which a recommended order has been received and the deadline for exceptions passed not less than ten (10) fifteen (15) working days prior to the first day of the Board of Control meeting. Any recommended order received after that time shall be considered at the next regular Board of Control meeting or may be heard by

an interim meeting of the appropriate regional eligibility committee or a special meeting of the Board of Control in accordance with the provisions of this procedure.

The Board of Control may accept the recommended findings of fact, conclusions and order and adopt the recommended order as a final order; it may reject or modify all or part of the findings of fact, conclusions and/or recommended order and issue a final order; or it may remand the matter, in whole or in part, to the hearing officer for further proceedings as appropriate. If the final order differs from the recommended order, the Board of Control shall include separate statements of findings of fact and conclusions of law.

Unless the Board of Control President grants the motion to introduce additional evidence or the request for an oral argument, the appeal shall be considered on the written record alone. Only in the case where significant factual circumstances have changed since the time of the administrative hearing or when the administrative record does not permit adequate review or the hearing proceedings shall oral argument be permitted. Only in extraordinary cases where additional evidence is allowed to be introduced shall the appeal be considered de novo in nature.

The final order shall be in writing and stated in the record. The final order shall also include the effective date of the order and a statement advising parties fully of available appeal rights.

The decision of the Board of Control of the KHSAA in a matter related to the Constitution and Bylaws or Tournament Rules of the KHSAA shall be considered final. Further appeals rights would be vested in the appropriate Circuit Court.

#### **12. Judicial Review**

All final orders of KHSAA rules shall be subject to judicial review in accordance with KRS Chapter 13B. A party shall institute an appeal by filing a petition in the appropriate Circuit Court within thirty (30) days after the final order is mailed or delivered. A party may file a petition for judicial review only after the party has exhausted all administrative remedies available within this procedure. A petition for judicial review shall not automatically stay a final order pending the outcome of the review, but the petitioner may request a stay from the court.

#### **13. Records**

The Association shall maintain on file an official record of the complete proceedings of each administrative hearing and subsequent official actions.

*(See Case Situations DPP-1, DPP-2, DPP-3, DPP-4 and DPP-5)*



# **FOOTBALL COMMITTEE**

## **PROPOSED 6 CLASS SYSTEM (EQUAL DISTRIBUTION IN CLASSES 2A-6A, BALANCE IN 1A)**

### **CLASS 1A**

District-1-1- Ballard Memorial, Crittenden County, Fulton City, Fulton County, Mayfield, Russellville  
District-1-2- Beth Haven, Bethlehem, Caverna, Evangel Christian, Holy Cross (Louisville), Kentucky Country Day  
District-1-3- Beechwood, Bellevue, Dayton, Ludlow  
District-1-4- Bracken County, Eminence, Frankfort, Gallatin County, Trimble County  
District-1-5- Fairview, Lexington Christian, Nicholas County, Paris, Raceland  
District-1-6- Berea, Campbellsville, Lynn Camp, Williamsburg  
District-1-7- Cumberland, Evarts, Harlan, Hazard, Jenkins, Pineville  
District-1-8- Allen Central, Betsy Layne, Paintsville, Phelps, Pikeville, South Floyd

### **CLASS 2A**

District-2-1- Caldwell County, Heath, Murray, Reidland, Trigg County  
District-2-2- Fort Campbell, Hancock County, McLean County, Owensboro Catholic, Todd County Central  
District-2-3- Clinton County, Glasgow, Green County, Metcalfe County, Monroe County  
District-2-4- Bardstown, Danville, Fort Knox, Washington County  
District-2-5- Carroll County, Christian Academy-Louisville, DeSales, Owen County  
District-2-6- Holy Cross (Covington), Lloyd Memorial, Newport, Newport Central Catholic  
District-2-7- Bath County, Morgan County, Prestonsburg, Shelby Valley  
District-2-8- Corbin, Knott County Central, Leslie County, Middlesboro, Somerset

### **CLASS 3A**

District-3-1- Muhlenberg South, Paducah Tilghman, Union County, *Webster County*  
District-3-2- Adair County, Butler County, Edmonson County, Hart County  
District-3-3- Central, Elizabethtown, Moore, Shawnee  
District-3-4- Henry County, Highlands, North Oldham, Spencer County, Western Hills  
District-3-5- Casey County, Garrard County, Jackson County, Taylor County, Wayne County  
District-3-6- Breathitt County, Cawood, Estill County, Magoffin County, Powell County  
District-3-7- East Carter, Fleming County, Lewis County, Mason County, Russell, West Carter  
District-3-8- Belfry, East Ridge, Pike County Central, Sheldon Clark

### **CLASS 4A**

District-4-1- Calloway County, Hopkins County Central, Lone Oak, Muhlenberg North  
District-4-2- Allen County-Scottsville, Franklin-Simpson, Logan County, Russell County, Warren East  
District-4-3- Atherton, Breckinridge County, Fairdale, Valley, Western  
District-4-4- Bullitt East, Larue County, Marion County, North Bullitt  
District-4-5- Bourbon County, Covington Catholic, Harrison County, Pendleton County  
District-4-6- Boyle County, East Jessamine, Franklin County, Lexington Catholic, West Jessamine  
District-4-7- Bell County, Knox Central, Madison Southern, McCreary Central, Rockcastle County  
District-4-8- Boyd County, Greenup County, Lawrence County, Rowan County

### **CLASS 5A**

District-5-1- Christian County, Hopkinsville, Madisonville-North Hopkins, Ohio County, Owensboro

District-5-2- Barren County, Bowling Green, Grayson County, Warren Central  
District-5-3- Bullitt Central, Doss, Iroquois, John Hardin  
District-5-4- Anderson County, Jeffersontown, Oldham County, South Oldham, Waggener  
District-5-5- Dixie Heights, Grant County, Holmes, Scott  
District-5-6- Ashland Blazer, Bryan Station, Johnson Central, Montgomery County, Woodford County  
District-5-7- Lincoln County, Mercer County, North Laurel, Pulaski County, South Laurel  
District-5-8- Clay County, Letcher County Central, Perry County Central, Whitley County

### **CLASS 6A**

District-6-1- Apollo, Daviess County, Graves County, Henderson County, Marshall County  
District-6-2- Central Hardin, Greenwood, Meade County, Nelson County, North Hardin  
District-6-3- Butler, DuPont Manual, Pleasure Ridge Park, St. Xavier  
District-6-4- Fern Creek, Male, Seneca, Southern  
District-6-5- Ballard, Eastern, Shelby County, Trinity (Louisville)  
District-6-6- Boone County, Campbell County, Conner, Ryle, Simon Kenton  
District-6-7- Henry Clay, Lafayette, Paul Dunbar, Bates Creek  
District-6-8- George Rogers Clark, Harlan Consolidated, Madison Central, Scott County, Southwestern, []

## **ALTERNATIVE CLASS SYSTEM (EQUAL DISTRIBUTION IN CLASSES 2A-5A, BALANCE IN 1A)**

### **CLASS 1A**

District-1-1-Ballard Memorial, Crittenden County, Fulton City, Fulton County, Mayfield, Russellville  
District-1-2-Bethlehem, Campbellsville, Caverna, Green County, Metcalfe County  
District-1-3-Beth Haven, Eminence, Evangel Christian, Frankfort, Holy Cross (Louisville), Kentucky Country Day, Trimble County  
District-1-4-Beechwood, Bellevue, Dayton, Gallatin County, Holy Cross (Covington), Ludlow  
District-1-5-Bracken County, Fairview, Nicholas County, Paris, Raceland  
District-1-6-Berea, Lexington Christian, Lynn Camp, Somerset, Williamsburg  
District-1-7-Cumberland, Evarts, Harlan, Hazard, Jenkins, Pineville  
District-1-8-Allen Central, Betsy Layne, Paintsville, Phelps, Pikeville, South Floyd

### **CLASS 2A**

District-2-1-Caldwell County, Fort Campbell, Heath, Murray, Reidland, Trigg County  
District-2-2-Hancock County, McLean County, Owensboro Catholic, Union County, Webster County  
District-2-3-Clinton County, Edmonson County, Glasgow, Monroe County, Todd County Central  
District-2-4-Bardstown, Casey County, Danville, Fort Knox, Washington County  
District-2-5-Central, Christian Academy-Louisville, DeSales, Henry County, Western Hills  
District-2-6-Carroll County, Lloyd Memorial, Newport, Newport Central Catholic, Owen County  
District-2-7-Bath County, Lewis County, Morgan County, Prestonsburg, Shelby Valley, Sheldon Clark, West Carter  
District-2-8-Breathitt County, Corbin, Jackson County, Knott County Central, Leslie County, Middlesboro

### **CLASS 3A**

District-3-1-Butler County, Lone Oak, Muhlenberg North, Muhlenberg South, Paducah Tilghman  
District-3-2-Adair County, Allen County-Scottsville, Hart County, Russell County, Warren East  
District-3-3-Boyle County, Elizabethtown, Garrard County, Larue County, Marion County, Taylor County  
District-3-4-Atherton, Breckinridge County, Fairdale, Moore, North Oldham, Shawnee  
District-3-5-Estill County, Franklin County, Highlands, Lexington Catholic, Pendleton County, Spencer County  
District-3-6-Bourbon County, East Carter, Fleming County, Greenup County, Mason County, Russell  
District-3-7-Bell County, Cawood, Knox Central, McCreary Central, Wayne County  
District-3-8-Belfry, East Ridge, Lawrence County, Magoffin County, Pike County Central, Powell County

### **CLASS 4A**

District-4-1-Calloway County, Hopkins County Central, Hopkinsville, Madisonville-North Hopkins, Ohio County, Owensboro  
District-4-2-Barren County, Bowling Green, Franklin-Simpson, Grayson County, Logan County, Warren Central  
District-4-3-Doss, Oldham County, South Oldham, Valley, Waggener, Western  
District-4-4-Anderson County, Bullitt East, Jeffersontown, North Bullitt, Woodford County  
District-4-5-East Jessamine, Lincoln County, Madison Southern, Mercer County, West Jessamine  
District-4-6-Covington Catholic, Grant County, Harrison County, Holmes, Scott  
District-4-7-Clay County, Letcher County Central, Perry County Central, Pulaski County, Rockcastle County, Whitley County  
District-4-8-Ashland Blazer, Boyd County, Johnson Central, Montgomery County, Rowan County

### **CLASS 5A**

District-5-1-Apollo, Christian County, Daviess County, Graves County, Henderson County, Marshall County  
District-5-2-Central Hardin, Greenwood, John Hardin, Meade County, North Hardin  
District-5-3-Bullitt Central, Iroquois, Nelson County, Pleasure Ridge Park, Southern  
District-5-4-Butler, DuPont Manual, Male, Seneca, St. Xavier  
District-5-5-Ballard, Eastern, Fern Creek, Shelby County, Trinity (Louisville)  
District-5-6-Boone County, Campbell County, Conner, Dixie Heights, Ryle, Simon Kenton  
District-5-7-Bryan Station, Henry Clay, Lafayette, Paul Dunbar, Scott County, Tate Creek  
District-5-8-George Rogers Clark, Harlan Consolidated, Madison Central, North Laurel, South Laurel, Southwestern

Proportioned

| # Teams |        |       |       |       |       |       |       |       |
|---------|--------|-------|-------|-------|-------|-------|-------|-------|
| 221     | Extras | Class | Class | Class | Class | Class | Class | Class |
|         |        | 7     | 6     | 5     | 4     | 3     | 2     | 1     |
| 7       | 4      | 31    | 31    | 31    | 32    | 32    | 32    | 32    |
| 6       | 5      | N/A   | 36    | 37    | 37    | 37    | 37    | 37    |
| 5       | 1      | N/A   | N/A   | 44    | 44    | 44    | 44    | 45    |
| 4       | 1      | N/A   | N/A   | N/A   | 55    | 55    | 55    | 56    |
| 3       | 2      | N/A   | N/A   | N/A   | N/A   | 73    | 74    | 74    |
| 2       | 1      | N/A   | N/A   | N/A   | N/A   | N/A   | 110   | 111   |
| 1       | 0      | N/A   | N/A   | N/A   | N/A   | N/A   | N/A   | 221   |

| # Teams |   |    |    |    |     |     |     |     |
|---------|---|----|----|----|-----|-----|-----|-----|
| 221     |   |    |    |    |     |     |     |     |
| 0       | 0 | 7  | 6  | 5  | 4   | 3   | 2   | 1   |
| 7       |   | 31 | 62 | 93 | 125 | 157 | 189 | 221 |
| 6       |   | 0  | 36 | 73 | 110 | 147 | 184 | 221 |
| 5       |   | 0  | 0  | 44 | 88  | 132 | 176 | 221 |
| 4       |   | 0  | 0  | 0  | 55  | 110 | 165 | 221 |
| 3       |   | 0  | 0  | 0  | 0   | 73  | 147 | 221 |
| 2       |   | 0  | 0  | 0  | 0   | 0   | 110 | 221 |

All extras in lower class

| # Teams |        |       |       |       |       |       |       |       |
|---------|--------|-------|-------|-------|-------|-------|-------|-------|
| 221     | Extras | Class | Class | Class | Class | Class | Class | Class |
|         |        | 7     | 6     | 5     | 4     | 3     | 2     | 1     |
| 7       | 4      | 31    | 31    | 31    | 31    | 31    | 31    | 35    |
| 6       | 5      | N/A   | 36    | 36    | 36    | 36    | 36    | 41    |
| 5       | 1      | N/A   | N/A   | 44    | 44    | 44    | 44    | 45    |
| 4       | 1      | N/A   | N/A   | N/A   | 55    | 55    | 55    | 56    |
| 3       | 2      | N/A   | N/A   | N/A   | N/A   | 73    | 73    | 75    |
| 2       | 1      | N/A   | N/A   | N/A   | N/A   | N/A   | 110   | 111   |
| 1       | 0      | N/A   | N/A   | N/A   | N/A   | N/A   | N/A   | 221   |

| # Teams |   |    |    |    |     |     |     |     |
|---------|---|----|----|----|-----|-----|-----|-----|
| 221     |   |    |    |    |     |     |     |     |
| 0       | 0 | 7  | 6  | 5  | 4   | 3   | 2   | 1   |
| 7       |   | 31 | 62 | 93 | 124 | 155 | 186 | 221 |
| 6       |   | 0  | 36 | 72 | 108 | 144 | 180 | 221 |
| 5       |   | 0  | 0  | 44 | 88  | 132 | 176 | 221 |
| 4       |   | 0  | 0  | 0  | 55  | 110 | 165 | 221 |
| 3       |   | 0  | 0  | 0  | 0   | 73  | 146 | 221 |
| 2       |   | 0  | 0  | 0  | 0   | 0   | 110 | 221 |

| Alternative |     |  |    |    |    |    |    |
|-------------|-----|--|----|----|----|----|----|
| 6           | 221 |  | 20 | 44 | 44 | 44 | 25 |
| 5           | 221 |  |    | 24 | 55 | 55 | 32 |

|   |     |  |    |    |     |     |     |     |
|---|-----|--|----|----|-----|-----|-----|-----|
| 6 | 221 |  | 20 | 64 | 108 | 152 | 196 | 221 |
| 5 | 221 |  | 0  | 24 | 79  | 134 | 189 | 221 |

# Football Schools Sorted by Boys

| SCHOOL                     | SD | CY4Boy | PY4Boy | Avg2YBoy | BYM     | XC    | FB   | TR   | WR    | RK | C4 | C5 | C52 | C6 | C62 | CUR   |
|----------------------------|----|--------|--------|----------|---------|-------|------|------|-------|----|----|----|-----|----|-----|-------|
| Trinity (Louisville)       | J1 | 1,400  | 1,440  | 1,420.0  | 1,420.0 | TRUE  | TRUE | TRUE | TRUE  | 1  | 4  | 5  | 5   | 6  | 6   | 4235  |
| St. Xavier                 | J1 | 1,404  | 1,390  | 1,397.0  | 1,397.0 | TRUE  | TRUE | TRUE | TRUE  | 2  | 4  | 5  | 5   | 6  | 6   | 4124  |
| Paul Dunbar                | A1 | 1,160  | 1,142  | 1,151.0  | 1,151.0 | TRUE  | TRUE | TRUE | TRUE  | 3  | 4  | 5  | 5   | 6  | 6   | 4247  |
| Henderson County           | A1 | 1,074  | 1,084  | 1,079.0  | 1,079.0 | TRUE  | TRUE | TRUE | TRUE  | 4  | 4  | 5  | 5   | 6  | 6   | 4112  |
| Henry Clay                 | A1 | 1,066  | 1,008  | 1,037.0  | 1,037.0 | TRUE  | TRUE | TRUE | TRUE  | 5  | 4  | 5  | 5   | 6  | 6   | 4247  |
| Lafayette                  | A1 | 992    | 983    | 987.5    | 987.5   | TRUE  | TRUE | TRUE | TRUE  | 6  | 4  | 5  | 5   | 6  | 6   | 4247  |
| Eastern                    | A1 | 1,002  | 967    | 984.5    | 984.5   | TRUE  | TRUE | TRUE | TRUE  | 7  | 4  | 5  | 5   | 6  | 6   | 4235  |
| Scott County               | A1 | 923    | 936    | 929.5    | 929.5   | TRUE  | TRUE | TRUE | FALSE | 8  | 4  | 5  | 5   | 6  | 6   | 4247  |
| Pleasure Ridge Park        | A1 | 908    | 927    | 917.5    | 917.5   | TRUE  | TRUE | TRUE | TRUE  | 9  | 4  | 5  | 5   | 6  | 6   | 4124  |
| Daviess County             | A1 | 905    | 891    | 898.0    | 898.0   | TRUE  | TRUE | TRUE | TRUE  | 10 | 4  | 5  | 5   | 6  | 6   | 4112  |
| Seneca                     | A1 | 826    | 881    | 853.5    | 853.5   | TRUE  | TRUE | TRUE | TRUE  | 11 | 4  | 5  | 5   | 6  | 6   | 4235  |
| Tates Creek                | A1 | 856    | 842    | 849.0    | 849.0   | TRUE  | TRUE | TRUE | TRUE  | 12 | 4  | 5  | 5   | 6  | 6   | 4247  |
| DuPont Manual              | A1 | 833    | 823    | 828.0    | 828.0   | TRUE  | TRUE | TRUE | TRUE  | 13 | 4  | 5  | 5   | 6  | 6   | 4124  |
| Central Hardin             | A1 | 824    | 826    | 825.0    | 825.0   | TRUE  | TRUE | TRUE | TRUE  | 14 | 4  | 5  | 5   | 6  | 6   | 4123  |
| George Rogers Clark        | A1 | 837    | 801    | 819.0    | 819.0   | TRUE  | TRUE | TRUE | FALSE | 15 | 4  | 5  | 5   | 6  | 6   | 4248  |
| Madison Central            | A1 | 837    | 800    | 818.5    | 818.5   | TRUE  | TRUE | TRUE | FALSE | 16 | 4  | 5  | 5   | 6  | 6   | 4248  |
| Conner                     | A1 | 821    | 803    | 812.0    | 812.0   | TRUE  | TRUE | TRUE | TRUE  | 17 | 4  | 5  | 5   | 6  | 6   | 4236  |
| Ballard                    | A1 | 824    | 793    | 808.5    | 808.5   | TRUE  | TRUE | TRUE | TRUE  | 18 | 4  | 5  | 5   | 6  | 6   | 4235  |
| Nelson County              | A1 | 783    | 816    | 799.5    | 799.5   | TRUE  | TRUE | TRUE | TRUE  | 19 | 4  | 5  | 5   | 6  | 6   | 4235  |
| Campbell County            | A1 | 799    | 768    | 783.5    | 783.5   | TRUE  | TRUE | TRUE | TRUE  | 20 | 4  | 5  | 5   | 6  | 6   | 4236  |
| Southern                   | A1 | 794    | 772    | 783.0    | 783.0   | TRUE  | TRUE | TRUE | TRUE  | 21 | 4  | 5  | 5   | 6  | 5   | 4235  |
| Ryle                       | A1 | 808    | 736    | 772.0    | 772.0   | TRUE  | TRUE | TRUE | TRUE  | 22 | 4  | 5  | 5   | 6  | 5   | 4236  |
| Meade County               | A1 | 778    | 763    | 770.5    | 770.5   | TRUE  | TRUE | TRUE | FALSE | 23 | 4  | 5  | 5   | 6  | 5   | 4123  |
| Boone County               | A1 | 769    | 762    | 765.5    | 765.5   | TRUE  | TRUE | TRUE | FALSE | 24 | 4  | 5  | 5   | 6  | 5   | 4236  |
| Shelby County              | A1 | 757    | 772    | 764.5    | 764.5   | TRUE  | TRUE | TRUE | FALSE | 25 | 4  | 5  | 4   | 6  | 5   | 4235  |
| Male                       | A1 | 745    | 734    | 739.5    | 739.5   | TRUE  | TRUE | TRUE | FALSE | 26 | 4  | 5  | 4   | 6  | 5   | 4124  |
| Simon Kenton               | A1 | 757    | 722    | 739.5    | 739.5   | TRUE  | TRUE | TRUE | TRUE  | 27 | 4  | 5  | 4   | 6  | 5   | 4236  |
| Marshall County            | A1 | 746    | 725    | 735.5    | 735.5   | TRUE  | TRUE | TRUE | FALSE | 28 | 4  | 5  | 4   | 6  | 5   | 4111  |
| Harlan Consolidated        | A1 | 748    | 718    | 733.0    | 733.0   | TRUE  | TRUE | TRUE | FALSE | 29 | 4  | 5  | 4   | 6  | 5   | 1247  |
| Butler                     | A1 | 743    | 713    | 728.0    | 728.0   | TRUE  | TRUE | TRUE | FALSE | 30 | 4  | 5  | 4   | 6  | 5   | 4124  |
| Fern Creek                 | A1 | 753    | 687    | 720.0    | 720.0   | TRUE  | TRUE | TRUE | TRUE  | 31 | 4  | 5  | 4   | 6  | 5   | 4235  |
| North Hardin               | A1 | 722    | 716    | 719.0    | 719.0   | TRUE  | TRUE | TRUE | TRUE  | 32 | 4  | 5  | 4   | 6  | 5   | 4123  |
| Greenwood                  | A1 | 735    | 698    | 716.5    | 716.5   | TRUE  | TRUE | TRUE | FALSE | 33 | 4  | 5  | 4   | 6  | 5   | 4111  |
| Apollo                     | A1 | 729    | 701    | 715.0    | 715.0   | TRUE  | TRUE | TRUE | TRUE  | 34 | 4  | 5  | 4   | 6  | 5   | 4112  |
| Graves County              | A1 | 697    | 689    | 693.0    | 693.0   | TRUE  | TRUE | TRUE | FALSE | 35 | 4  | 5  | 4   | 6  | 5   | 4111  |
| Southwestern               | A1 | 607    | 772    | 689.5    | 689.5   | TRUE  | TRUE | TRUE | FALSE | 36 | 4  | 5  | 4   | 6  | 5   | 3124  |
| Bullitt Central            | A1 | 650    | 678    | 664.0    | 664.0   | TRUE  | TRUE | TRUE | TRUE  | 37 | 4  | 5  | 4   | 5  | 5   | 4123  |
| South Laurel               | A1 | 667    | 635    | 651.0    | 651.0   | TRUE  | TRUE | TRUE | FALSE | 38 | 4  | 5  | 4   | 5  | 5   | 4248  |
| Dixie Heights              | A1 | 659    | 636    | 647.5    | 647.5   | TRUE  | TRUE | TRUE | TRUE  | 39 | 4  | 5  | 4   | 5  | 5   | 4236  |
| John Hardin                | A1 | 663    | 631    | 647.0    | 647.0   | TRUE  | TRUE | TRUE | TRUE  | 40 | 4  | 5  | 4   | 5  | 5   | 4123  |
| Christian County           | A1 | 648    | 640    | 644.0    | 644.0   | TRUE  | TRUE | TRUE | TRUE  | 41 | 4  | 5  | 4   | 5  | 5   | 4111  |
| North Laurel               | A1 | 658    | 630    | 644.0    | 644.0   | TRUE  | TRUE | TRUE | FALSE | 42 | 4  | 5  | 4   | 5  | 5   | 4248  |
| Iroquois                   | A1 | 641    | 627    | 634.0    | 634.0   | TRUE  | TRUE | TRUE | TRUE  | 43 | 4  | 5  | 4   | 5  | 5   | 4124  |
| Bryan Station              | A1 | 646    | 615    | 630.5    | 630.5   | TRUE  | TRUE | TRUE | TRUE  | 44 | 4  | 5  | 4   | 5  | 5   | 4247  |
| Waggener                   | A1 | 627    | 621    | 624.0    | 624.0   | TRUE  | TRUE | TRUE | FALSE | 45 | 4  | 4  | 4   | 5  | 5   | 3123  |
| Lincoln County             | A1 | 628    | 609    | 618.5    | 618.5   | TRUE  | TRUE | TRUE | FALSE | 46 | 4  | 4  | 4   | 5  | 5   | 4248  |
| Oldham County              | A1 | 625    | 607    | 616.0    | 616.0   | TRUE  | TRUE | TRUE | TRUE  | 47 | 4  | 4  | 4   | 5  | 5   | 4235  |
| Scott                      | A1 | 601    | 611    | 606.0    | 606.0   | TRUE  | TRUE | TRUE | TRUE  | 48 | 4  | 4  | 4   | 5  | 5   | 4236  |
| Whitley County             | A1 | 586    | 610    | 598.0    | 598.0   | FALSE | TRUE | TRUE | TRUE  | 49 | 4  | 4  | 4   | 5  | 5   | 4248  |
| Grayson County             | A1 | 606    | 588    | 597.0    | 597.0   | TRUE  | TRUE | TRUE | FALSE | 50 | 4  | 4  | 4   | 5  | 5   | 4112  |
| Ohio County                | A1 | 587    | 607    | 597.0    | 597.0   | TRUE  | TRUE | TRUE | TRUE  | 51 | 4  | 4  | 4   | 5  | 5   | 4112  |
| Montgomery County          | A1 | 609    | 572    | 590.5    | 590.5   | TRUE  | TRUE | TRUE | TRUE  | 52 | 4  | 4  | 4   | 5  | 5   | 4248  |
| Warren Central             | A1 | 582    | 596    | 589.0    | 589.0   | TRUE  | TRUE | TRUE | FALSE | 53 | 4  | 4  | 4   | 5  | 5   | 4111  |
| Barren County              | A1 | 593    | 584    | 588.5    | 588.5   | TRUE  | TRUE | TRUE | FALSE | 54 | 4  | 4  | 4   | 5  | 5   | 4111  |
| Clay County                | A1 | 570    | 583    | 576.5    | 576.5   | TRUE  | TRUE | TRUE | FALSE | 55 | 4  | 4  | 4   | 5  | 5   | 3247  |
| Doss                       | A1 | 581    | 571    | 576.0    | 576.0   | TRUE  | TRUE | TRUE | TRUE  | 56 | 3  | 4  | 4   | 4  | 5   | 3123  |
| Jeffersonton               | A1 | 577    | 570    | 573.5    | 573.5   | TRUE  | TRUE | TRUE | TRUE  | 57 | 3  | 4  | 4   | 4  | 5   | 3123  |
| Woodford County            | A1 | 574    | 550    | 562.0    | 562.0   | TRUE  | TRUE | TRUE | TRUE  | 58 | 3  | 4  | 4   | 4  | 5   | 4247  |
| Anderson County            | A1 | 570    | 535    | 552.5    | 552.5   | TRUE  | TRUE | TRUE | TRUE  | 59 | 3  | 4  | 4   | 4  | 5   | 3236  |
| Grant County               | A1 | 554    | 550    | 552.0    | 552.0   | TRUE  | TRUE | TRUE | FALSE | 60 | 3  | 4  | 4   | 4  | 5   | 3235  |
| Madisonville-North Hopkins | A1 | 539    | 535    | 537.0    | 537.0   | TRUE  | TRUE | TRUE | FALSE | 61 | 3  | 4  | 4   | 4  | 5   | 3111  |
| Owensboro                  | A1 | 530    | 542    | 536.0    | 536.0   | TRUE  | TRUE | TRUE | FALSE | 62 | 3  | 4  | 4   | 4  | 5   | 4112  |
| Letcher County Central     | A1 | 511    | 545    | 528.0    | 528.0   | TRUE  | TRUE | TRUE | TRUE  | 63 | 3  | 4  | 4   | 4  | 5   | 3247  |
| Hopkinsville               | A1 | 535    | 512    | 523.5    | 523.5   | TRUE  | TRUE | TRUE | TRUE  | 64 | 3  | 4  | 4   | 4  | 5   | 3111  |
| Ashland Blazer             | A1 | 516    | 515    | 515.5    | 515.5   | TRUE  | TRUE | TRUE | TRUE  | 65 | 3  | 4  | 4   | 4  | 5   | 3248  |
| Mercer Consolidated        | A1 | 516    | 515    | 515.5    | 515.5   | TRUE  | TRUE | TRUE | FALSE | 66 | 3  | 4  | 4   | 4  | 5   | 2,235 |

### Football Schools Sorted by Boys

|                          |    |     |     |       |       |       |      |       |       |     |   |   |   |   |   |      |
|--------------------------|----|-----|-----|-------|-------|-------|------|-------|-------|-----|---|---|---|---|---|------|
| Perry County Central     | A1 | 488 | 539 | 513.5 | 513.5 | TRUE  | TRUE | TRUE  | FALSE | 67  | 3 | 4 | 4 | 5 | 4 | 3247 |
| Bowling Green            | A1 | 536 | 490 | 513.0 | 513.0 | TRUE  | TRUE | TRUE  | FALSE | 68  | 3 | 4 | 4 | 5 | 4 | 3112 |
| South Oldham             | A1 | 528 | 497 | 512.5 | 512.5 | TRUE  | TRUE | TRUE  | TRUE  | 69  | 3 | 4 | 4 | 5 | 4 | 3235 |
| Holmes                   | A1 | 519 | 503 | 511.0 | 511.0 | TRUE  | TRUE | TRUE  | TRUE  | 70  | 3 | 4 | 4 | 5 | 4 | 4236 |
| Johnson Central          | A1 | 495 | 515 | 505.0 | 505.0 | TRUE  | TRUE | TRUE  | TRUE  | 71  | 3 | 4 | 4 | 5 | 4 | 3248 |
| Pulaski County           | A1 | 507 | 497 | 502.0 | 502.0 | TRUE  | TRUE | TRUE  | FALSE | 72  | 3 | 4 | 4 | 5 | 4 | 3124 |
| Hopkins County Central   | A1 | 506 | 496 | 501.0 | 501.0 | TRUE  | TRUE | TRUE  | FALSE | 73  | 3 | 4 | 4 | 4 | 4 | 3111 |
| Western                  | A1 | 537 | 465 | 501.0 | 501.0 | TRUE  | TRUE | TRUE  | TRUE  | 74  | 3 | 4 | 4 | 4 | 4 | 2123 |
| Harrison County          | A1 | 485 | 515 | 500.0 | 500.0 | TRUE  | TRUE | TRUE  | TRUE  | 75  | 3 | 4 | 4 | 4 | 4 | 3236 |
| Valley                   | A1 | 503 | 492 | 497.5 | 497.5 | TRUE  | TRUE | TRUE  | TRUE  | 76  | 3 | 4 | 4 | 4 | 4 | 3123 |
| North Bullitt            | A1 | 521 | 473 | 497.0 | 497.0 | TRUE  | TRUE | TRUE  | FALSE | 77  | 3 | 4 | 4 | 4 | 4 | 3123 |
| West Jessamine           | A1 | 500 | 490 | 495.0 | 495.0 | TRUE  | TRUE | TRUE  | FALSE | 78  | 3 | 4 | 4 | 4 | 4 | 3236 |
| Madison Southern         | A1 | 512 | 475 | 493.5 | 493.5 | TRUE  | TRUE | TRUE  | FALSE | 79  | 3 | 4 | 4 | 4 | 4 | 3247 |
| Boyd County              | A1 | 493 | 490 | 491.5 | 491.5 | TRUE  | TRUE | TRUE  | FALSE | 80  | 3 | 4 | 3 | 4 | 4 | 3248 |
| Logan County             | A1 | 498 | 482 | 490.0 | 490.0 | TRUE  | TRUE | TRUE  | FALSE | 81  | 3 | 4 | 3 | 4 | 4 | 3112 |
| Rockcastle County        | A1 | 489 | 472 | 480.5 | 480.5 | TRUE  | TRUE | TRUE  | FALSE | 82  | 3 | 4 | 3 | 4 | 4 | 3247 |
| Franklin-Simpson         | A1 | 487 | 474 | 480.5 | 480.5 | TRUE  | TRUE | TRUE  | FALSE | 83  | 3 | 4 | 3 | 4 | 4 | 3112 |
| Calloway County          | A1 | 467 | 484 | 475.5 | 475.5 | TRUE  | TRUE | TRUE  | TRUE  | 84  | 3 | 4 | 3 | 4 | 4 | 3111 |
| Rowan County             | A1 | 477 | 471 | 474.0 | 474.0 | TRUE  | TRUE | TRUE  | FALSE | 85  | 3 | 4 | 3 | 4 | 4 | *NC  |
| Covington Catholic       | J1 | 481 | 464 | 472.5 | 472.5 | TRUE  | TRUE | TRUE  | FALSE | 86  | 3 | 4 | 3 | 4 | 4 | 3235 |
| Bullitt East             | A1 | 500 | 444 | 472.0 | 472.0 | TRUE  | TRUE | TRUE  | FALSE | 87  | 3 | 4 | 3 | 4 | 4 | 3123 |
| East Jessamine           | A1 | 498 | 438 | 468.0 | 468.0 | TRUE  | TRUE | TRUE  | FALSE | 88  | 3 | 4 | 3 | 4 | 4 | 3236 |
| Marion County            | A1 | 467 | 467 | 467.0 | 467.0 | TRUE  | TRUE | TRUE  | FALSE | 89  | 3 | 3 | 3 | 4 | 4 | 3124 |
| Franklin County          | A1 | 472 | 459 | 465.5 | 465.5 | TRUE  | TRUE | TRUE  | TRUE  | 90  | 3 | 3 | 3 | 4 | 4 | 3236 |
| Allen County-Scottsville | A1 | 455 | 461 | 458.0 | 458.0 | TRUE  | TRUE | TRUE  | FALSE | 91  | 3 | 3 | 3 | 4 | 4 | 3112 |
| Fairdale                 | A1 | 471 | 443 | 457.0 | 457.0 | TRUE  | TRUE | TRUE  | TRUE  | 92  | 3 | 3 | 3 | 4 | 4 | 3123 |
| Knox Central             | A1 | 455 | 457 | 456.0 | 456.0 | TRUE  | TRUE | TRUE  | FALSE | 93  | 3 | 3 | 3 | 4 | 4 | 3247 |
| Boyle County             | A1 | 450 | 461 | 455.5 | 455.5 | TRUE  | TRUE | TRUE  | FALSE | 94  | 3 | 3 | 3 | 4 | 4 | 3124 |
| Lexington Catholic       | J1 | 447 | 458 | 452.5 | 452.5 | TRUE  | TRUE | TRUE  | FALSE | 95  | 3 | 3 | 3 | 4 | 4 | 3236 |
| Greenup County           | A1 | 456 | 437 | 446.5 | 446.5 | TRUE  | TRUE | TRUE  | FALSE | 96  | 3 | 3 | 3 | 4 | 4 | 3248 |
| Atherton                 | A1 | 466 | 422 | 444.0 | 444.0 | TRUE  | TRUE | TRUE  | TRUE  | 97  | 3 | 3 | 3 | 4 | 4 | 3123 |
| McCreary Central         | A1 | 423 | 464 | 443.5 | 443.5 | FALSE | TRUE | TRUE  | TRUE  | 98  | 3 | 3 | 3 | 4 | 4 | *NC  |
| Breckinridge County      | A1 | 446 | 430 | 438.0 | 438.0 | TRUE  | TRUE | FALSE | FALSE | 99  | 3 | 3 | 3 | 4 | 4 | 3112 |
| Lawrence County          | A1 | 445 | 431 | 438.0 | 438.0 | FALSE | TRUE | TRUE  | TRUE  | 100 | 3 | 3 | 3 | 4 | 4 | 3248 |
| Russell County           | A1 | 434 | 439 | 436.5 | 436.5 | TRUE  | TRUE | TRUE  | FALSE | 101 | 3 | 3 | 3 | 4 | 4 | 3124 |
| Pendleton County         | A1 | 441 | 430 | 435.5 | 435.5 | TRUE  | TRUE | TRUE  | FALSE | 102 | 3 | 3 | 3 | 4 | 4 | *NC  |
| Bell County              | A1 | 436 | 422 | 429.0 | 429.0 | TRUE  | TRUE | TRUE  | FALSE | 103 | 3 | 3 | 3 | 4 | 4 | 3247 |
| Bourbon County           | A1 | 426 | 426 | 426.0 | 426.0 | TRUE  | TRUE | TRUE  | TRUE  | 104 | 3 | 3 | 3 | 4 | 4 | 3236 |
| Larue County             | A1 | 438 | 400 | 419.0 | 419.0 | TRUE  | TRUE | TRUE  | TRUE  | 105 | 3 | 3 | 3 | 4 | 4 | 2123 |
| Warren East              | A1 | 411 | 421 | 416.0 | 416.0 | TRUE  | TRUE | TRUE  | FALSE | 106 | 3 | 3 | 3 | 4 | 4 | 3112 |
| Muhlenberg North         | A1 | 419 | 408 | 413.5 | 413.5 | TRUE  | TRUE | TRUE  | FALSE | 107 | 3 | 3 | 3 | 4 | 4 | *NC  |
| Lone Oak                 | A1 | 415 | 408 | 411.5 | 411.5 | TRUE  | TRUE | TRUE  | FALSE | 108 | 3 | 3 | 3 | 4 | 4 | 2111 |
| Highlands                | A1 | 395 | 423 | 409.0 | 409.0 | TRUE  | TRUE | TRUE  | FALSE | 109 | 3 | 3 | 3 | 3 | 3 | 3235 |
| Mason County             | A1 | 409 | 409 | 409.0 | 409.0 | TRUE  | TRUE | TRUE  | FALSE | 110 | 3 | 3 | 3 | 3 | 3 | 3248 |
| Taylor County            | A1 | 414 | 399 | 406.5 | 406.5 | TRUE  | TRUE | TRUE  | FALSE | 111 | 2 | 3 | 3 | 3 | 3 | 3124 |
| East Ridge               | A1 | 389 | 419 | 404.0 | 404.0 | TRUE  | TRUE | TRUE  | FALSE | 112 | 2 | 3 | 3 | 3 | 3 | 2248 |
| Powell County            | A1 | 385 | 393 | 389.0 | 389.0 | TRUE  | TRUE | TRUE  | FALSE | 113 | 2 | 3 | 3 | 3 | 3 | 2236 |
| North Oldham             | A1 | 406 | 368 | 387.0 | 387.0 | TRUE  | TRUE | TRUE  | TRUE  | 114 | 2 | 3 | 3 | 3 | 3 | 2235 |
| Paducah Tilghman         | A1 | 383 | 380 | 381.5 | 381.5 | TRUE  | TRUE | TRUE  | TRUE  | 115 | 2 | 3 | 3 | 3 | 3 | 3111 |
| Elizabethtown            | A1 | 369 | 394 | 381.5 | 381.5 | TRUE  | TRUE | TRUE  | FALSE | 116 | 2 | 3 | 3 | 3 | 3 | 2123 |
| Pike County Central      | A1 | 387 | 367 | 377.0 | 377.0 | TRUE  | TRUE | TRUE  | TRUE  | 117 | 2 | 3 | 3 | 3 | 3 | 2248 |
| Adair County             | A1 | 385 | 365 | 375.0 | 375.0 | TRUE  | TRUE | TRUE  | FALSE | 118 | 2 | 3 | 3 | 3 | 3 | 3112 |
| Moore                    | A1 | 389 | 361 | 375.0 | 375.0 | TRUE  | TRUE | TRUE  | TRUE  | 119 | 2 | 3 | 3 | 3 | 3 | 2123 |
| Hart County              | A1 | 363 | 369 | 366.0 | 366.0 | TRUE  | TRUE | TRUE  | FALSE | 120 | 2 | 3 | 3 | 3 | 3 | 2112 |
| Garrard County           | A1 | 372 | 354 | 363.0 | 363.0 | TRUE  | TRUE | TRUE  | FALSE | 121 | 2 | 3 | 3 | 3 | 3 | 2124 |
| Shawnee                  | A1 | 341 | 385 | 363.0 | 363.0 | TRUE  | TRUE | TRUE  | FALSE | 122 | 2 | 3 | 3 | 3 | 3 | 2123 |
| East Carter              | A1 | 375 | 347 | 361.0 | 361.0 | TRUE  | TRUE | TRUE  | FALSE | 123 | 2 | 3 | 3 | 3 | 3 | 2236 |
| Butler County            | A1 | 365 | 357 | 361.0 | 361.0 | TRUE  | TRUE | TRUE  | FALSE | 124 | 2 | 3 | 3 | 3 | 3 | 2112 |
| Russell                  | A1 | 356 | 366 | 361.0 | 361.0 | TRUE  | TRUE | TRUE  | FALSE | 125 | 2 | 3 | 3 | 3 | 3 | 2236 |
| Muhlenberg South         | A1 | 362 | 353 | 357.5 | 357.5 | TRUE  | TRUE | TRUE  | FALSE | 126 | 2 | 3 | 3 | 3 | 3 | 2111 |
| Spencer County           | A1 | 351 | 361 | 356.0 | 356.0 | TRUE  | TRUE | TRUE  | FALSE | 127 | 2 | 3 | 3 | 3 | 3 | 2235 |
| Fleming County           | A1 | 347 | 363 | 355.0 | 355.0 | TRUE  | TRUE | TRUE  | FALSE | 128 | 2 | 3 | 3 | 3 | 3 | 2236 |
| Belfry                   | A1 | 353 | 356 | 354.5 | 354.5 | TRUE  | TRUE | TRUE  | FALSE | 129 | 2 | 3 | 3 | 3 | 3 | 2248 |
| Wayne County             | A1 | 359 | 349 | 354.0 | 354.0 | TRUE  | TRUE | FALSE | TRUE  | 130 | 2 | 3 | 3 | 3 | 3 | 2124 |
| Magoffin County          | A1 | 371 | 333 | 352.0 | 352.0 | TRUE  | TRUE | TRUE  | FALSE | 131 | 2 | 3 | 3 | 3 | 3 | 2248 |
| Estill County            | A1 | 357 | 346 | 351.5 | 351.5 | FALSE | TRUE | TRUE  | FALSE | 132 | 2 | 3 | 3 | 3 | 3 | 2236 |
| Webster Consolidated     | A1 | 359 | 340 | 349.5 | 349.5 | TRUE  | TRUE | FALSE | TRUE  | 133 | 2 | 2 | 3 | 3 | 3 | 2124 |

# Football Schools Sorted by Boys

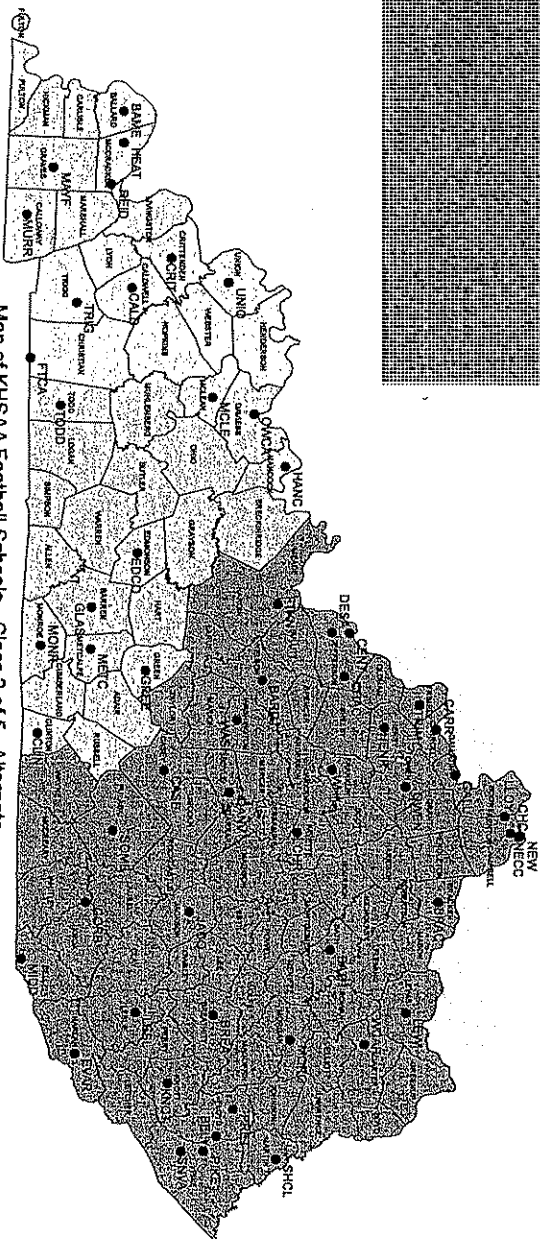
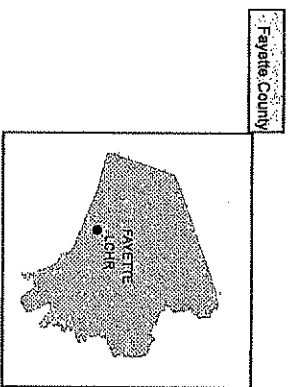
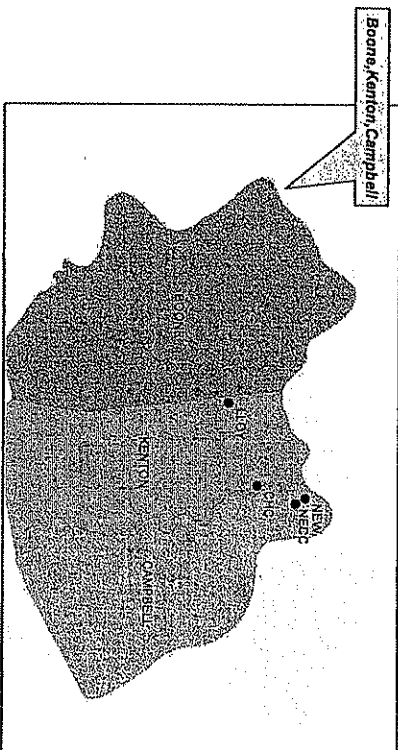
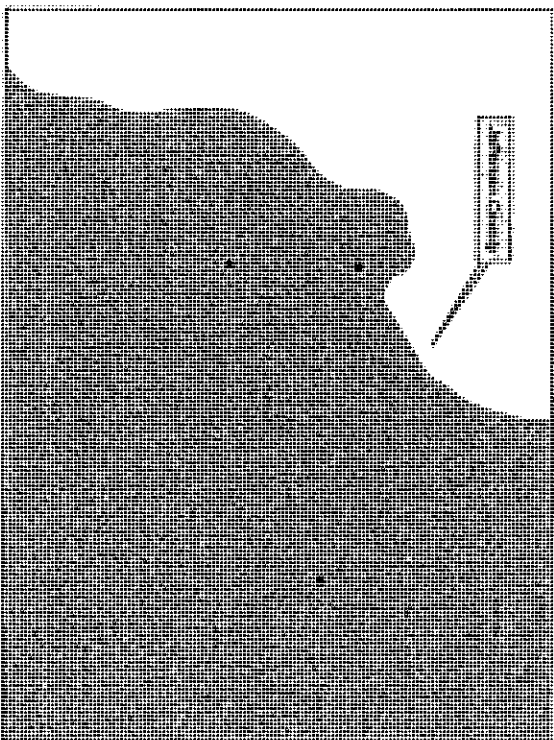
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|------------------------------|----|-----|-----|-------|-------|-------|------|-------|-------|-----|---|---|---|---|---|------|
| Union County                 | A1 | 346 | 346 | 346.0 | 346.0 | TRUE  | TRUE | TRUE  | TRUE  | 134 | 2 | 2 | 2 | 3 | 3 | 3111 |
| Western Hills                | A1 | 354 | 338 | 346.0 | 346.0 | TRUE  | TRUE | TRUE  | TRUE  | 135 | 2 | 2 | 2 | 3 | 3 | 3236 |
| Lewis County                 | A1 | 349 | 338 | 343.5 | 343.5 | FALSE | TRUE | TRUE  | FALSE | 136 | 2 | 2 | 2 | 3 | 3 | 2248 |
| Sheldon Clark                | A1 | 365 | 322 | 343.5 | 343.5 | FALSE | TRUE | TRUE  | FALSE | 137 | 2 | 2 | 2 | 3 | 3 | *NC  |
| Jackson County               | A1 | 344 | 341 | 342.5 | 342.5 | TRUE  | TRUE | TRUE  | FALSE | 138 | 2 | 2 | 2 | 3 | 3 | 2247 |
| Breathitt County             | A1 | 335 | 349 | 342.0 | 342.0 | TRUE  | TRUE | TRUE  | FALSE | 139 | 2 | 2 | 2 | 3 | 3 | 2112 |
| Edmonson County              | A1 | 341 | 340 | 340.5 | 340.5 | TRUE  | TRUE | TRUE  | FALSE | 140 | 2 | 2 | 2 | 3 | 3 | 2124 |
| Casey County                 | A1 | 332 | 345 | 338.5 | 338.5 | TRUE  | TRUE | TRUE  | FALSE | 141 | 2 | 2 | 2 | 3 | 3 | 2236 |
| West Carter                  | A1 | 357 | 309 | 333.0 | 333.0 | TRUE  | TRUE | TRUE  | FALSE | 142 | 2 | 2 | 2 | 3 | 3 | 3123 |
| Central                      | A1 | 333 | 332 | 332.5 | 332.5 | TRUE  | TRUE | TRUE  | TRUE  | 143 | 2 | 2 | 2 | 3 | 3 | 2235 |
| Henry County                 | A1 | 336 | 328 | 332.0 | 332.0 | TRUE  | TRUE | TRUE  | FALSE | 144 | 2 | 2 | 2 | 3 | 3 | 2247 |
| Knott County Central         | A1 | 323 | 339 | 331.0 | 331.0 | FALSE | TRUE | TRUE  | FALSE | 145 | 2 | 2 | 2 | 3 | 3 | 2247 |
| Leslie County                | A1 | 325 | 337 | 331.0 | 331.0 | FALSE | TRUE | TRUE  | FALSE | 146 | 2 | 2 | 2 | 3 | 3 | 2236 |
| Morgan County                | A1 | 333 | 322 | 327.5 | 327.5 | TRUE  | TRUE | TRUE  | FALSE | 147 | 2 | 2 | 2 | 3 | 3 | 2248 |
| Prestonsburg                 | A1 | 321 | 333 | 327.0 | 327.0 | FALSE | TRUE | TRUE  | TRUE  | 148 | 2 | 2 | 2 | 3 | 3 | 2248 |
| Shelby Valley                | A1 | 326 | 328 | 327.0 | 327.0 | TRUE  | TRUE | TRUE  | FALSE | 149 | 2 | 2 | 2 | 3 | 3 | 2235 |
| Lloyd Memorial               | A1 | 317 | 335 | 326.0 | 326.0 | TRUE  | TRUE | TRUE  | FALSE | 150 | 2 | 2 | 2 | 3 | 3 | 1124 |
| Owen County                  | A1 | 338 | 305 | 321.5 | 321.5 | TRUE  | TRUE | TRUE  | FALSE | 151 | 2 | 2 | 2 | 3 | 3 | 2111 |
| Trigg County                 | A1 | 332 | 309 | 320.5 | 320.5 | TRUE  | TRUE | TRUE  | FALSE | 152 | 2 | 2 | 2 | 3 | 3 | 2124 |
| Corbin                       | A1 | 320 | 317 | 318.5 | 318.5 | TRUE  | TRUE | TRUE  | FALSE | 153 | 2 | 2 | 2 | 3 | 3 | 2123 |
| Washington County            | A1 | 329 | 308 | 318.5 | 318.5 | FALSE | TRUE | TRUE  | FALSE | 154 | 2 | 2 | 2 | 3 | 3 | 2111 |
| Heath                        | A1 | 315 | 311 | 313.0 | 313.0 | FALSE | TRUE | TRUE  | FALSE | 155 | 2 | 2 | 2 | 3 | 3 | 2123 |
| DeSales                      | J1 | 287 | 321 | 304.0 | 304.0 | TRUE  | TRUE | TRUE  | TRUE  | 156 | 2 | 2 | 2 | 3 | 3 | 2111 |
| Caldwell County              | A1 | 306 | 300 | 303.0 | 303.0 | TRUE  | TRUE | TRUE  | TRUE  | 157 | 2 | 2 | 2 | 3 | 3 | 2111 |
| Fort Campbell                | F1 | 296 | 304 | 300.0 | 300.0 | TRUE  | TRUE | TRUE  | TRUE  | 158 | 2 | 2 | 2 | 3 | 3 | 2112 |
| Monroe County                | A1 | 303 | 289 | 296.0 | 296.0 | TRUE  | TRUE | TRUE  | FALSE | 159 | 2 | 2 | 2 | 3 | 3 | 2111 |
| Reidland                     | A1 | 307 | 272 | 289.5 | 289.5 | TRUE  | TRUE | TRUE  | FALSE | 160 | 2 | 2 | 2 | 3 | 3 | 2112 |
| Glasgow                      | A1 | 288 | 288 | 288.0 | 288.0 | TRUE  | TRUE | TRUE  | FALSE | 161 | 2 | 2 | 2 | 3 | 3 | 1236 |
| Bath County                  | A1 | 293 | 274 | 283.5 | 283.5 | TRUE  | TRUE | TRUE  | FALSE | 162 | 2 | 2 | 2 | 3 | 3 | 2112 |
| Owensboro Catholic           | J1 | 281 | 281 | 281.0 | 281.0 | TRUE  | TRUE | TRUE  | FALSE | 163 | 2 | 2 | 2 | 3 | 3 | 1124 |
| Danville                     | A1 | 282 | 279 | 280.5 | 280.5 | TRUE  | TRUE | TRUE  | FALSE | 164 | 2 | 2 | 2 | 3 | 3 | 2112 |
| Todd County Central          | A1 | 271 | 287 | 279.0 | 279.0 | FALSE | TRUE | TRUE  | FALSE | 165 | 2 | 2 | 2 | 3 | 3 | 2123 |
| Christian Academy-Louisville | M1 | 279 | 277 | 278.0 | 278.0 | TRUE  | TRUE | TRUE  | FALSE | 166 | 1 | 2 | 2 | 3 | 3 | 1124 |
| Carroll County               | A1 | 276 | 279 | 277.5 | 277.5 | TRUE  | TRUE | TRUE  | FALSE | 167 | 1 | 2 | 2 | 3 | 3 | 2235 |
| Newport                      | A1 | 280 | 266 | 273.0 | 273.0 | TRUE  | TRUE | TRUE  | TRUE  | 168 | 1 | 2 | 2 | 3 | 3 | 1112 |
| Hancock County               | A1 | 271 | 267 | 269.0 | 269.0 | TRUE  | TRUE | TRUE  | FALSE | 169 | 1 | 2 | 2 | 3 | 3 | 1123 |
| Bardstown                    | A1 | 267 | 265 | 266.0 | 266.0 | TRUE  | TRUE | TRUE  | FALSE | 170 | 1 | 2 | 2 | 3 | 3 | 1235 |
| Newport Central Catholic     | J1 | 266 | 264 | 265.0 | 265.0 | TRUE  | TRUE | TRUE  | FALSE | 171 | 1 | 2 | 2 | 3 | 3 | 1123 |
| Fort Knox                    | F1 | 264 | 259 | 261.5 | 261.5 | TRUE  | TRUE | TRUE  | TRUE  | 172 | 1 | 2 | 2 | 3 | 3 | 2247 |
| Middlesboro                  | A1 | 244 | 274 | 259.0 | 259.0 | TRUE  | TRUE | FALSE | FALSE | 173 | 1 | 2 | 2 | 3 | 3 | *NC  |
| Clinton County               | A1 | 271 | 240 | 255.5 | 255.5 | TRUE  | TRUE | TRUE  | FALSE | 174 | 1 | 2 | 2 | 3 | 3 | 1112 |
| McLean County                | A1 | 248 | 253 | 250.5 | 250.5 | FALSE | TRUE | TRUE  | FALSE | 175 | 1 | 2 | 2 | 3 | 3 | 1111 |
| Murray                       | A1 | 259 | 241 | 250.0 | 250.0 | TRUE  | TRUE | TRUE  | FALSE | 176 | 1 | 2 | 2 | 3 | 3 | 1123 |
| Green County                 | A1 | 239 | 255 | 247.0 | 247.0 | TRUE  | TRUE | TRUE  | FALSE | 177 | 1 | 1 | 2 | 3 | 3 | 1112 |
| Metcalfe County              | A1 | 251 | 243 | 247.0 | 247.0 | TRUE  | TRUE | TRUE  | FALSE | 178 | 1 | 1 | 2 | 3 | 3 | 1247 |
| Somerset                     | A1 | 244 | 249 | 246.5 | 246.5 | TRUE  | TRUE | TRUE  | FALSE | 179 | 1 | 1 | 2 | 3 | 3 | 1235 |
| Holy Cross (Covington)       | J1 | 250 | 238 | 244.0 | 244.0 | TRUE  | TRUE | TRUE  | FALSE | 180 | 1 | 1 | 2 | 3 | 3 | *NC  |
| Betsy Layne                  | A1 | 239 | 231 | 235.0 | 235.0 | FALSE | TRUE | TRUE  | FALSE | 181 | 1 | 1 | 2 | 3 | 3 | 1124 |
| Trimble County               | A1 | 238 | 225 | 231.5 | 231.5 | TRUE  | TRUE | FALSE | FALSE | 182 | 1 | 1 | 2 | 3 | 3 | 1236 |
| Lexington Christian          | M1 | 231 | 219 | 225.0 | 225.0 | TRUE  | TRUE | TRUE  | FALSE | 183 | 1 | 1 | 2 | 3 | 3 | 1111 |
| Ballard Memorial             | A1 | 218 | 212 | 215.0 | 215.0 | TRUE  | TRUE | TRUE  | FALSE | 184 | 1 | 1 | 2 | 3 | 3 | 1248 |
| Pikeville                    | A1 | 202 | 226 | 214.0 | 214.0 | TRUE  | TRUE | TRUE  | FALSE | 185 | 1 | 1 | 2 | 3 | 3 | 1112 |
| Crittenden County            | A1 | 211 | 212 | 211.5 | 211.5 | FALSE | TRUE | TRUE  | FALSE | 186 | 1 | 1 | 2 | 3 | 3 | 1111 |
| Mayfield                     | A1 | 203 | 207 | 205.0 | 205.0 | FALSE | TRUE | TRUE  | FALSE | 187 | 1 | 1 | 2 | 3 | 3 | *NC  |
| Gallatin County              | A1 | 211 | 188 | 199.5 | 199.5 | TRUE  | TRUE | FALSE | FALSE | 188 | 1 | 1 | 2 | 3 | 3 | 1235 |
| Bracken County               | A1 | 186 | 205 | 195.5 | 195.5 | FALSE | TRUE | TRUE  | FALSE | 189 | 1 | 1 | 2 | 3 | 3 | 1248 |
| Allen Central                | A1 | 208 | 176 | 192.0 | 192.0 | FALSE | TRUE | TRUE  | FALSE | 190 | 1 | 1 | 1 | 3 | 3 | 1248 |
| South Floyd                  | A1 | 178 | 188 | 183.0 | 183.0 | FALSE | TRUE | TRUE  | FALSE | 191 | 1 | 1 | 1 | 3 | 3 | 1123 |
| Campbellsville               | A1 | 176 | 189 | 182.5 | 182.5 | FALSE | TRUE | TRUE  | FALSE | 192 | 1 | 1 | 1 | 3 | 3 | 1236 |
| Berea                        | A1 | 171 | 187 | 179.0 | 179.0 | TRUE  | TRUE | TRUE  | FALSE | 193 | 1 | 1 | 1 | 3 | 3 | 1112 |
| Russellville                 | A1 | 168 | 186 | 177.0 | 177.0 | FALSE | TRUE | TRUE  | FALSE | 194 | 1 | 1 | 1 | 3 | 3 | 1235 |
| Beechwood                    | A1 | 169 | 183 | 176.0 | 176.0 | FALSE | TRUE | FALSE | FALSE | 195 | 1 | 1 | 1 | 3 | 3 | 1247 |
| Lynn Camp                    | A1 | 164 | 186 | 175.0 | 175.0 | TRUE  | TRUE | TRUE  | FALSE | 196 | 1 | 1 | 1 | 3 | 3 | 1124 |
| Frankfort                    | A1 | 183 | 163 | 173.0 | 173.0 | TRUE  | TRUE | TRUE  | FALSE | 197 | 1 | 1 | 1 | 3 | 3 | 1236 |
| Nicholas County              | A1 | 176 | 169 | 172.5 | 172.5 | FALSE | TRUE | TRUE  | FALSE | 198 | 1 | 1 | 1 | 3 | 3 | 1123 |
| Holy Cross (Louisville)      | J1 | 173 | 151 | 162.0 | 162.0 | TRUE  | TRUE | TRUE  | TRUE  | 199 | 1 | 1 | 1 | 3 | 3 | 1235 |
| Ludlow                       | A1 | 158 | 159 | 158.5 | 158.5 | TRUE  | TRUE | TRUE  | FALSE | 200 | 1 | 1 | 1 | 3 | 3 |      |

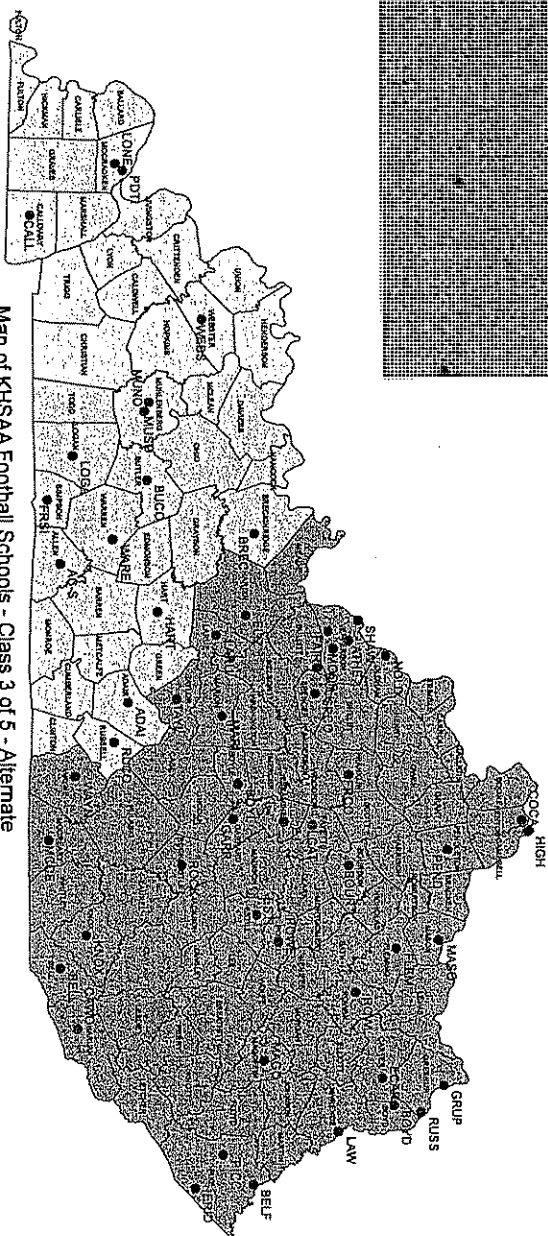
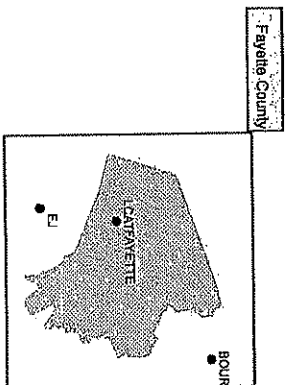
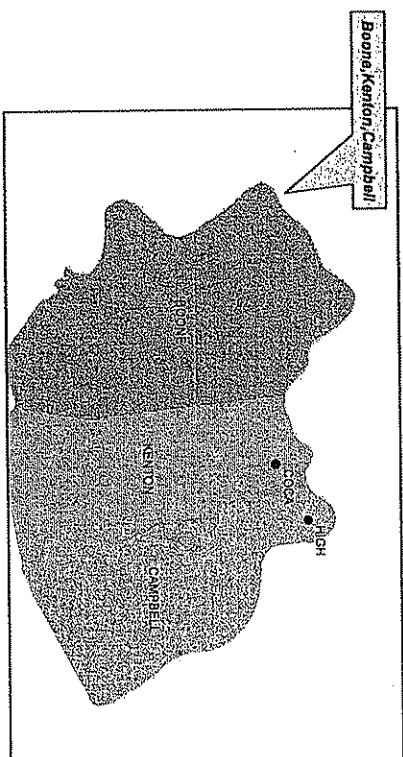
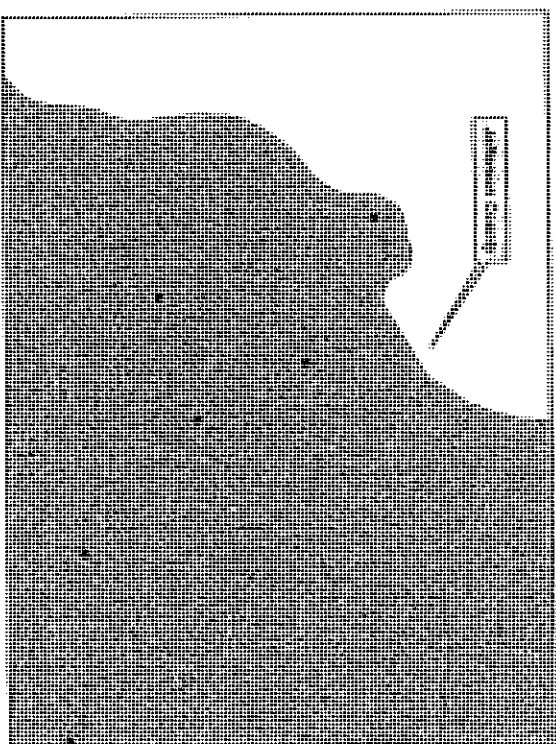
### Football Schools Sorted by Boys

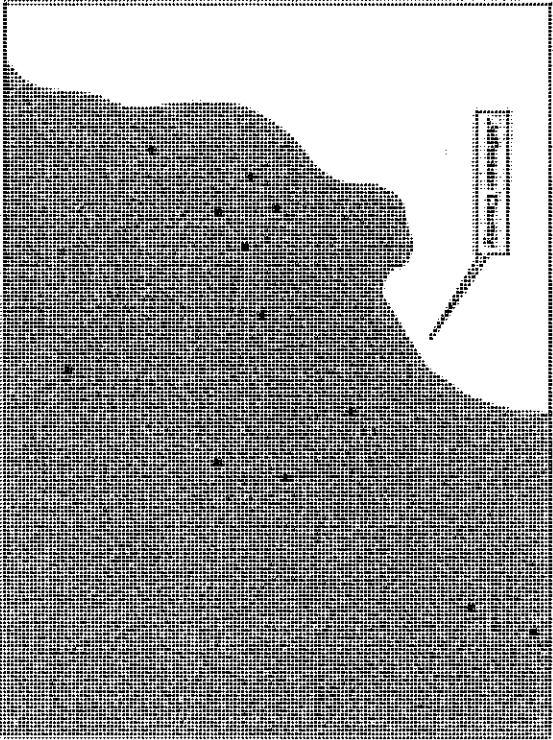
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|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------|-----|-----|-------|-------|-------|------|-------|-------|-----|---|---|---|---|---|------|
| Hazard                                                                                                                                                                                    | A1                                                                     | 168 | 148 | 158.0 | 158.0 | FALSE | TRUE | TRUE  | FALSE | 201 | 1 | 1 | 1 | 1 | 1 | 1248 |
| Phelps                                                                                                                                                                                    | A1                                                                     | 149 | 160 | 154.5 | 154.5 | TRUE  | TRUE | TRUE  | FALSE | 202 | 1 | 1 | 1 | 1 | 1 | 1248 |
| Raceland                                                                                                                                                                                  | A1                                                                     | 160 | 145 | 152.5 | 152.5 | TRUE  | TRUE | TRUE  | FALSE | 203 | 1 | 1 | 1 | 1 | 1 | 1236 |
| Dayton                                                                                                                                                                                    | A1                                                                     | 147 | 155 | 151.0 | 151.0 | TRUE  | TRUE | TRUE  | FALSE | 204 | 1 | 1 | 1 | 1 | 1 | 1235 |
| Bethlehem                                                                                                                                                                                 | J1                                                                     | 142 | 144 | 143.0 | 143.0 | TRUE  | TRUE | TRUE  | FALSE | 205 | 1 | 1 | 1 | 1 | 1 | 1123 |
| Fairview                                                                                                                                                                                  | A1                                                                     | 143 | 140 | 141.5 | 141.5 | TRUE  | TRUE | TRUE  | FALSE | 206 | 1 | 1 | 1 | 1 | 1 | 1236 |
| Bellevue                                                                                                                                                                                  | A1                                                                     | 140 | 138 | 139.0 | 139.0 | TRUE  | TRUE | TRUE  | FALSE | 207 | 1 | 1 | 1 | 1 | 1 | 1235 |
| Harlan                                                                                                                                                                                    | A1                                                                     | 126 | 150 | 138.0 | 138.0 | TRUE  | TRUE | TRUE  | FALSE | 208 | 1 | 1 | 1 | 1 | 1 | 1247 |
| Fulton County                                                                                                                                                                             | A1                                                                     | 147 | 127 | 137.0 | 137.0 | TRUE  | TRUE | TRUE  | FALSE | 209 | 1 | 1 | 1 | 1 | 1 | 1111 |
| Paintsville                                                                                                                                                                               | A1                                                                     | 131 | 121 | 126.0 | 126.0 | TRUE  | TRUE | TRUE  | FALSE | 210 | 1 | 1 | 1 | 1 | 1 | 1248 |
| Cavema                                                                                                                                                                                    | A1                                                                     | 128 | 117 | 122.5 | 122.5 | TRUE  | TRUE | TRUE  | FALSE | 211 | 1 | 1 | 1 | 1 | 1 | 1112 |
| Kentucky Country Day                                                                                                                                                                      | R1                                                                     | 127 | 116 | 121.5 | 121.5 | TRUE  | TRUE | TRUE  | TRUE  | 212 | 1 | 1 | 1 | 1 | 1 | 1123 |
| Paris                                                                                                                                                                                     | A1                                                                     | 106 | 117 | 111.5 | 111.5 | FALSE | TRUE | TRUE  | FALSE | 213 | 1 | 1 | 1 | 1 | 1 | 1236 |
| Williamsburg                                                                                                                                                                              | A1                                                                     | 102 | 109 | 105.5 | 105.5 | TRUE  | TRUE | TRUE  | FALSE | 214 | 1 | 1 | 1 | 1 | 1 | 1247 |
| Jenkins                                                                                                                                                                                   | A1                                                                     | 125 | 82  | 103.5 | 103.5 | TRUE  | TRUE | TRUE  | FALSE | 215 | 1 | 1 | 1 | 1 | 1 | 1248 |
| Eminence                                                                                                                                                                                  | A1                                                                     | 91  | 97  | 94.0  | 94.0  | TRUE  | TRUE | TRUE  | FALSE | 216 | 1 | 1 | 1 | 1 | 1 | *NC  |
| Pineville                                                                                                                                                                                 | A1                                                                     | 91  | 91  | 91.0  | 91.0  | FALSE | TRUE | TRUE  | FALSE | 217 | 1 | 1 | 1 | 1 | 1 | 1247 |
| Fulton City                                                                                                                                                                               | A1                                                                     | 68  | 72  | 70.0  | 70.0  | TRUE  | TRUE | FALSE | FALSE | 218 | 1 | 1 | 1 | 1 | 1 | 1111 |
| Beth Haven                                                                                                                                                                                | M1                                                                     | 57  | 62  | 59.5  | 59.5  | FALSE | TRUE | FALSE | FALSE | 219 | 1 | 1 | 1 | 1 | 1 | *NC  |
| Evangel Christian                                                                                                                                                                         | M1                                                                     | 59  | 55  | 57.0  | 57.0  | FALSE | TRUE | FALSE | FALSE | 220 | 1 | 1 | 1 | 1 | 1 | *NC  |
| Millersburg Military                                                                                                                                                                      | R1                                                                     | 38  | 32  | 35.0  | 35.0  | TRUE  | TRUE | TRUE  | FALSE | 221 | 1 | 1 | 1 | 1 | 1 | *NC  |
|                                                                                                                                                                                           |                                                                        |     |     |       |       |       |      |       |       |     |   |   |   |   |   |      |
| SD                                                                                                                                                                                        | State Department Type                                                  |     |     |       |       |       |      |       |       |     |   |   |   |   |   |      |
| CY4Boy                                                                                                                                                                                    | Current 4 Year Boys Enrollment                                         |     |     |       |       |       |      |       |       |     |   |   |   |   |   |      |
| PY4Boy                                                                                                                                                                                    | Prior 4 Year Boys Enrollment                                           |     |     |       |       |       |      |       |       |     |   |   |   |   |   |      |
| Avg2YBoy                                                                                                                                                                                  | Average 4 Year Boys Enrollment                                         |     |     |       |       |       |      |       |       |     |   |   |   |   |   |      |
| BYM                                                                                                                                                                                       | Boys Male Enrollment                                                   |     |     |       |       |       |      |       |       |     |   |   |   |   |   |      |
| XC                                                                                                                                                                                        | Have Cross Country?                                                    |     |     |       |       |       |      |       |       |     |   |   |   |   |   |      |
| FB                                                                                                                                                                                        | Have Football?                                                         |     |     |       |       |       |      |       |       |     |   |   |   |   |   |      |
| TR                                                                                                                                                                                        | Have Track?                                                            |     |     |       |       |       |      |       |       |     |   |   |   |   |   |      |
| WR                                                                                                                                                                                        | Have Wrestling?                                                        |     |     |       |       |       |      |       |       |     |   |   |   |   |   |      |
| RK                                                                                                                                                                                        | Rank by Boys                                                           |     |     |       |       |       |      |       |       |     |   |   |   |   |   |      |
| C4                                                                                                                                                                                        | Class in 4 Class System                                                |     |     |       |       |       |      |       |       |     |   |   |   |   |   |      |
| C5                                                                                                                                                                                        | Class in 5 Class (Equally divided) System                              |     |     |       |       |       |      |       |       |     |   |   |   |   |   |      |
| C52                                                                                                                                                                                       | Class in 5 Class System with Largest and Smallest having fewer schools |     |     |       |       |       |      |       |       |     |   |   |   |   |   |      |
| C6                                                                                                                                                                                        | Class in 6 Class (Equally divided) System                              |     |     |       |       |       |      |       |       |     |   |   |   |   |   |      |
| C62                                                                                                                                                                                       | Class in 6 Class System with Largest and Smallest having fewer schools |     |     |       |       |       |      |       |       |     |   |   |   |   |   |      |
| CUR                                                                                                                                                                                       | Current alignment                                                      |     |     |       |       |       |      |       |       |     |   |   |   |   |   |      |
|                                                                                                                                                                                           |                                                                        |     |     |       |       |       |      |       |       |     |   |   |   |   |   |      |
| NOTES                                                                                                                                                                                     |                                                                        |     |     |       |       |       |      |       |       |     |   |   |   |   |   |      |
| In alternative five class system, Union County and Western Hills both placed in Lower Class (2A) as both have same average enrollment and yet dividing line would have been between them. |                                                                        |     |     |       |       |       |      |       |       |     |   |   |   |   |   |      |



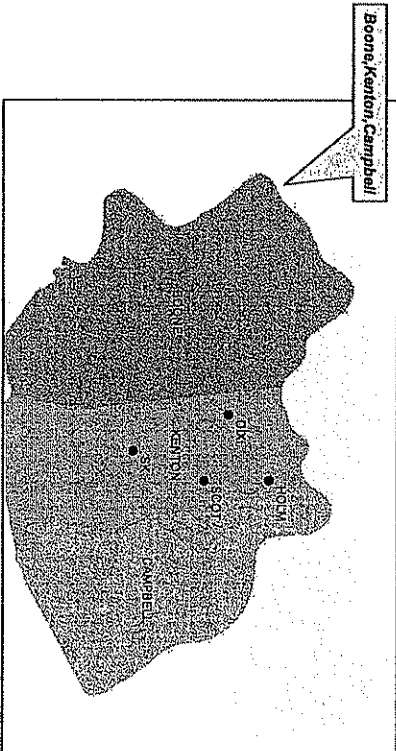
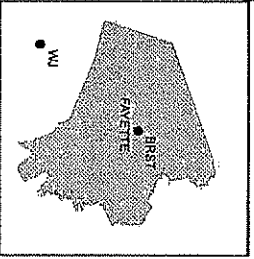




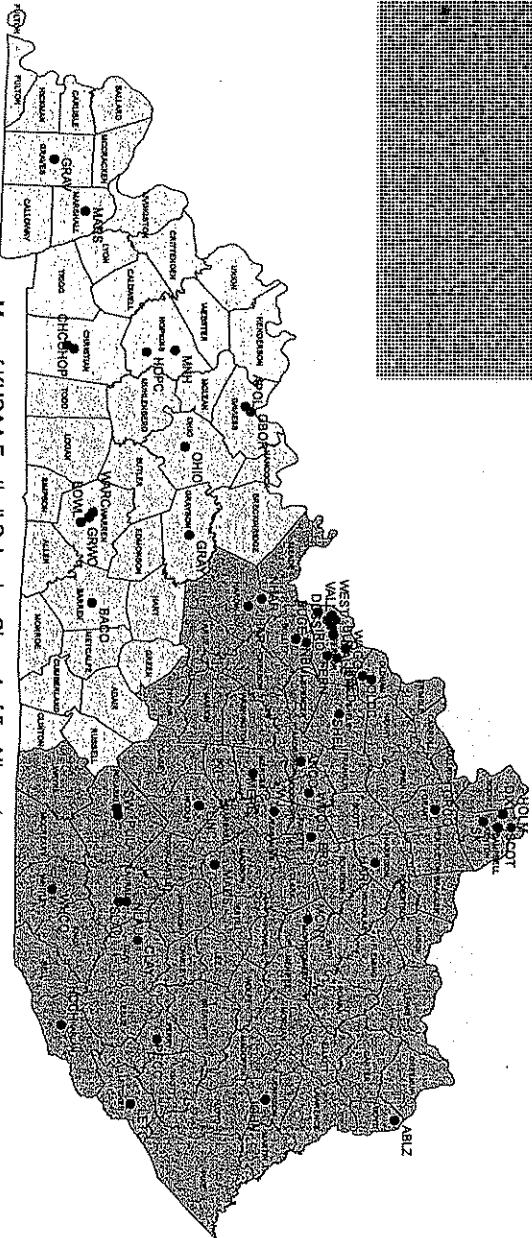




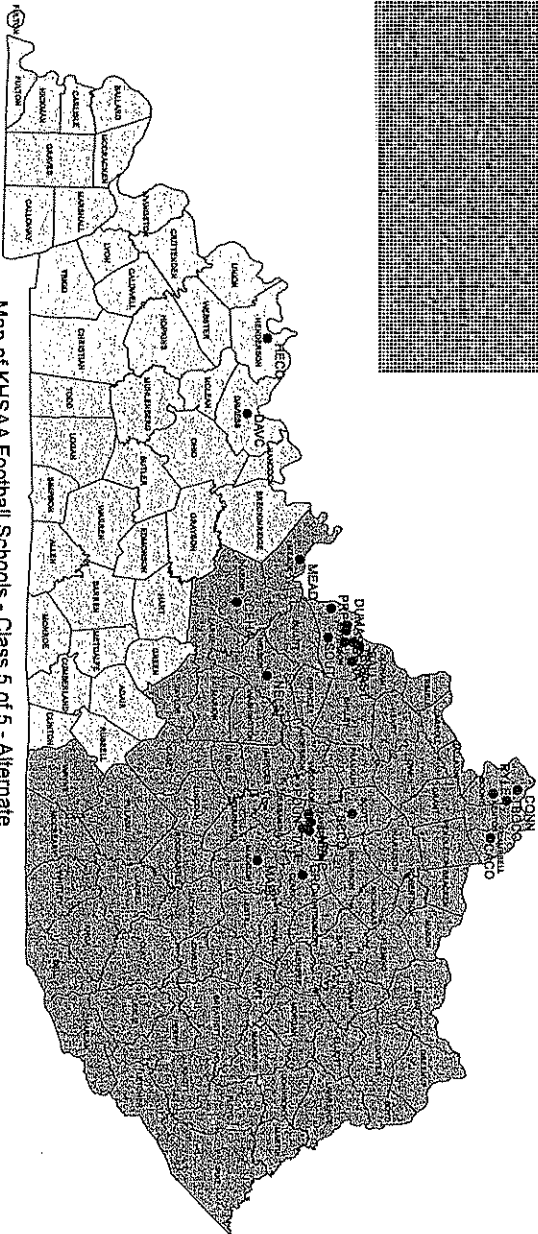
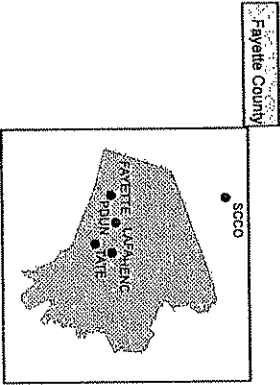
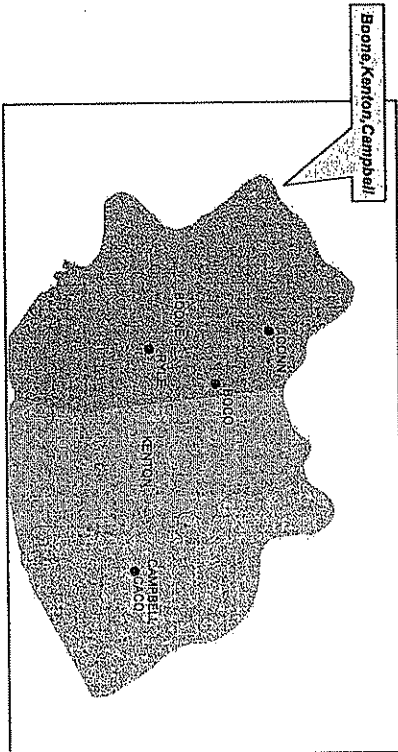
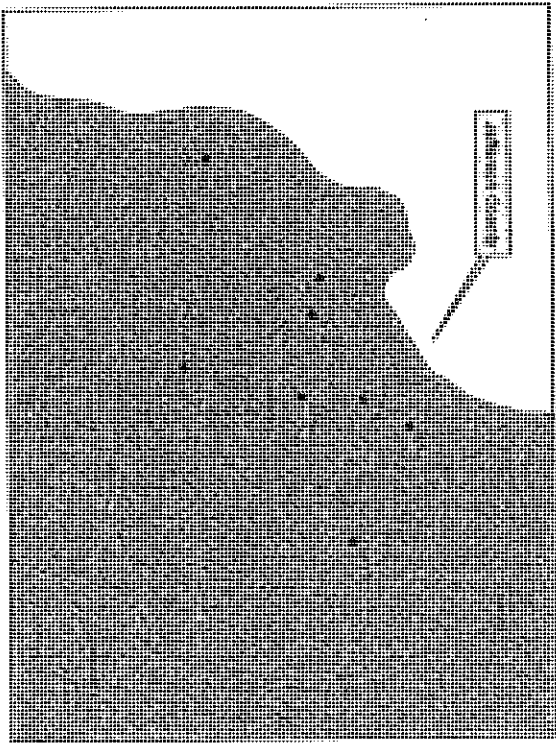
Fayette County



Boone, Kenton, Campbell



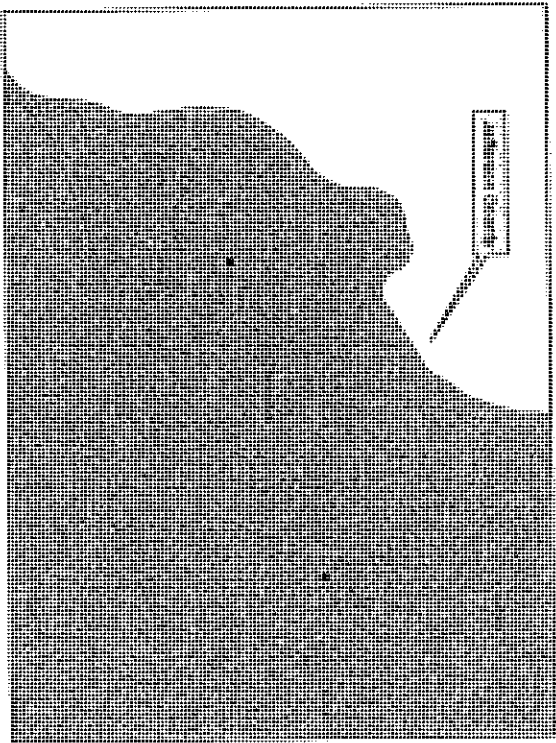
Map of KHSAA Football Schools - Class 4 of 5 - Alternate



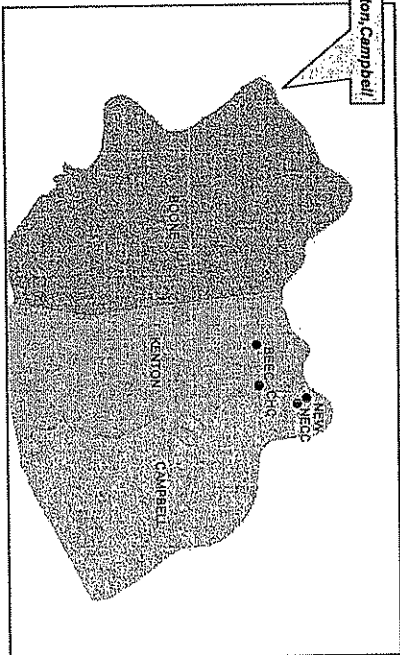
Map of KHSAA Football Schools - Class 5 of 5 - Alternate



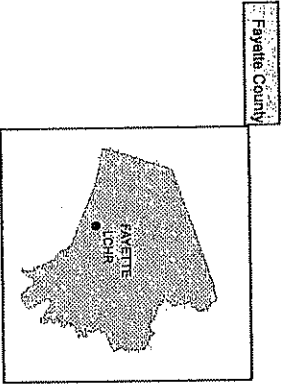




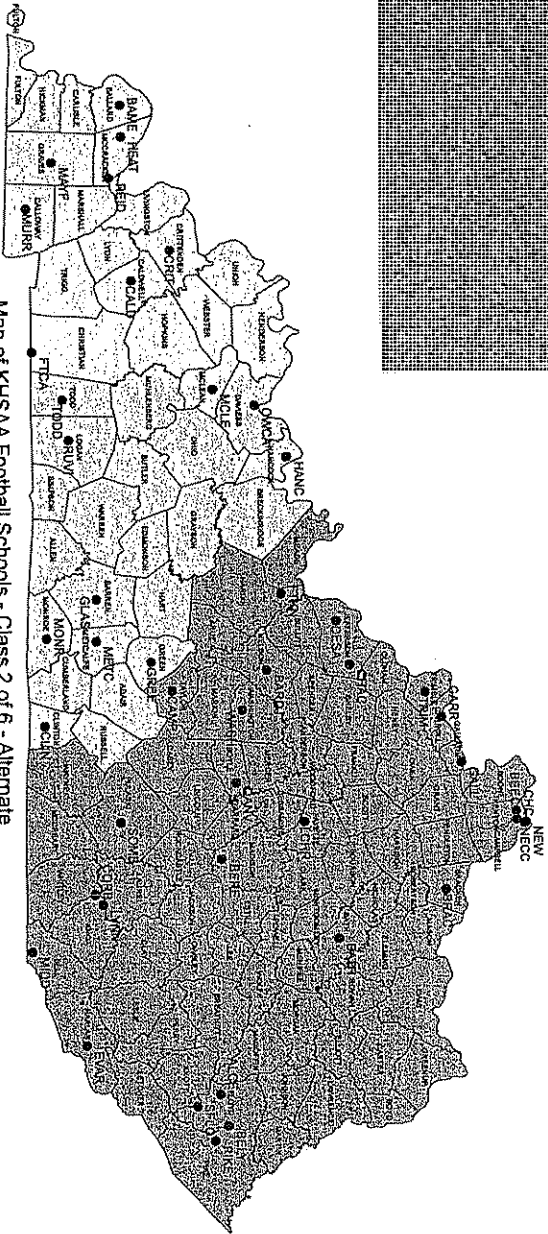
Boone County



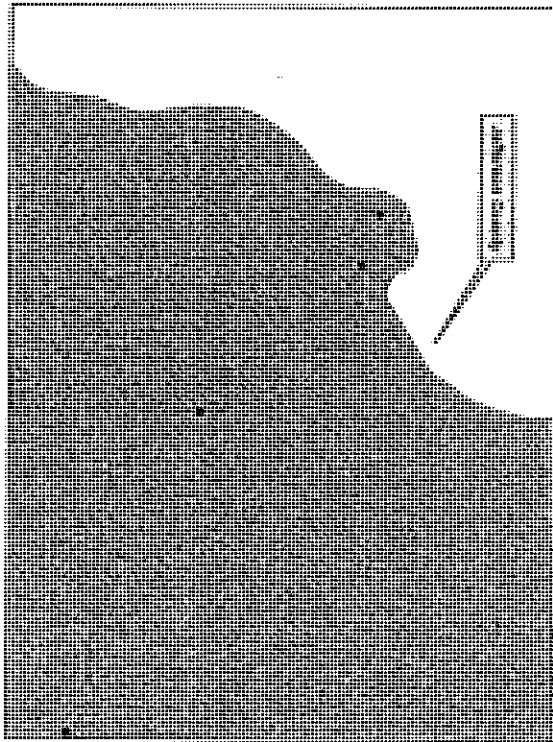
Boone, Kenton, Campbell



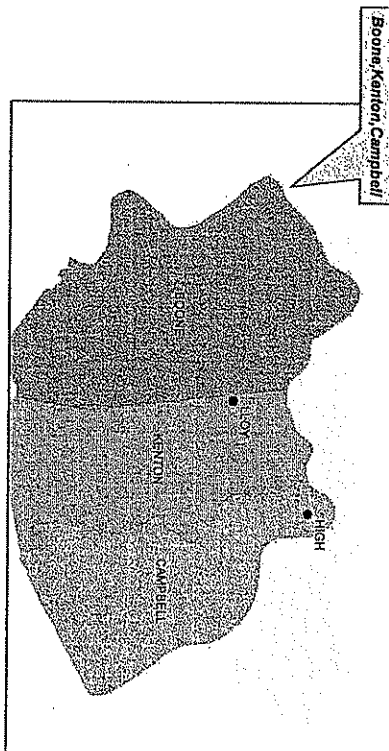
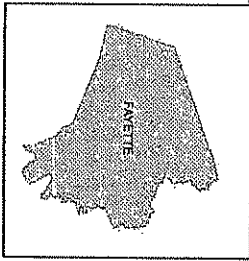
Fayette County



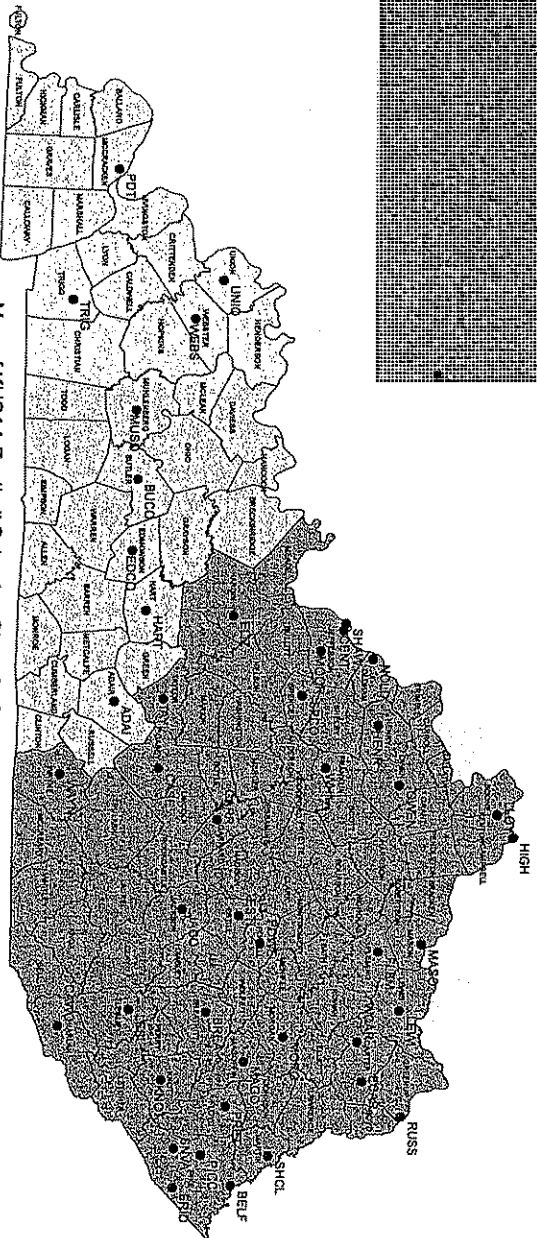
Map of KHSAA Football Schools - Class 2 of 6 - Alternate



Fayette County



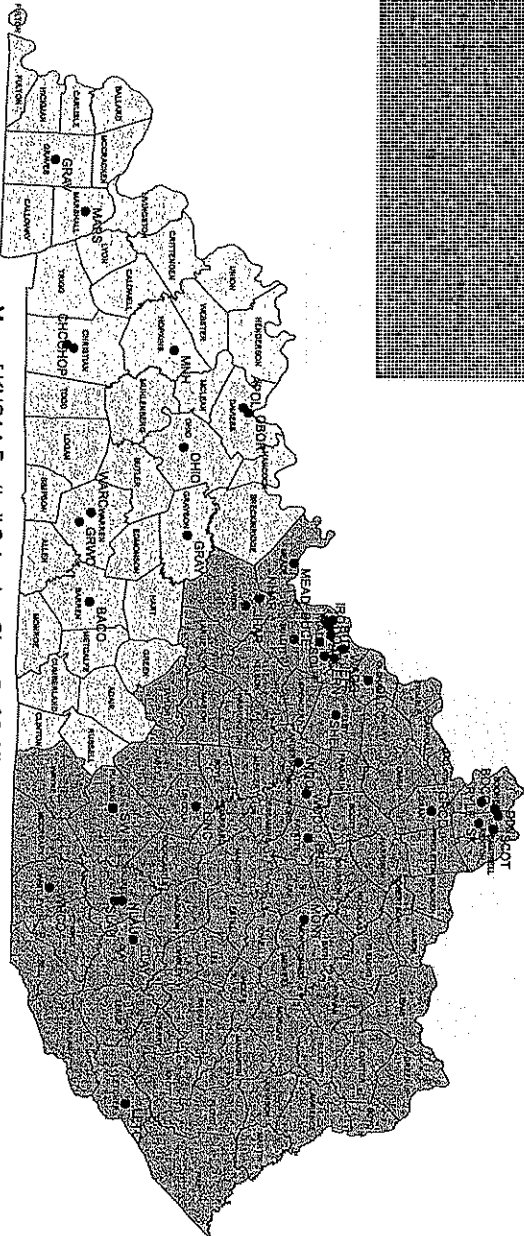
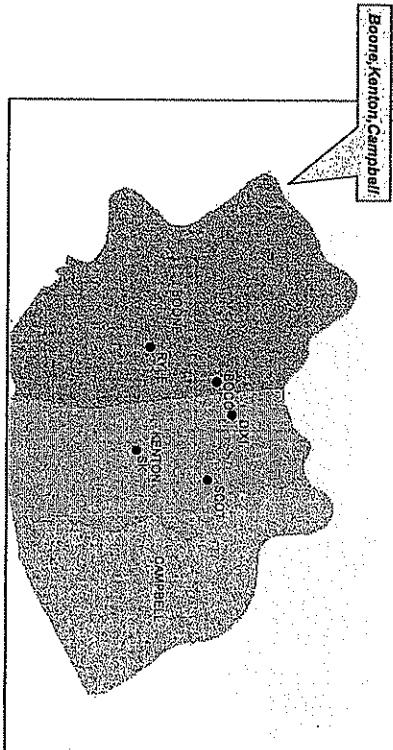
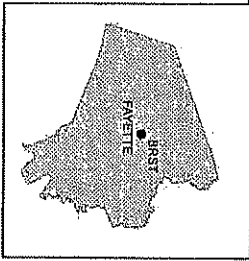
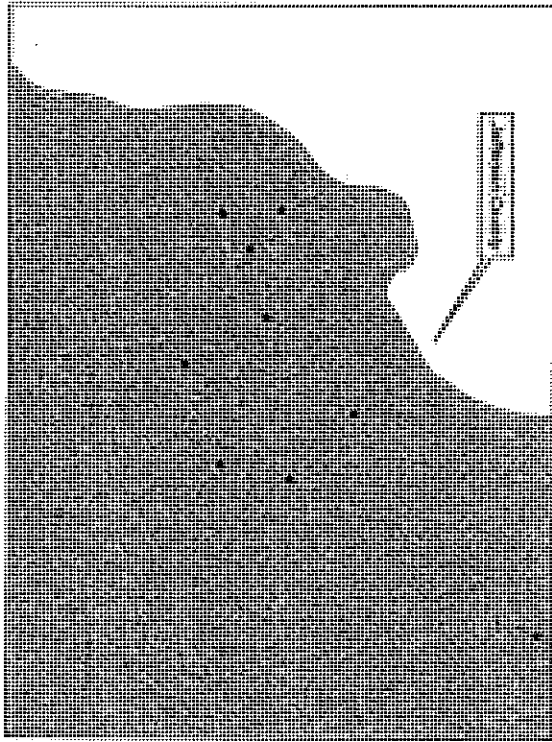
Boone, Kenton, Campbell

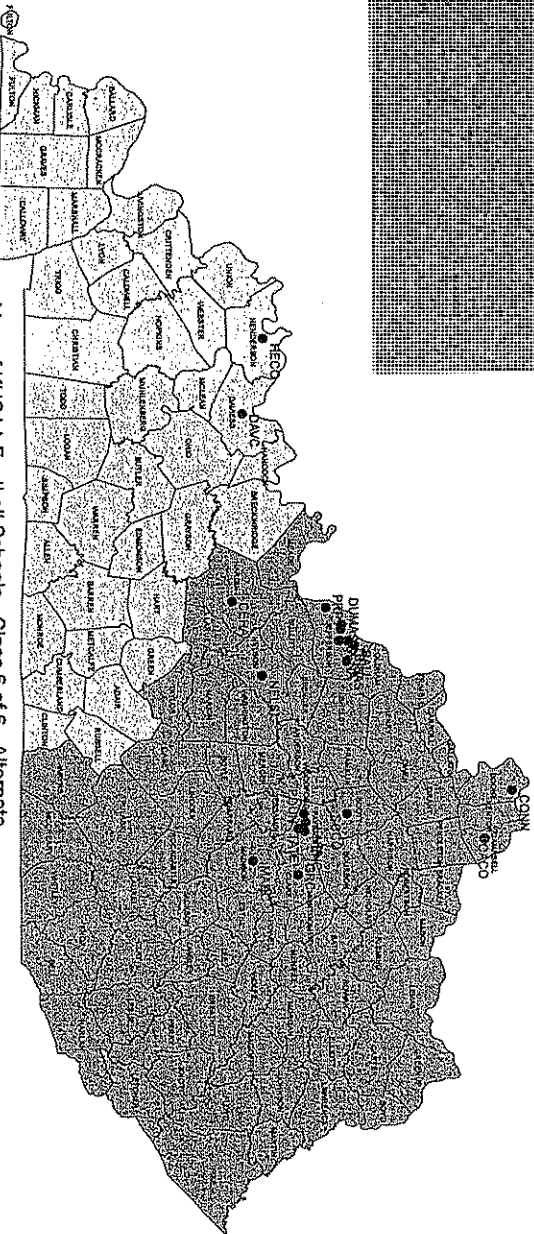
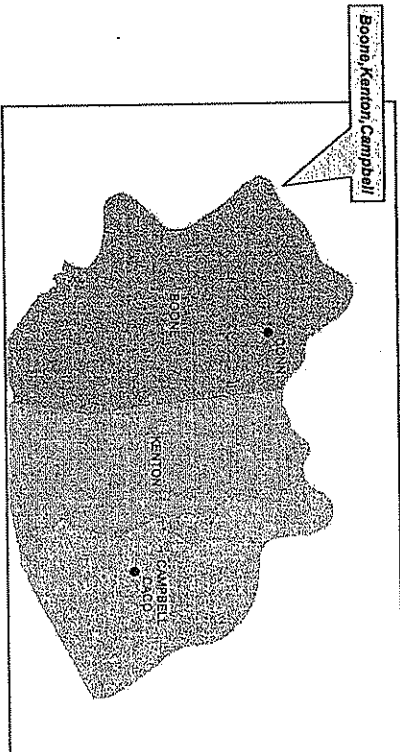
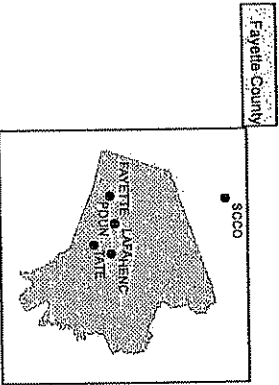
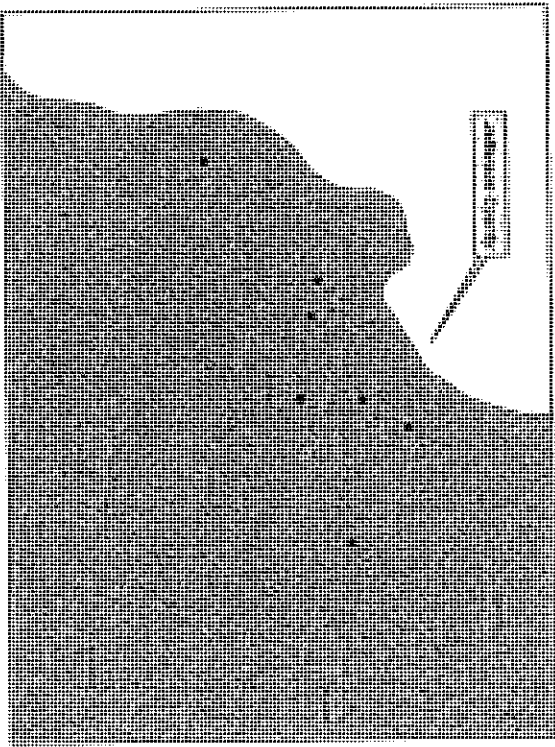


Map of KHSAA Football Schools - Class 3 of 6 - Alternate

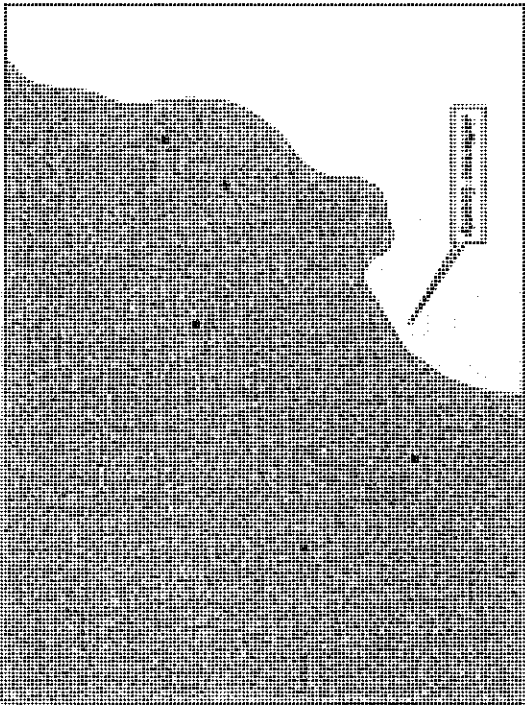




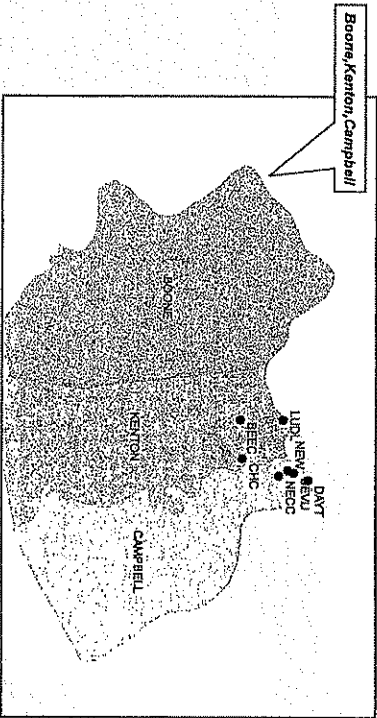
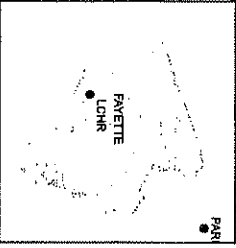




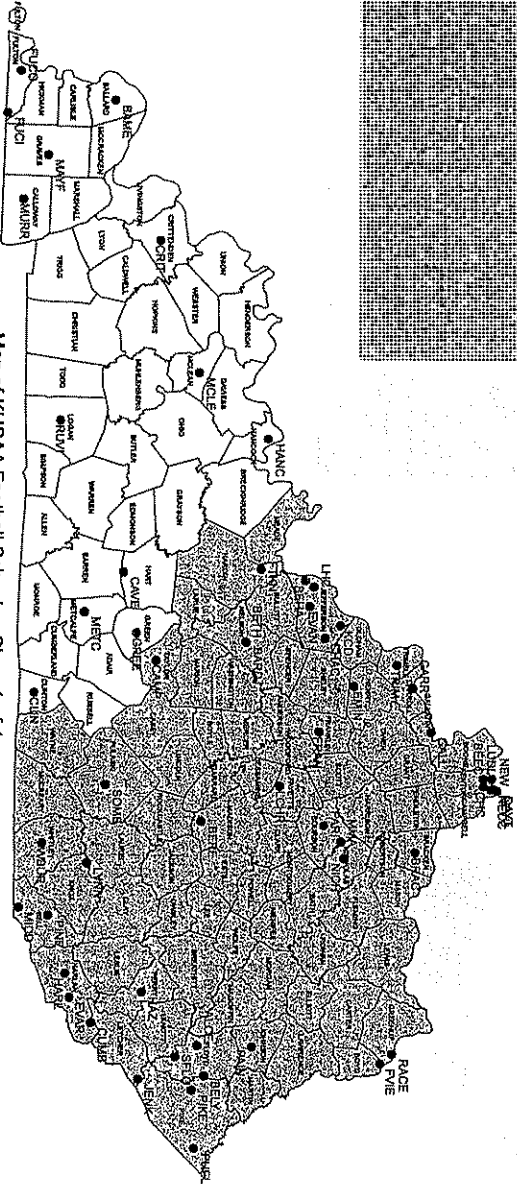
Map of KHSAA Football Schools - Class 6 - Alternate



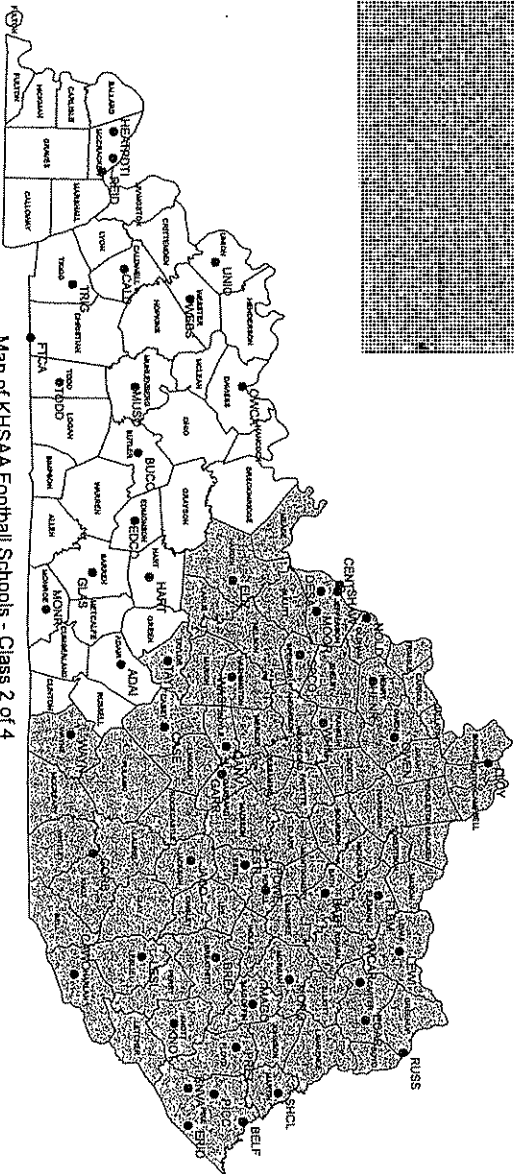
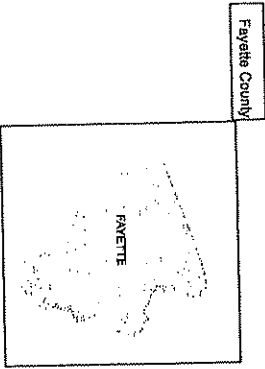
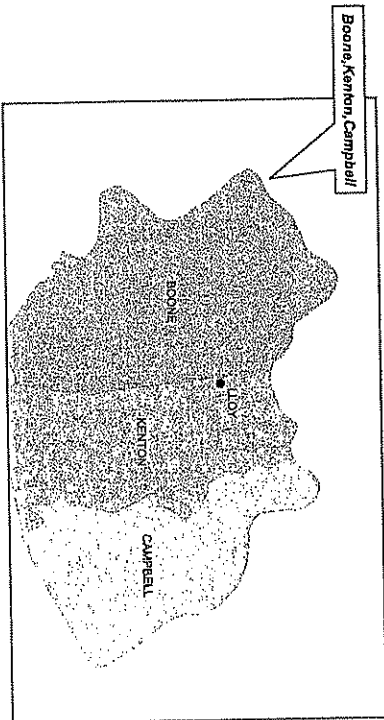
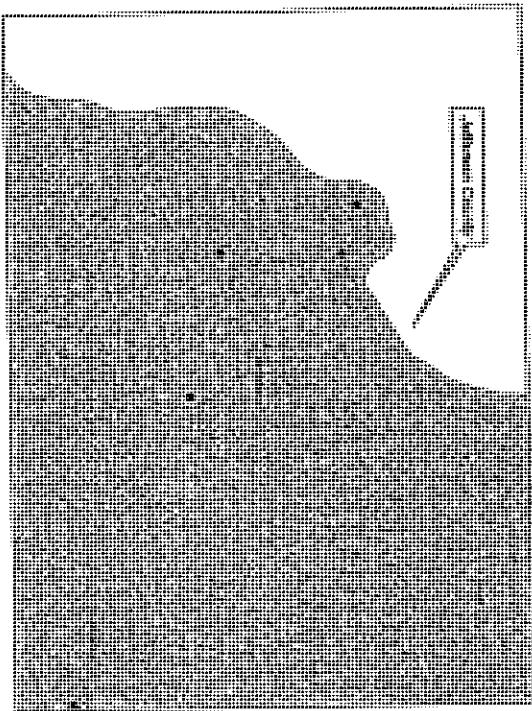
Fayette County



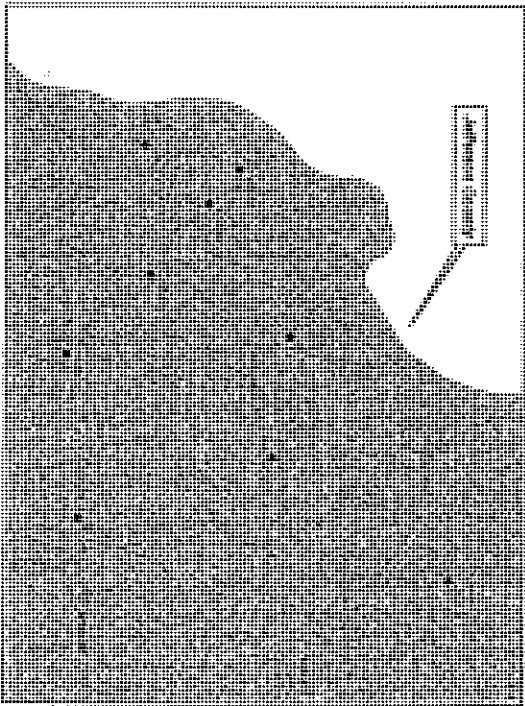
Boone, Kenton, Campbell



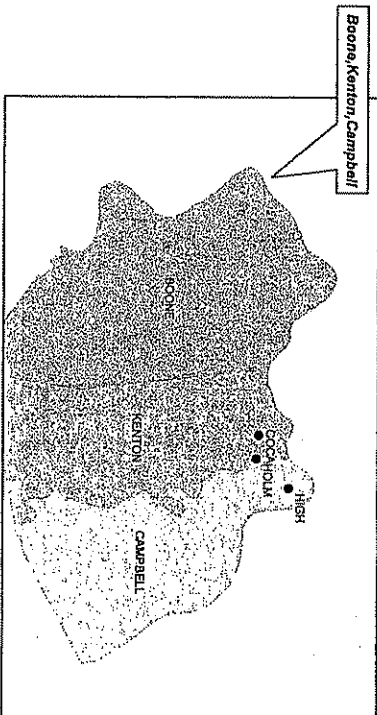
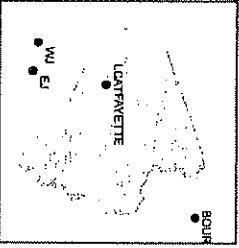
Map of KHSAA Football Schools - Class 1 of 4



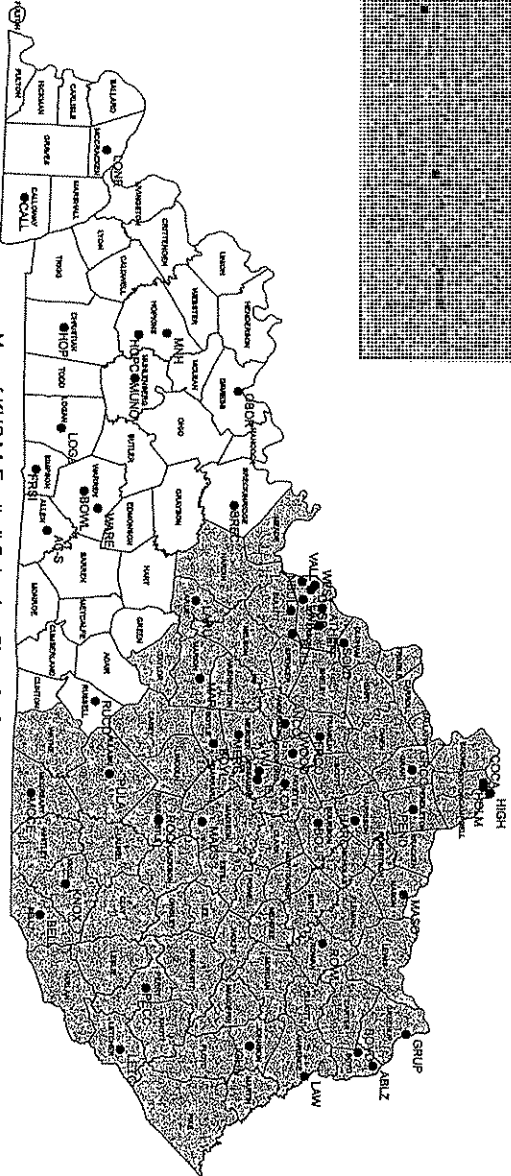
Map of KHSAA Football Schools - Class 2 of 4



Fayette County

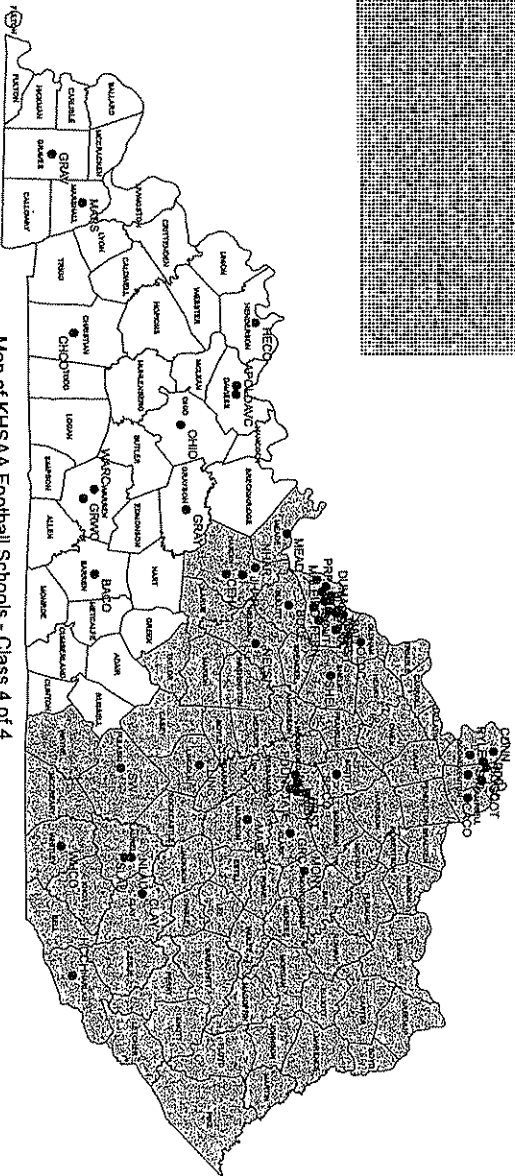
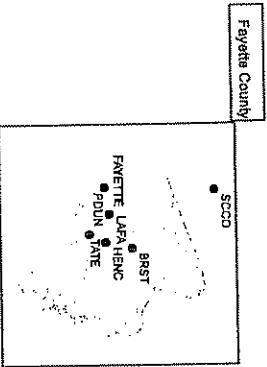
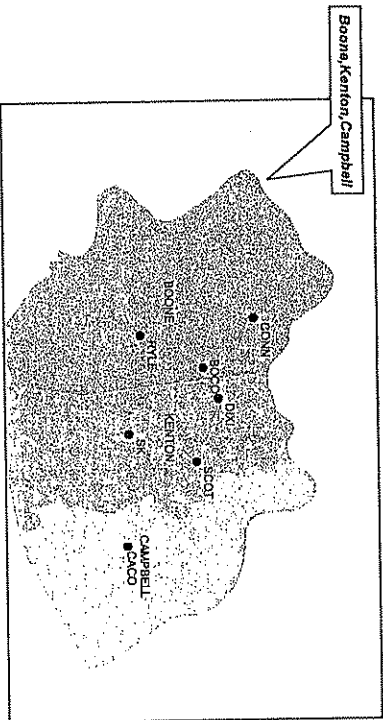
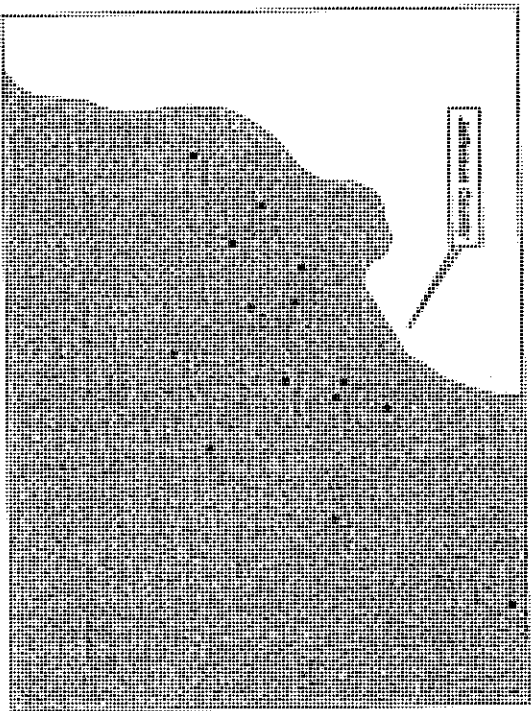


Boone, Kenton, Campbell

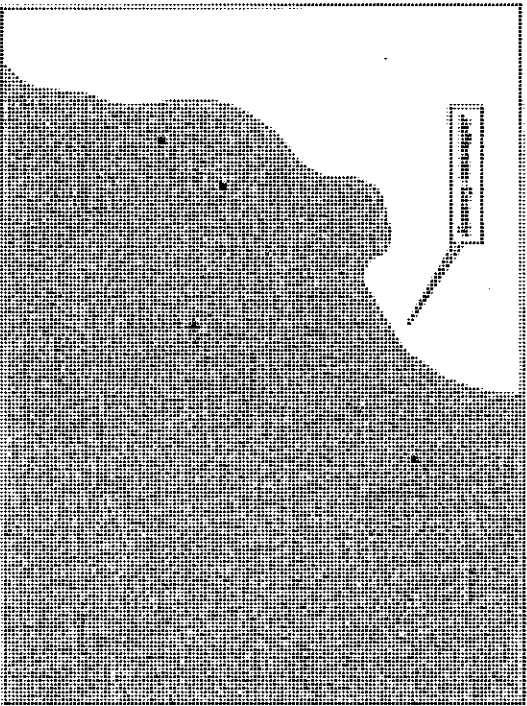


Map of KHSAA Football Schools - Class 3 of 4

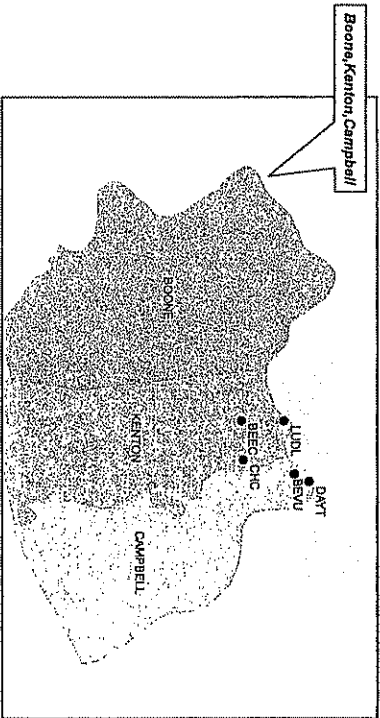
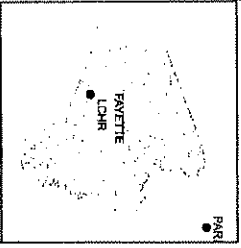




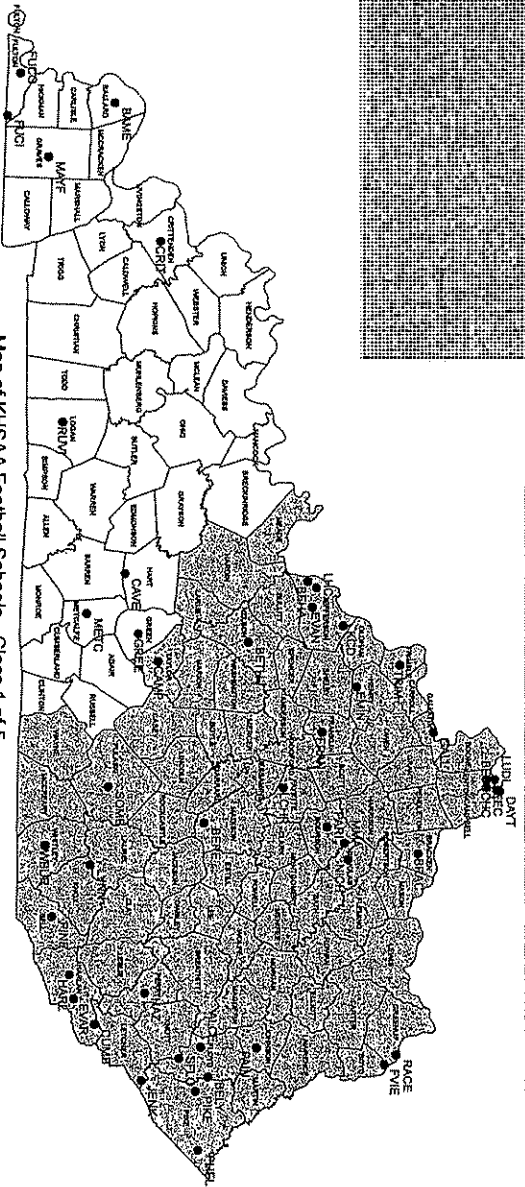
Map of KHSAA Football Schools - Class 4 of 4



Fayette County

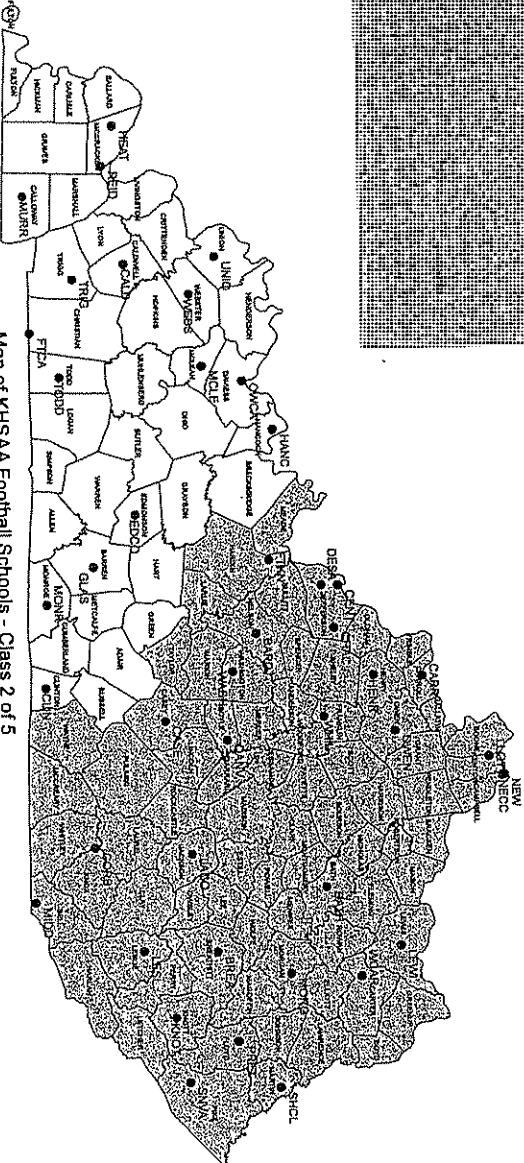
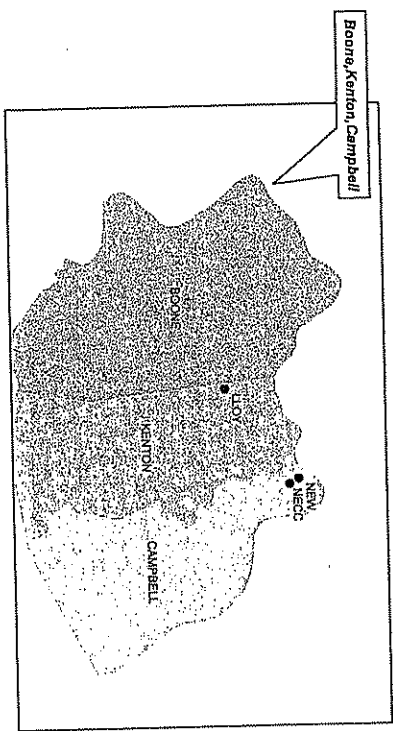
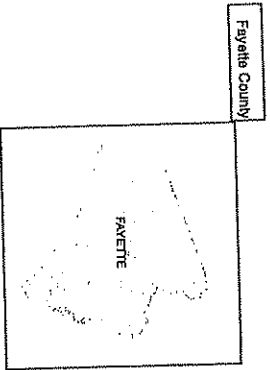
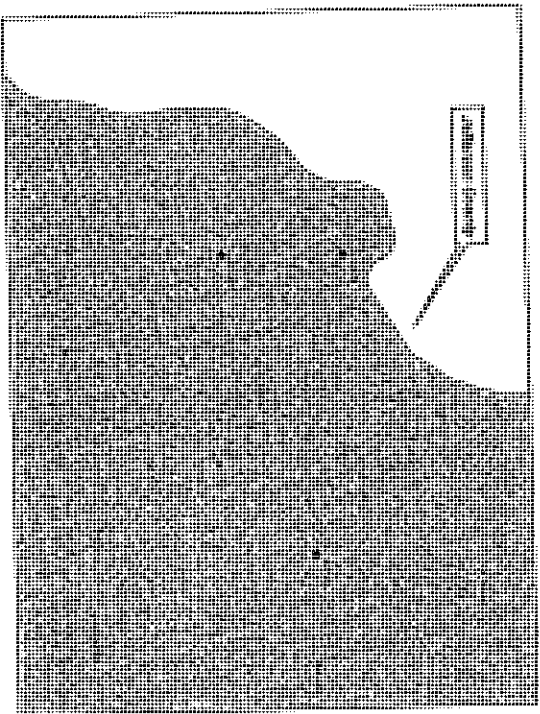


Boone, Kenton, Campbell

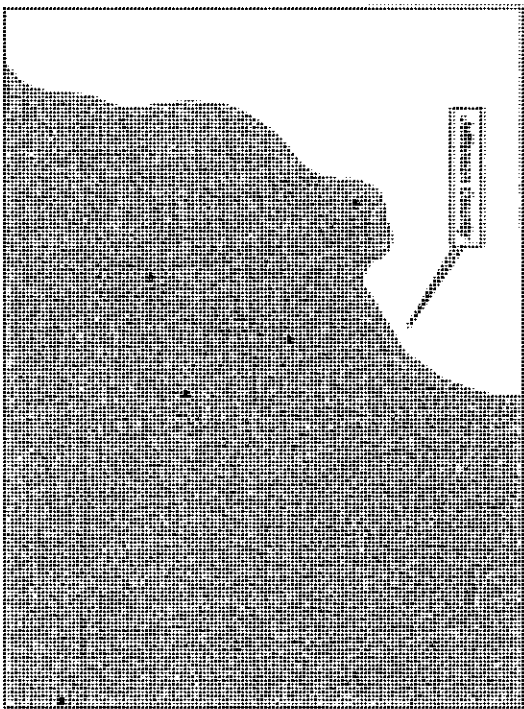


Map of KHSAA Football Schools - Class 1 of 5

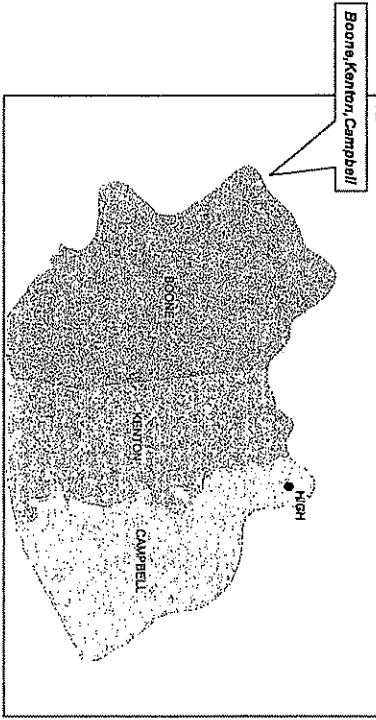
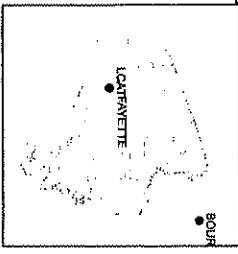




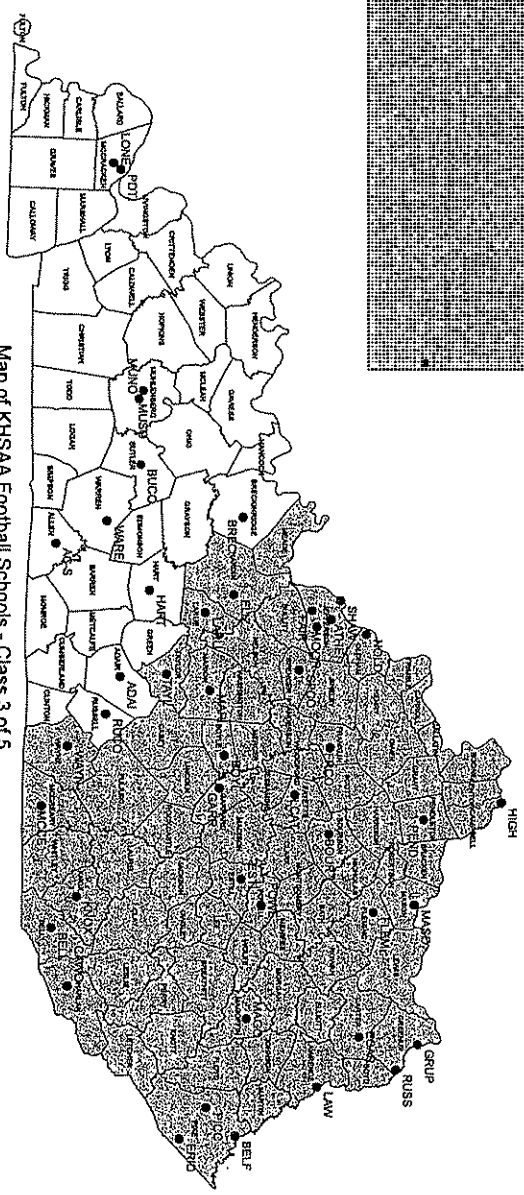
Map of KHSAA Football Schools - Class 2 of 5



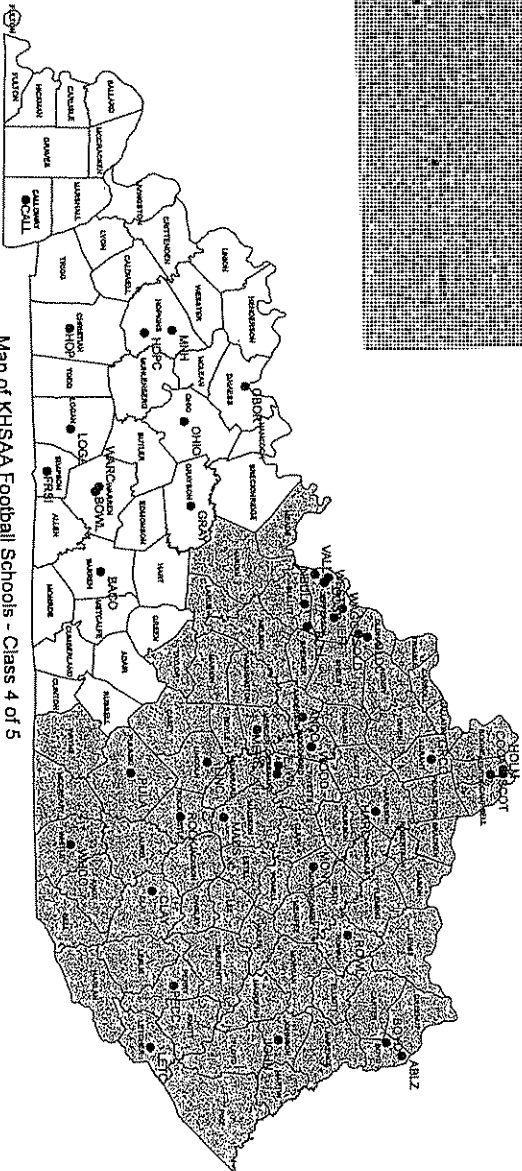
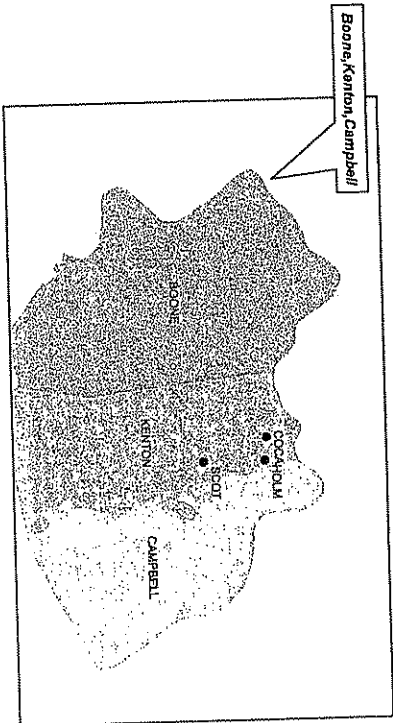
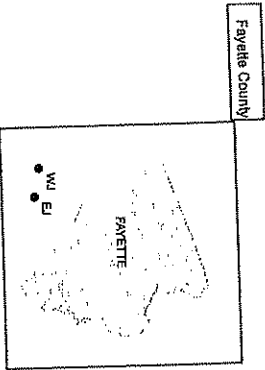
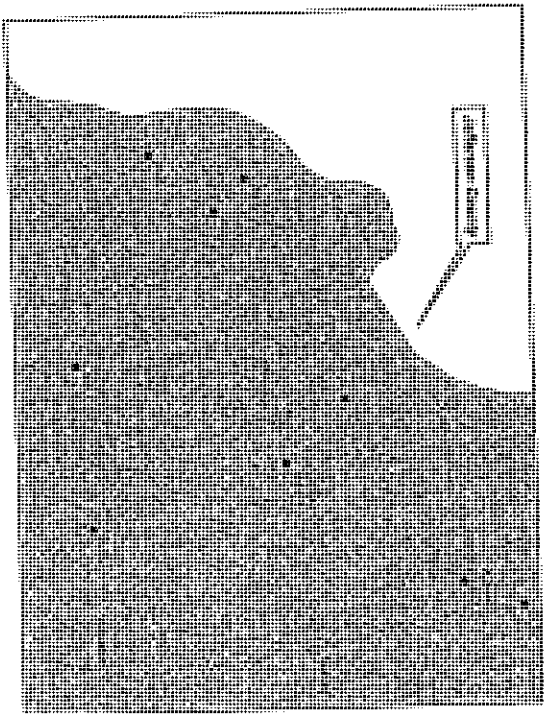
Fayette County



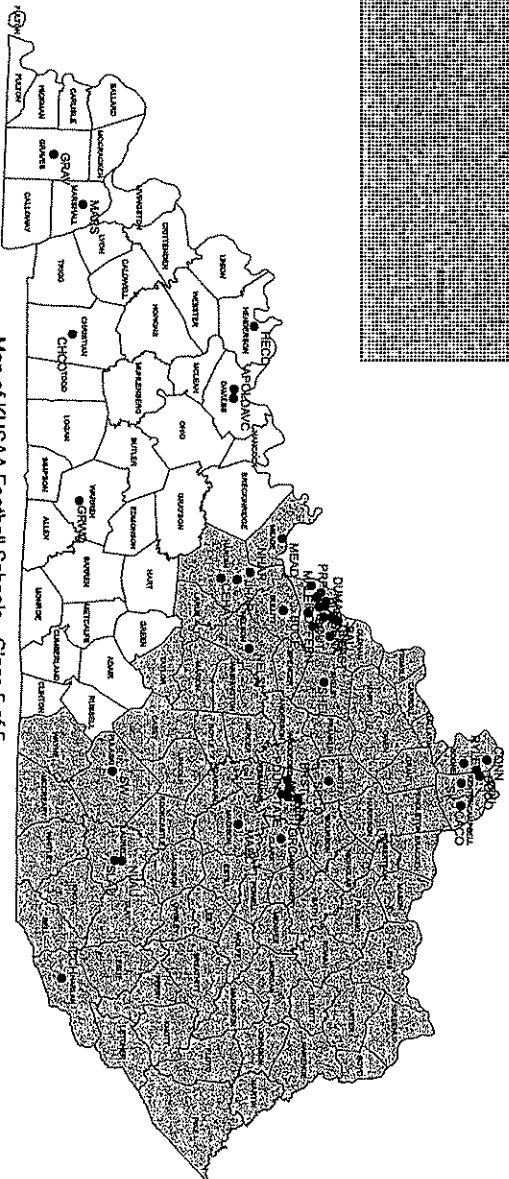
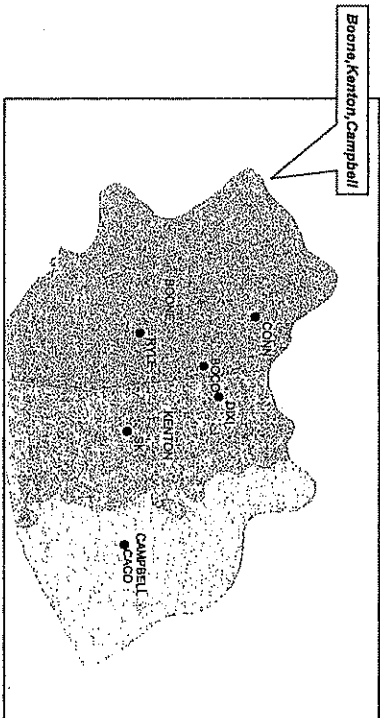
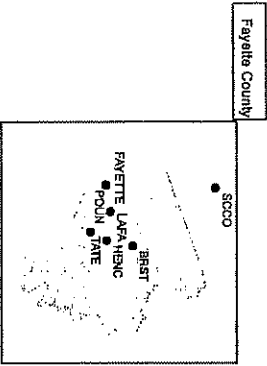
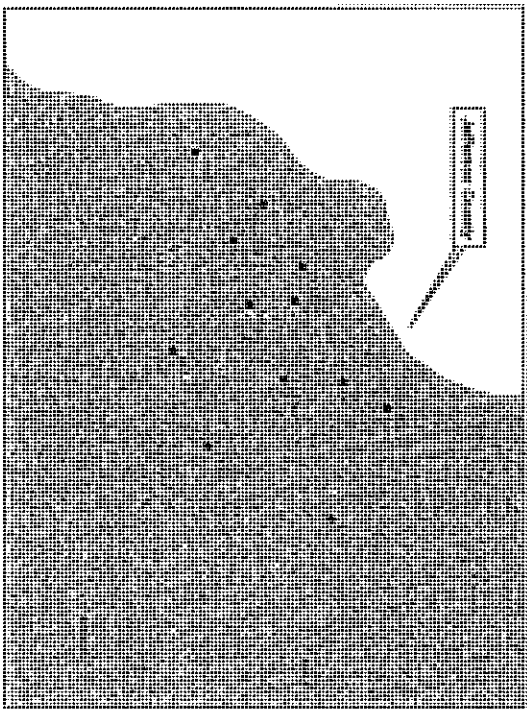
Boone, Kenton, Campbell



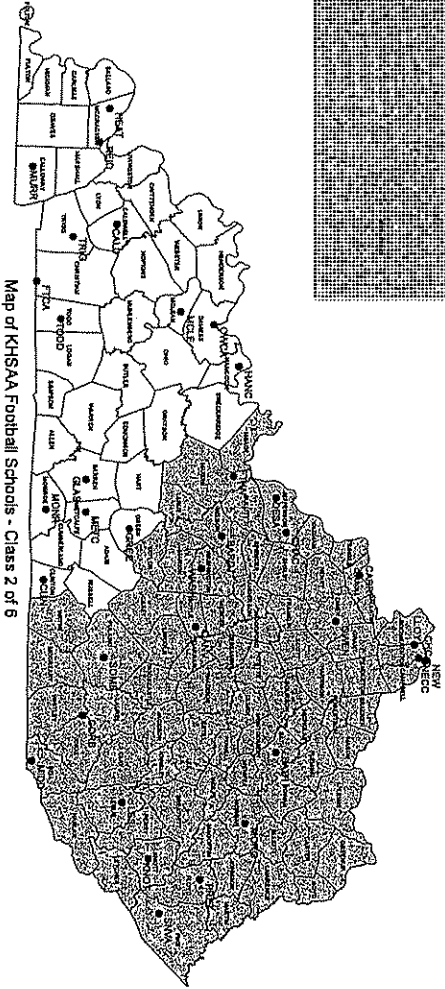
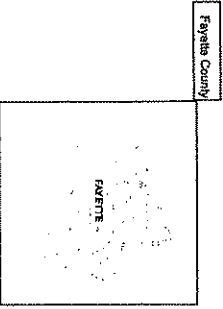
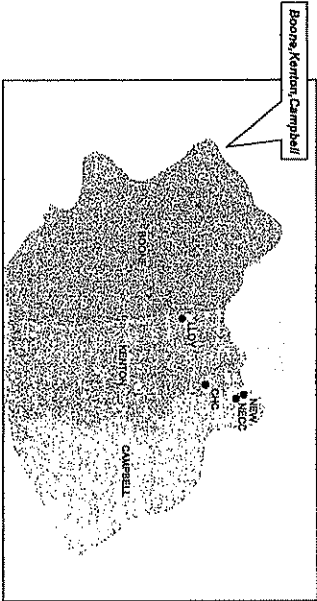
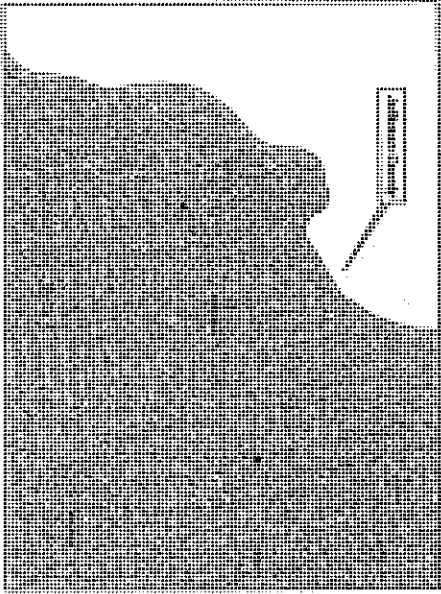
Map of KHSAA Football Schools - Class 3 of 5

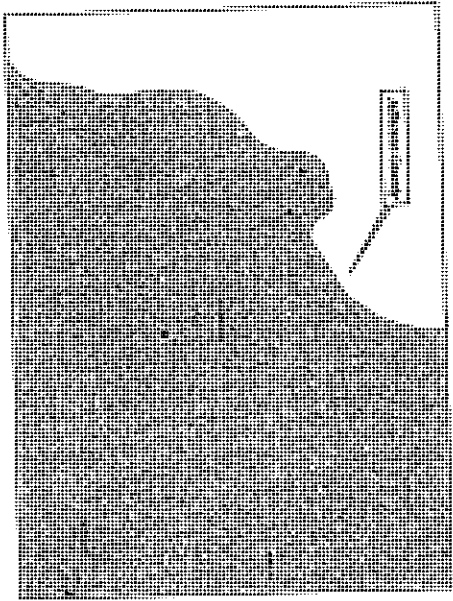


Map of KHSAA Football Schools - Class 4 of 5

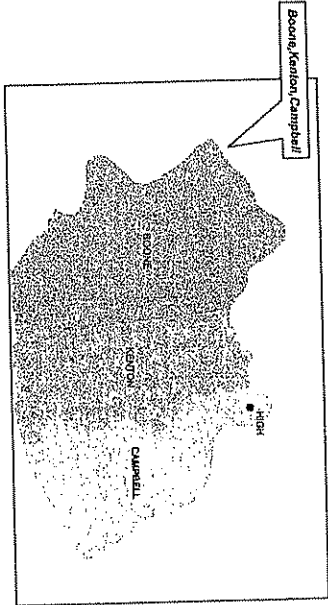
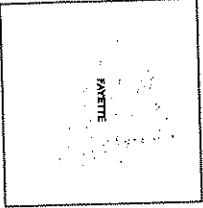




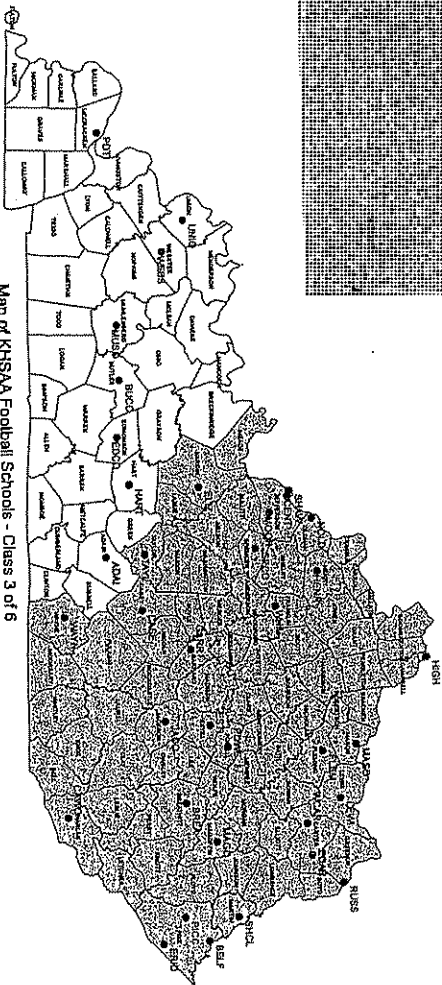




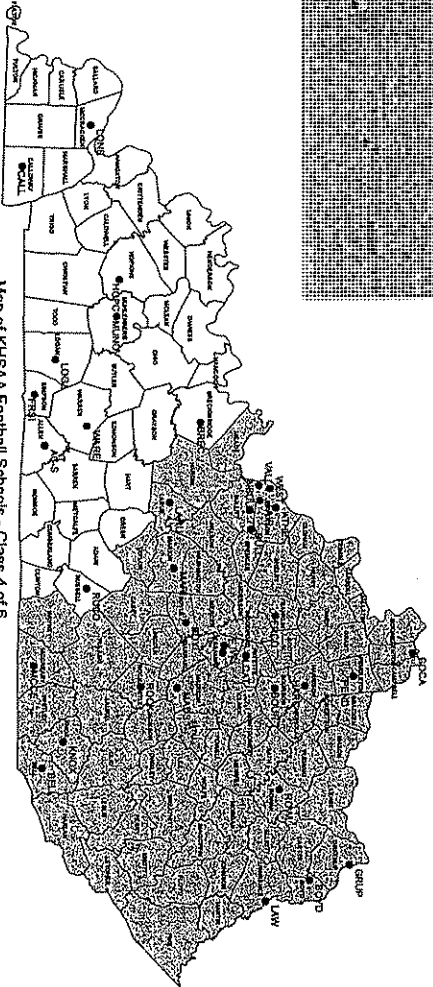
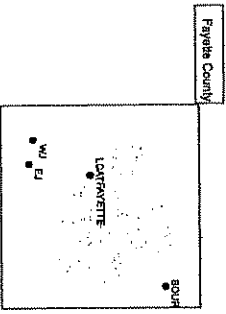
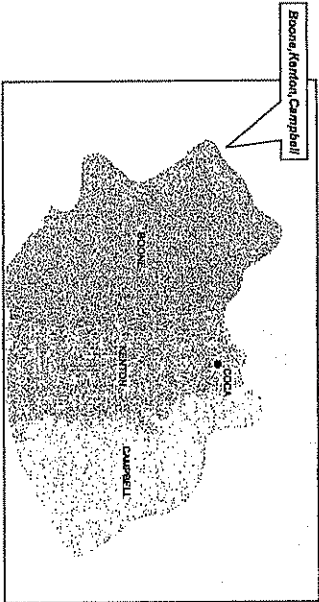
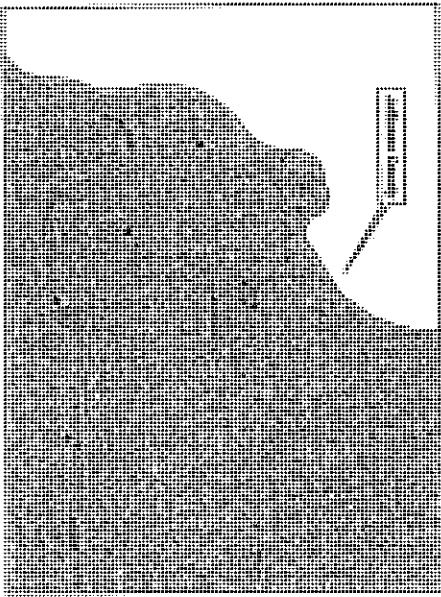
Fayette County



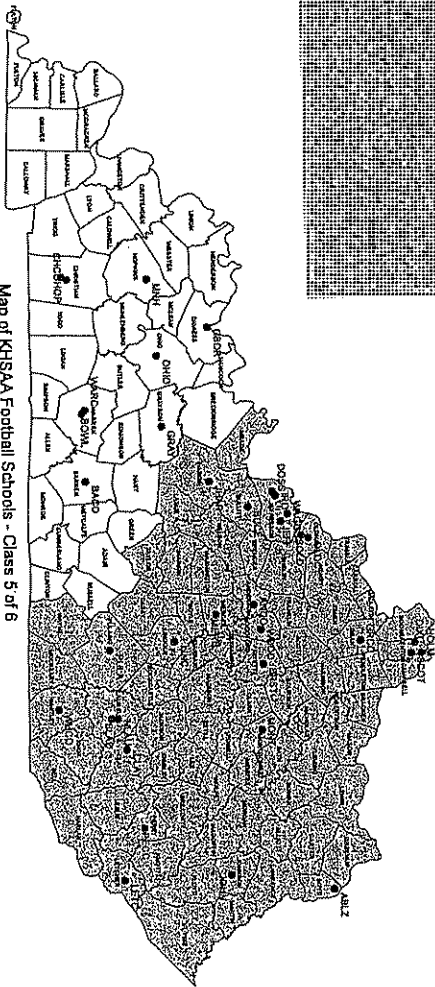
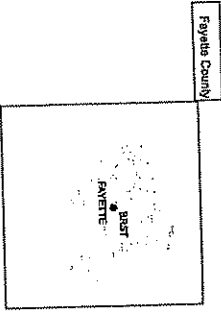
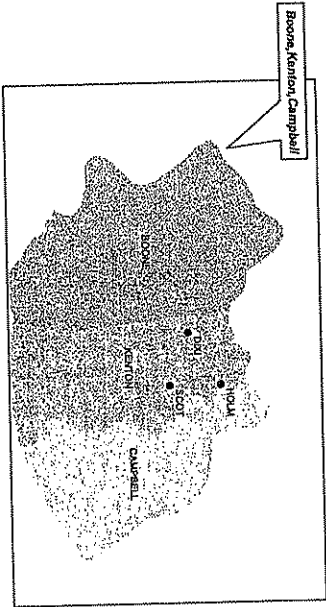
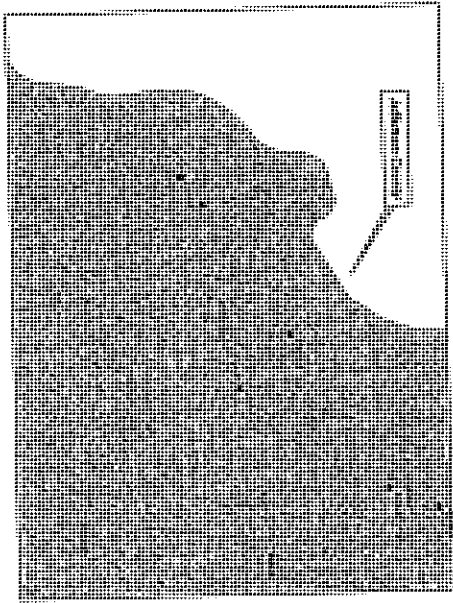
Boone, Kenton, Campbell

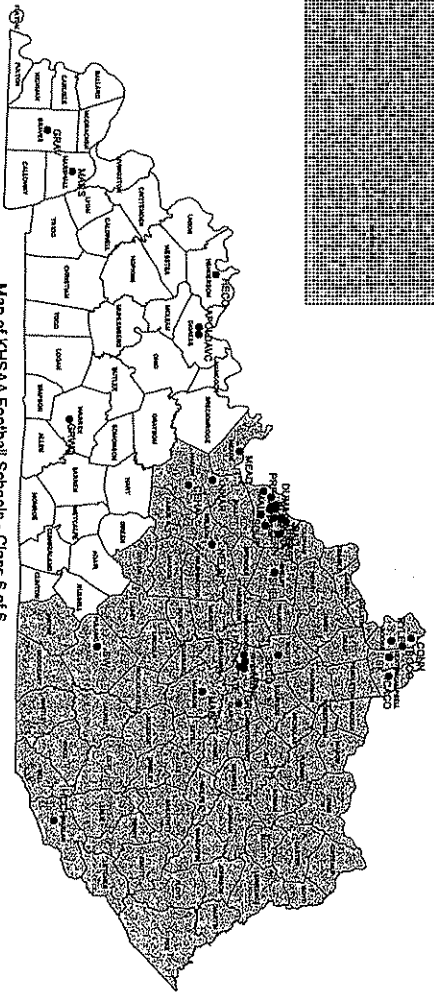
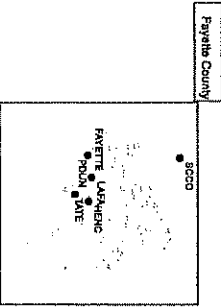
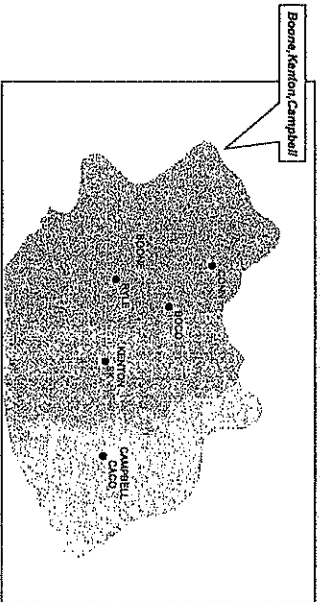
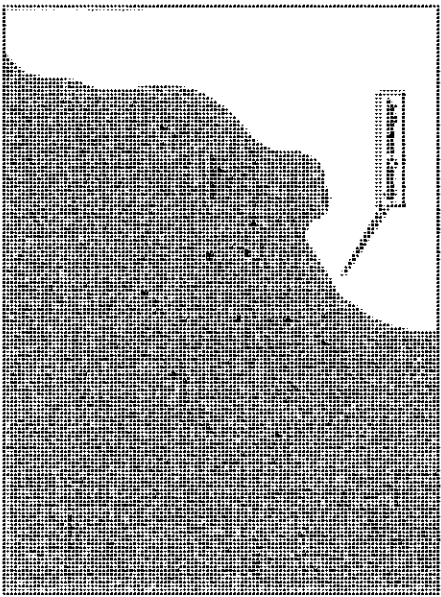


Map of KHSAA Football Schools - Class 3 of 6









# **AD HOC COMMITTEE**

**Date:** Thu, 15 Jun 2006 14:16:45 -0400  
**From:** BDEVRIES (Brigid DeVries)  
**To:** DARLENEK  
**Reply-to:** bdevries@khsaa.org  
**Subject:** fw: Kentucky High Schools in the National Archery in the Schools Program  
**Re-Sent-By:** BDEVRIES (Brigid DeVries)

Please print the attachment and e-mail for the Board Meeting.

-----Original Message-----

**Date:** Fri, 26 May 2006 07:05:37 -0400  
**From:** "Roy Grimes" <bowwild@dcrr.net>  
**To:** <bdevries@khsaa.org>  
**cc:** "Jennie Richardson" <jennie.richardson@ky.gov>  
**Subject:** Kentucky High Schools in the National Archery in the Schools Program

Commissioner Devries,

Thank you for the time to represent our high school archery planning team's proposal to the KHSAA Board of Control this past Monday, May 22, 2006.

As promised, I've attached an excel spread sheet listing the KY High Schools that have adopted the archery program. You'll see the list contains 157 schools. From the best I can tell (from the school name) it appears there are 130 public high schools and 27 private or alternative schools. We expect this number to grow by at least 50 additional high schools this year as our total number of KY schools in the program grows from the current 475 to near 700 this year.

We have formed a Kentucky NASP Association lead by the KDFWR and represented by 8 regional coordinators who are teachers/coaches in Kentucky's public school system. Together we can develop programs to train officials, help organize tournaments, promote tournaments, etc. We have trained over 1,200 Kentucky teachers to teach archery and operate archery ranges and tournaments. Based upon demand for participation at our single-day Kentucky state tournament each year, we'd expect about 5,000 high school archers to participate in a set of district, regional and set tournaments the first year archery is a sanctioned sport. At least that many more will "try out" for the high school archery team with several being alternates for the team of 24 archers.

Our planning team looks forward to clarifying or further developing any information that you require.

If you have questions please don't hesitate to contact me.

Sincerely,  
Roy Grimes  
Administrative Coordinator, KDFWR  
President, NASP Foundation

|                                      |              |
|--------------------------------------|--------------|
| Adair County High School             | Adair        |
| Allen County High School             | Allen        |
| Lawrence Christian Academy           | Anderson     |
| Anderson County High School          | Anderson     |
| Ballard County High School           | Ballard      |
| Barren County High School            | Barren       |
| Caverna High School                  | Barren       |
| Bell County High School              | Bell         |
| Pineville-Ind High School            | Bell         |
| Middlesboro Ind. High School         | Bell         |
| Larry A. Ryle High School            | Boone        |
| Paris Independent High School        | Bourbon      |
| Bourbon County High School           | Bourbon      |
| Ashland Central Alternative          | Boyd         |
| Fairview Cool Camp After School High | Boyd         |
| Fairview High School                 | Boyd         |
| Boyd County High School              | Boyd         |
| Paule Blazer High School             | Boyd         |
| Rose Hill Christian School           | Boyd         |
| Kentucky School for the Deaf         | Boyle        |
| Augusta High School                  | Bracken      |
| Jackson-Ind High School              | Breathitt    |
| Breathitt County High School         | Breathitt    |
| Fredrick Fraize High School          | Breckinridge |
| North Bullitt High School            | Bullitt      |
| Bullitt East High School             | Bullitt      |
| Butler County High School            | Butler       |
| Highlands High School                | Campbell     |
| Campbell County High School          | Campbell     |
| Bishop Brossart High School          | Campbell     |
| Carroll County High School           | Carroll      |
| East Carter High School              | Carter       |
| West Carter High School              | Carter       |
| Casey County High School             | Casey        |
| George Rogers Clark High School      | Clark        |
| Clark County Christian School        | Clark        |
| Oneida Baptist Institute             | Clay         |
| Red Bird Mission School              | Clay         |
| Clinton County High School           | Clinton      |
| Cumberland County High School        | Cumberland   |
| Owensboro Catholic High School       | Daviess      |
| Trinity High School                  | Daviess      |
| Elliott County High School           | Elliott      |
| Lexington Christian Academy High     | Fayette      |
| Lafayette High School                | Fayette      |
| Henry Clay High School               | Fayette      |
| Lexington Catholic High School       | Fayette      |
| The Piarist School                   | Fayette      |
| Betsy Layne High School              | Floyd        |
| Prestonsburg High School             | Floyd        |
| Frankfort High School                | Franklin     |
| Garrard County High School           | Garrard      |

|                                      |           |
|--------------------------------------|-----------|
| Grant County High School             | Grant     |
| Grant County Home School             | Grant     |
| Williamstown High School             | Grant     |
| Hancock County High School           | Hancock   |
| Elizabethtown-Ind High School        | Hardin    |
| Valley View High                     | Hardin    |
| John Hardin High School              | Hardin    |
| Cumberland High School               | Harlan    |
| Evarts High School                   | Harlan    |
| Harlan - Ind. High School            | Harlan    |
| J. A. Cawood High School             | Harlan    |
| Harrison County High School          | Harrison  |
| Hart County High School              | Hart      |
| Eminence High School                 | Henry     |
| Dawson Springs Middle School         | Hopkins   |
| Hopkins County Central High          | Hopkins   |
| Jackson County High School           | Jackson   |
| Christian Academy of Louisville High | Jefferson |
| Bishop Brossart                      | Jefferson |
| Louisville Collegiate High School    | Jefferson |
| Moore Traditional High School        | Jefferson |
| Moore Traditional Middle School      | Jefferson |
| Mother of Good Counsel High          | Jefferson |
| Trinity High School                  | Jefferson |
| Waggoner Traditional High School     | Jefferson |
| Southern High School                 | Jefferson |
| Assumption High School               | Jefferson |
| Holy Cross High School               | Jefferson |
| West Jessamine High School           | Jessamine |
| East Jessamine High School           | Jessamine |
| Paintsville Ind High School          | Johnson   |
| Johnson Central High School          | Johnson   |
| Johnson County Alternative School    | Johnson   |
| Dixie Heights High School            | Kenton    |
| Kenton County High School            | Kenton    |
| Lloyd Memorial High School           | Kenton    |
| Scott High School                    | Kenton    |
| Notre Dame Academy High School       | Kenton    |
| Calvary Christian School             | Kenton    |
| June Buchanan High School            | Knott     |
| Barbourville High School             | Knox      |
| Lynn Camp High School                | Knox      |
| LaRue County High School             | LaRue     |
| Laurel County Day Treatment          | Laurel    |
| North Laurel High School             | Laurel    |
| South Laurel High School             | Laurel    |
| Whitesburg High School               | Letcher   |
| Whitesburg Alternative School        | Letcher   |
| Fleming Neon High School             | Letcher   |
| Ft. Logan High School                | Lincoln   |
| Lincoln County High School           | Lincoln   |
| Lewis County High School             | Lewis     |

|                                     |            |
|-------------------------------------|------------|
| Logan County High School            | Logan      |
| Russellville High School            | Logan      |
| Berea Ind Middle                    | Madison    |
| Model Lab Middle School             | Madison    |
| Madison Southern High School        | Madison    |
| McCreary County High School         | McCreary   |
| McLean County High School           | McLean     |
| Meade County Afterschool            | Meade      |
| Meade County High School            | Meade      |
| Menifee County High School          | Menifee    |
| Burgin High School                  | Mercer     |
| Metcalfe County High School         | Metcalfe   |
| Monroe County High School           | Monroe     |
| Morgan County High School           | Morgan     |
| Muhlenberg North High School        | Muhlenberg |
| Muhlenberg South High School        | Muhlenberg |
| Saint Catherine Tri-Parish School   | Nelson     |
| Nelson County High School           | Nelson     |
| South Oldham High School            | Oldham     |
| Hazard High School                  | Perry      |
| Buckhorn High School                | Perry      |
| Perry County Central High School    | Perry      |
| North Pulaski High School           | Pulaski    |
| Somerset High School                | Pulaski    |
| Pulaski Central Alternative School  | Pulaski    |
| Southwestern Pulaski High School    | Pulaski    |
| Victory Christian School            | Pulaski    |
| Deming High School                  | Robertson  |
| Rockcastle County High School       | Rockcastle |
| Rowan Co. Christian Academy         | Rowan      |
| Rowan County High School            | Rowan      |
| Russell County High School          | Russell    |
| Silver Grove School                 | Shelby     |
| Spencer County High School          | Spencer    |
| Spencer County Middle School        | Spencer    |
| Campbellsville High School          | Taylor     |
| Taylor County High School           | Taylor     |
| Newton Alternative Education Center | Taylor     |
| Fort Campbell High YSC              | Trigg      |
| Trigg County High School            | Trigg      |
| Union County High School            | Union      |
| Bellewood Alternative School        | Warren     |
| East Warren High School             | Warren     |
| Washington County High School       | Washington |
| Wayne County High School            | Wayne      |
| Monticello High School              | Wayne      |
| Corbin High School                  | Whitley    |
| Whitley County High School          | Whitley    |
| Whitley County Home School          | Whitley    |
| Whitley County Alternative School   | Whitley    |
| Williamsburg High School            | Whitley    |
| Williamsburg Ind Alternative Center | Whitley    |







Kentucky High School Athletic Association  
2280 Executive Drive ° Lexington, KY 40505 www.khsaa.org ° (859)299-5472 (859)293-5999 (fax)

May 25, 2006

Mr. Roy Grimes  
Kentucky Department of  
Fish & Wildlife Resources  
#1 Sportman's Lane  
Frankfort, KY 40601

Dear Mr. Grimes:

On behalf of the KHSAA Board of Control, I would like to thank you for your excellent presentation on the National Archery in the Schools Program in Kentucky. It appears that interest in archery is growing, due to the 152 Kentucky high schools that have adopted this program as part of their physical education program.

As a followup from the meeting, the Board is requesting the following additional information:

- A list of all of the high schools that participate in this program
- A separate list of schools that compete on an interscholastic level (between high schools)
- A list of those schools who employ an interscholastic coach, who is someone other than the physical education teacher

In addition, the Board felt that at this time, they would adhere to the KHSAA's schedule of surveying the member high schools once every three years to determine sports participation interest at the high school level. The next survey will be conducted during the month of May, 2008.

Again, thank you for your excellent presentation at the meeting.

Sincerely,

A handwritten signature in black ink, which appears to read "Brigid L. DeVries", is written over a horizontal line.

Brigid L. DeVries  
Commissioner

BD:dk

xc: KHSAA Board of Control  
KHSAA Executive Staff

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APR 27 2006

KENTUCKY COMMERCE CABINET  
KENTUCKY DEPARTMENT OF FISH & WILDLIFE RESOURCES

Ernie Fletcher  
Governor

#1 Sportsman's Lane  
Frankfort, Kentucky 40601  
Phone (502) 564-3400  
1-800-858-1549  
Fax (502) 564-0506  
fw.ky.gov

George Ward  
Secretary

Dr. Jonathan W. Gassett  
Commissioner

April 25, 2006

Ms. Bridgette DeVries  
Commissioner,  
Kentucky High School Athletic Association  
2280 Executive Drive  
Lexington, KY 40505

Dear Commissioner DeVries:

I'm writing on behalf of a number of Kentucky high school principals and teachers whose schools are among the 451 that have adopted the "National Archery in the Schools Program" (NASP). Many of the 152 Kentucky high schools that have adopted the NASP have indicated an interest in seeing this physical education archery program being sanctioned as a high school sport choice by the Kentucky High School Athletic Association. We expect the number of Kentucky schools in the archery program to nearly double by the end of 2006.

You may recall, then Commissioner of the Kentucky Department of Fish & Wildlife Resources (KDFWR), Tom Bennett and I stopped in to see you during the summer of 2003. We described the NASP which was then just 18 months old and in only 150 of Kentucky's schools. During our meeting we discussed the process and prospects for archery becoming a KHSAA sanctioned sport. The NASP is extremely popular with boys and girls in grades 4<sup>th</sup> -12<sup>th</sup> in Kentucky. The NASP has also been adopted by another 35 states since we met in 2003 (36 states counting KY). Before the end of this year the program will be adopted in an additional 6-10 states including; Maine, Kansas, Nevada, Alaska, New Hampshire, and Delaware. The countries of Mexico, Australia, and Canada are also expected to begin the program this year. Students, principals, teachers and coaches like the archery program because it is extremely safe (safer than every ball sport except ping-pong) and something that boys and girls of all backgrounds, sizes, and abilities can succeed in.

This past February we hosted a meeting at KDFWR headquarters in Frankfort, KY to outline how archery as a sanctioned sport would work and look in Kentucky. The meeting was attended by several from the KDFWR and the following educators:

Wayne Watts, Jason Sutton, & Travis Shacklette  
Dennis Adams, Tina Davis, & Lynn Cofield  
Anita Bolen and Alan Spade  
Virginia White  
Gary Pence  
Jason McWhorter and Marvin Hurley  
Ricky Mullins  
Tommy Floyd

Letcher County Central High School  
Trigg County High School  
Frankfort Independent High School  
Nelson County High School  
Somerset High School  
South Laurel High School  
Lincoln County High School  
Kentucky Dept of Education

By the conclusion of the meeting we had developed our outline. Interestingly, the archery format, rules, etc. follows almost exactly what the schools (2,000+ nationwide) have been doing for the past four years. This past March 16, 2006 we conducted the 4<sup>th</sup> Annual NASP Championship at the International Convention Center in Louisville, Kentucky. More than 140 schools participated, sending 2,164 archers to the event. Several other states are watching Kentucky to see how we do this so they can follow suit. It is our hope that archery will become a sanctioned high school sport in at least half the states within the next 5-7 years. Already colleges and universities are contacting us to find out how they can attract our high school archers to their schools.

**A few of us would like to attend your May 22-23, 2006 board meeting to present a proposal to you and the KHSAA Board of Control about high school archery.** I would lead the presentation and would be accompanied by 2-4 educators from our planning team. I would like to make a brief PowerPoint presentation to explain the archery season, venue, and national competitive format. I believe we can present a very thorough summary of our proposal in about 20 minutes. I can bring my data projector and laptop computer or use yours.

Either day will work for us as long as we have time to inform everyone. I look forward to hearing from you.

Sincerely,



Roy A. Grimes

Assistant to the Commissioner, KDFWR  
President, NASP

1630 Anderson City Road  
Lawrenceburg, KY 40342  
(502) 600 2053 or (502) 352-0789

Draft Resolution

Admittance to the KHSAA as a member school should require:

1. Establish and maintain boys and girls sports teams during each of the three sport seasons fall / winter / spring.
2. Adequate facilities established or secured for all teams a school sponsors.
3. An on site evaluation and approval by the KHSAA staff shall be necessary for temporary membership status. The evaluation would take into consideration, but not be limited to the following criteria:
  - a. number of sports sponsored
  - b. facilities
  - c. equity – title ix
  - d. coaching competency
  - e. adequate funding
  - f. student numbers and interest
4. A \$5000 initiation fee to be paid upon approval as a KHSAA temporary member. In the event of the schools failure to complete the 2 year probationary period satisfactorily, ½ the initiation fee shall be reimbursed.
5. Full KHSAA membership shall be approved only after the 2 year probation period is completed satisfactorily and final evaluation completed.
6. All member schools who do not presently meet the standards here to for mentioned in requirement #1 shall be required to resubmit for membership.

Reasoning: To insure that future member schools have legitimate athletic interests that would enable them to fairly and adequately compete with other member schools.

From KEN TRIVETTE

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# LEXINGTON CATHOLIC HIGH SCHOOL

JUN 26 2006

June 22, 2006

Commissioner Brigid DeVries  
Kentucky High School Athletic Association  
2800 Executive Drive  
Lexington, Kentucky, 40505

Dear Brigid,

Thank you very much for the opportunity to meet with you and the Board of Control on May 23, 2006. As you know, pursuant to your November 15, 2005, ruling, prior to the Board of Control meeting, Lexington Catholic High School submitted its Athletic Compliance Manual to the KHSAA staff for review. Thereafter, we met with the Board of Control to discuss this manual and to consider comments and suggested revisions to help ensure that Lexington Catholic High School had adequate institutional controls in place to avoid athletic infractions of the KHSAA bylaws. Pursuant to that meeting and the discussions from the Board of Control members and the KHSAA staff, we have revised this Manual to incorporate most of the Board's comments and the comments from Associate Commissioner Julian Tackett.

The Board of Control determined at the meeting that it would not formally approve the Manual by vote since it lacked the authority to approve a member school's policies. However the Board agreed to recommend at its July meeting that this Manual, if found to be adequate, does meet the requirements of your November 15, 2005, order by demonstrating that Lexington Catholic High School has adequate institutional controls as required by Bylaw 33. The very basis of the November penalties showed that "The financial aid violations coupled with this violation (ineligible player) demonstrate a lack of institutional control at LCHS. All Member schools are expected to maintain a level of institutional control to ensure that violations do not occur." This Manual adequately addresses that issue.

Accordingly, we are submitting this Manual demonstrating adequate institutional controls are in place at Lexington Catholic High School pursuant to all KHSAA Bylaws and we ask the Board to approve Lexington Catholic's application for renewal of membership for the 2006-2007 school year.

Sincerely,

*Sally Stevens*  
Sally Stevens  
Principal

MIND • SPIRIT • BODY





# **Lexington Catholic High School Athletic Policies and Procedures Manual**

**(WORKING DRAFT FOR DISCUSSION PURPOSES ONLY  
NOT SUBJECT TO OPEN RECORDS)**

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## **I. Mission Statement and Purpose**

We, Lexington Catholic High School (LCHS), serve as an integral part of the educational mission of the Roman Catholic Diocese of Lexington. We serve Catholic students and students of other faith traditions by providing a high quality secondary education that emphasizes the spiritual ideals and moral values of the Gospel. In this faith community, we form and develop the body, mind, and spirit of our students. We view athletic competition and training to be an integral component of that mission.

### **A. Introduction and Purpose**

As reflected in the foregoing mission statement, it is the fervent intent of LCHS to abide by all rules and regulations of the KHSAA in the governance of Athletics at LCHS. Accordingly, the purpose of this Manual is to establish Lexington Catholic High School's policy for institutional controls to assist the relevant constituents at LCHS and others directly connected with the athletic program or school in preventing any infraction of KHSAA bylaws (attached hereto and made a part of) and internal policies of LCHS by providing clear and direct guidelines for compliance. Lexington Catholic shall be the sole entity with responsibility for enforcing this policy as outlined in Section II D. below.

### **B. Effective Date**

These policies and procedures shall be effective as of the date of issuance and compliance by all administrators, coaches, parents, students, or others including but not limited to boosters or alumni, with a direct connection to the athletic program or the school is mandatory.

### **C. Applicability**

These policies and procedures (hereinafter referred to as "Manual") set forth herein apply to all administrators, coaches, parents, students, or others including, but not limited to, boosters or alumni, with a direct connection to the athletic program or the school for the purpose of ensuring compliance with the KHSAA bylaws.

Each person referenced above is responsible for his or her own actions and shall become intimately familiar with the policies contained herein and the KHSAA bylaws. LCHS will provide applicable training and monitoring to ensure that adequate institutional controls are in place to provide compliance with KHSAA rules and regulations.

#### **D. Responsibility**

Although each person referenced above shall have responsibility for complying with these procedures and the bylaws of the KHSAA, LCHS recognizes and assumes the ultimate responsibility as a member of the KHSAA for compliance and thus designates the Principal (pursuant to Bylaw #1) as the party with direct responsibility in all matters in the school that concern compliance, including eligibility, and inter-school contests. The principal designates the Athletic Director as LCHS' KHSAA Designated Representative for the purpose of conducting the interscholastic program at LCHS and implementing all necessary institutional controls for compliance.

## **II. Policies and Procedures**

### **A. Athletic Eligibility and Participation**

#### **1. Athletic Inquiries**

KHSAA Bylaw 10 expressly prohibits recruitment activities which influence any student to attend a particular school for participating in Athletics. Accordingly, any inquiry regarding participation in Athletics at LCHS and governed by KHSAA (hereinafter "Athletics") shall be directed to the Admissions Director or the Lexington Catholic website. If any prospective student or family contacts any coach, athletic director, school personnel, or any other person with a direct connection to the athletic department or school, they must be directed to the Admissions Director with a copy of the message forwarded to the Athletic Director. In addition, no staff member shall contact a student athlete outside of the feeder system in accordance with KHSAA Bylaw 10.

#### **2. Incoming Freshmen**

All incoming freshmen shall complete the Electives and Activities Form (attached as Exhibit 1), the Parental Explanation Sheet (attached as Exhibit 2), and the Athletic Compliance Form (attached as Exhibit 3) before they are eligible to tryout, practice or participate in any manner for any athletic team. The purpose of these forms is to compile all necessary personal information to ensure compliance with KHSAA eligibility requirements. For example, if the student has repeated any grade including, but not limited to, the eighth grade, the Admissions Director shall obtain the documentation and transcripts documenting the details. One copy of each form is retained by the Admissions Director and the second copy is retained by the Athletic Department.

In addition to other KHSAA restrictions to player eligibility, prior to any eligibility or participation in Athletics, the Assistant Athletic Director shall review the Elective and Activities Form, the Parental Explanation Sheet, and the Athletic Compliance Form and acknowledge the eligibility of the participant pursuant to

the applicable bylaws. The form will then be submitted for review to the Athletic Director for compliance.

### **3. Transfer Students**

All transfer students shall also complete the Parental Explanation sheet (attached as Exhibit 2), and the Athletic Compliance Form (attached as Exhibit 3) before they are eligible to tryout, practice or participate in any manner for any athletic team. One copy of each form is retained by the Admissions Director and the second copy is retained by the Athletic Department.

The Admissions Director will identify all transfer students and notify the Athletic Director of their pending enrollment. **No transfer student is eligible to tryout or practice on any team until they meet with the Athletic Director and complete the appropriate KHSAA Transfer Forms (attached as Exhibit 4) and until the KHSAA approves the player's eligibility pursuant to KHSAA Bylaw 6.** If the student has repeated any grade, the Admissions Director will obtain the appropriate documentation and transcripts to provide to the Athletic Director. The Athletic Director will inform the coach that the student has complied with KHSAA eligibility transfer requirements prior to any athletic participation. Seniors who transfer will be ineligible unless they have a special waiver by the Athletic Director and Principal.

### **4. Existing Students**

#### **a. Eligibility Forms/Participation List**

Coaches shall submit rosters to the Athletic Director or his designee pursuant to the following schedule:

Fall Sports – August 1  
Winter Sports – November 1  
Spring Sports – March 1

The Athletic Director or designee shall ensure that each student athlete satisfies the requirements per the **KHSAA Certification of Eligibility Form and Participation List (attached as Exhibits 5 and 6)** prior to any participation in Athletics.

#### **b. Eligibility Physicals and Parents Consent Forms**

Pursuant to Bylaw 2, each year LCHS shall provide this form to all student athletes and their parents. Students must return their completed and signed Physical Form and Acknowledgment of Risk (**KHSAA Form GE04 attached as Exhibit 7**). The completed form must be submitted to the coach before the student is eligible to tryout/practice. All new athletes must complete this form before participating. Coaches must have copies of physicals in their possession at all times.

**c. Transcript and Age Reviews**

LCHS will review and ensure compliance with Bylaw 5's transcript review requirements and ensure compliance with Bylaw 3's age requirements.

**d. Athletic Facilities Use**

- i. Moderators of extra-curricular activities are to supervise the use of the facilities after school by the students involved in these activities. The same, of course, applies to the coaches in regard to the athletes in the gym section of the school.
- ii. The school buildings will be locked at 4:00 P.M. Students who have a reason to remain in the building on a particular day should check with the dean ahead of time about remaining after 4:00 P.M. and are not permitted under any circumstances to use the gym.
- iii. Field house regulations are developed and specified by the athletic department. For no reason whatsoever, may anyone be allowed in the locker room area of the opposite sex. The training area between the two locker room areas is open to students of both sexes who should come there in full athletic or school uniform.
- iv. Casual use of athletic facilities by non-students who are not in the LCHS feeder system shall be prohibited without prior approval from the Athletic Director. Excepted from this prohibition are the paid uses of facilities per contract or agreement or the use of facilities by community groups provided by LCHS with no intent whatsoever to induce those non-students to play Athletics at LCHS, but to provide the facilities as a charitable or community service.

**e. Prohibited Activities**

- i. LCHS coaches, athletic directors, administrators, or others with a direct connection to the athletic program or school shall not exceed what is appropriate or normal by offering any inducement or incentive to a student with or without an athletic participation record.
- ii. Illegal contact with non-students not in the LCHS feeder system shall be prohibited as that contact is addressed and regulated under Bylaw 10 & relevant case bylaws.
- iii. No LCHS coach, athletic director, administrator or anyone else with a direct connection to the athletic program or school shall provide any special benefit, money or items of tangible benefit, other than equipment or uniforms as necessary for Athletic participation, to any student athlete including: money, free or reduced tuition, room and board, free text books, clothing, pay for work not performed or that is in excess of the amount regularly paid for those type of services, regular free transportation by anyone associated with the school, privileges not afforded non-student athletes, or special gifts.

- iv. Those with "a direct connection to the school" include: coaches, booster club parents and members, alumni, school board members & officers, parents of high school players, booster club representatives and students.

## **5. Middle School Student-Athletes**

Team members must be members of a Catholic elementary school or attend terminal schools such as The Lexington School, the Capital Day School, and Montessori Middle School of Kentucky. The head coach is responsible for completing a participation form, which includes the home school of each student. The Athletic Director shall verify student enrollment with the principal of each of the thirteen home schools. The LCHS middle school program will only accept students from our designated 13 "feeder" schools. These schools are Mary Queen, Christ The King, St. Peter & Paul, Seton Catholic School, Good Shepherd (Frankfort), St. Leo's (Versailles), St. Mark's (Richmond), St. John's (Georgetown), St. Agatha (Winchester), St. Mary's (Paris), The Lexington School, Montessori Middle School of Kentucky, and Capital Day (Frankfort). Policy will cover both the middle school programs and the summer AAU teams.

## **B. Recruiting and Tuition Assistance**

### **1. Recruiting**

KHSAA Bylaw 10 prohibits recruiting of any student athlete by undue influence, which includes, but is not limited to, providing scholarship or financial aid for which other members of the student body are not generally eligible.

### **2. Tuition Assistance**

It is LCHS policy to provide all tuition assistance purely on the basis of need without regard to students' grades, participation in school Athletics or any other judgment. This policy, which makes all tuition assistance generally available to the entire student body, is determined by a neutral evaluator pursuant to the guidelines of KHSAA Bylaw 10.

Families of all students at LCHS are given the opportunity to apply for assistance. Applications and instructions are distributed to all incoming freshmen students at the time they take their placement exams. In addition, registration packets containing the same application forms and instructions are also mailed home to parents of the entire student body enrolled at the school, and students may apply for tuition assistance mid-year through the same neutral evaluator.

The Business Office oversees this process. The completed application is sent directly to a KHSAA approved agency, pursuant to Bylaw 10. The independent agency calculates the suggested grant amount based on the budgeted amounts available and provides LCHS with a listing of all applicants and the suggested

grant amount. With the exception of nominal grants, awarded on the basis of academic achievement or other objective criteria, generally available to the entire student body, **this shall be the only source of tuition assistance provided to ANY student by LCHS.** If a student and/or family situation changes, this process of utilizing an independent KHSAA approved agency shall again be used to determine additional need.

There shall be no write-off adjustment to a tuition accounts receivable for a student athlete and LCHS will retain and not release the student's transcript until the account is paid in full.

The Board of Trustees will oversee the Tuition Assistance Board Subcommittee to ensure that there are no variances from this policy.

In addition, each year, the parent or guardian must sign an acknowledgement whereby he/she/they confirm that their child did not receive monetary assistance as an inducement to participate in Athletics at LCHS (Parental Explanation Sheet attached as Exhibit 2)

### **3. Donation of Lexington Catholic Properties**

Before a coach or an entire sports program decides to donate new or used uniforms, practice gear, warm-ups, sweat suits, hats, shirts, jackets, pants, shorts, etc, or any athletic equipment, you must first receive approval from the Athletic Director. Please use the **Donation of Lexington Catholic Properties Form** (attached as Exhibit 8) when seeking approval for the donation. If this procedure is not followed, you place yourself and the school in violation of KHSAA Bylaw 10.

## **C. Training**

### **1. Coaches' seminars**

The Principal and the Athletic Director shall host a compliance seminar twice a year for all coaches of LCHS Athletic programs (paid and volunteer) and Admission and Business Office personnel advising them of the requirement of strict compliance with KHSAA policy and this Manual.

### **2. Parents' meetings**

Prior to the beginning of each Athletic season, the head coach shall include a compliance information component to advise them of the requirement of strict compliance with KHSAA policy and this Manual.

LCHS will provide the KHSAA with minutes from both the coaches' seminar and the parents' meeting, as well as provide calendar notice to the KHSAA so that a representative may attend to answer questions or provide any other guidance as necessary.

#### **D. Enforcement**

The Principal and the Athletic Director will be held strictly responsible for the enforcement of the rules and regulations of the KHSAA and the internal policies and procedures of LCHS governing Athletics. These individuals shall also ensure that competent persons are in charge of each athletic (including Athletic) team, group, program, and/or activity, who are thoroughly knowledgeable of the rules and regulations of the KHSAA and this Manual. Contracts for employment for all individuals employed by LCHS, including, but not limited to, the Principal, Athletic Director, and coaches, shall contain a provision that requires compliance with all rules and regulations promulgated by LCHS regarding Athletics, including this Manual. Non-compliance of any of these rules or policies may result in the termination of any contract of employment or the non-renewal of said contract of employment for any contract employee found to have violated said Manual. In addition, in the event of non-compliance of any rule, regulation, policy or procedure by any non-employee of LCHS including, but not limited to, boosters and alumni, the Principal and Athletic Director are authorized to advise the offending non-employee in writing of their disassociation with Athletics at LCHS. LCHS shall strictly abide by all reporting requirements for all infractions of the rules and regulations of the KHSAA. Since compliance with these institutional controls and KHSAA rules and regulations is of the highest priority for the Athletics program at LCHS, and for LCHS as an educational institution generally, any person, either employed by LCHS or not employed, is encouraged to contact, anonymously or otherwise, the Athletic Director regarding any possible rules violation or in the event that person has any question regarding what is permissible under the applicable rules and regulations. The Athletic Director will then make a report to the LCHS Board of Trustees' Athletic Oversight Committee and the Principal of any reported incident or question.

The Athletic Oversight Committee is a standing Board Committee of the Lexington Catholic Board of Trustees composed of a Board of Trustee member who shall act as the Committee chair, the Principal, the Athletic Director, two (2) faculty members, and two Board members.

#### **E. Compliance**

Head coaches are expected to maintain discipline and resolve problems to the best of their ability relating to the situation. If an issue becomes serious enough, coaches needing assistance shall contact the Athletic Director. The chain of command for Athletics is Athletic Director → Principal → President and Superintendent of Schools. Any suspected violations of KHSAA Bylaws should be reported in writing through the chain of command. If any member of the chain of command is involved in the allegation, the report should go to the next person in the chain of command. The Principal will conduct an internal investigation in conjunction with the Athletic Office. Results of the investigation will be reported to the KHSAA.



ELECTIVES AND ACTIVITIES FORM 2006-2007

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Parent(s)/Guardian(s) Name(s) \_\_\_\_\_

Home Phone: Area Code ( ) \_\_\_\_\_ Sex: M / F

Current School \_\_\_\_\_

Have you repeated the eighth grade? (Circle One) Yes No

Please circle one of the following foreign languages that you would want to take next year. Your selection will simply be an indication of your interest prior to orientation in April. All students must take at least two years of the same foreign language. (Circle One)

Latin

Spanish

French

Do you anticipate being able to by-pass the first year of your high school level foreign language course because you have already had several years of foreign language? (Circle One)

Yes

No

What Mathematics course are you currently taking? (Circle One)

Pre-Algebra

Algebra I

Geometry

Other (specify) \_\_\_\_\_

Athletic Programs: Place a check by any that may be of interest. (One Per Season)

**Fall Sports**

Football \_\_\_\_\_

Soccer \_\_\_\_\_

Golf \_\_\_\_\_

Cross Country \_\_\_\_\_

Volleyball \_\_\_\_\_

**Winter Sports**

Basketball \_\_\_\_\_

Swimming \_\_\_\_\_

Hockey \_\_\_\_\_

**Spring Sports**

Baseball (boys) \_\_\_\_\_

Softball (girls) \_\_\_\_\_

Track \_\_\_\_\_

Tennis \_\_\_\_\_

Lacrosse \_\_\_\_\_

**Multiseason Sports**

Cheerleading \_\_\_\_\_

Dance Team \_\_\_\_\_

Ultimate Frisbee \_\_\_\_\_

Have you played any of these sports at the High School Level? (Circle One) Yes No  
If yes, where \_\_\_\_\_ and what sport(s) \_\_\_\_\_.

Special Interest Clubs: Place a check by any of these that may be of interest.

Academic Team \_\_\_\_\_

Art Club \_\_\_\_\_

Environment Club \_\_\_\_\_

French Club \_\_\_\_\_

Y-Club \_\_\_\_\_

Outdoor Club \_\_\_\_\_

Teens Against Tobacco \_\_\_\_\_

Latin Club \_\_\_\_\_

Drama Club \_\_\_\_\_

Band \_\_\_\_\_

Key Club \_\_\_\_\_

Chess Club \_\_\_\_\_

Mock Trial Team \_\_\_\_\_

Fellowship of Christian Athletes \_\_\_\_\_

Spanish Club \_\_\_\_\_

Math Club \_\_\_\_\_

Pep Club \_\_\_\_\_

Pro-Life Club \_\_\_\_\_

Choir \_\_\_\_\_

Student Publications \_\_\_\_\_

Student Council \_\_\_\_\_

Speech Club \_\_\_\_\_

**Parental Explanation Sheet**

Please tell us in your own words why and how you came to choose Lexington Catholic High School for your student.

Please circle the appropriate word.

I was/was not contacted or coerced by any member of the Lexington Catholic administration, faculty, staff, or coach to enroll my student for athletic reasons.

Please list who will be responsible for all fees and tuitions for the student while attending Lexington Catholic High School.

---

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I attest that I have completed this form accurately to the best of my ability.

---

Student Signature

Date

Please Print Signed Name: \_\_\_\_\_

---

Parent/Legal Guardian Signature

Date

Please Print Signed Name: \_\_\_\_\_

ATHLETIC COMPLIANCE FORM 2006-2007

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Parent(s)/Guardian(s) Name(s) \_\_\_\_\_

Home Phone: Area Code ( ) \_\_\_\_\_ Sex: M / F

Date of Birth: \_\_\_\_\_ Age as of August 1 of 2006: \_\_\_\_\_

Have you transferred to Lexington Catholic High School in the last 12 months? (Circle One) Yes No

If yes, please list your former high school: \_\_\_\_\_  
Name of High School

City and State of former high school: \_\_\_\_\_

Have you repeated any grade 8-12? (Circle One) Yes No

If you answered yes to the previous question, which grade did you repeat? \_\_\_\_\_

Where did you repeat this grade? \_\_\_\_\_

Why? \_\_\_\_\_

Did you play any sports at the high school level? (Circle One) Yes No

If yes, for what high school \_\_\_\_\_

What sport(s) \_\_\_\_\_

at which level (Circle One) Freshman Junior Varsity Varsity

I attest that I have completed this form accurately to the best of my ability.

\_\_\_\_\_  
Student Signature\_\_\_\_\_  
Date

Please print signed name: \_\_\_\_\_

\_\_\_\_\_  
Parent/Legal Guardian Signature\_\_\_\_\_  
Date

Please print signed name: \_\_\_\_\_



KENTUCKY HIGH SCHOOL ATHLETIC ASSOCIATION  
**DOMESTIC STUDENT TRANSFER FORM**

THIS FORM MAY NOT BE FAXED TO THE KHSAA. STUDENT IS NOT ELIGIBLE UNTIL RULING ISSUED BY COMMISSIONER. INCOMPLETE OR ILLEGIBLE FORMS WILL BE RETURNED WITHOUT PROCESSING.

KHSAA Form GE06  
Rev. 4/06

Page 1 of 4

**GENERAL INSTRUCTIONS FOR COMPLETION OF THE KHSAA TRANSFER FORM**

1. The **Receiving School** is the KHSAA member school in which the student is enrolled and for which he/she is requesting eligibility.
2. The **Sending School** is normally the most recent school in which this student was enrolled and participated in interscholastic athletics. For students who have attended multiple schools, this is the last school at which the student participated in varsity athletics.
3. Upon receipt, the form will be reviewed by the Commissioner's Office and a ruling will be issued.
4. For processing, allow a minimum of three (3) working days to ensure time for verification of the data and be mindful that in accordance with the Due Process Procedure, the Commissioner has thirty (30) days to rule, and additional time if investigation is necessary.
5. Only the Principal and/or Designated Representative of a member school may inquire as to the processing status of the form. Member schools will be given information as to the proper procedure for such verification.
6. The waiver of Bylaw 6 does not in and of itself declare the student eligible. It is the responsibility of the member school to verify that the student is eligible according to all other bylaws.

**SPECIFIC INSTRUCTIONS FOR THE RECEIVING SCHOOL**

1. This form is for use with domestic students enrolling in a KHSAA member school and is to be processed between school administrators and may not involve parental intervention at its delivery.
2. Complete this form for any student transferring into a school who has not been continually enrolled in the receiving school since ninth grade or if the student is below grade nine (9) and has already participated in sports during the current school year.
3. Students may not practice, scrimmage (inter or intra-school) or play in contests until being ruled eligible by the Commissioner's office if a ruling is required. Member school(s) will be penalized for such participation.
4. Verification as to a student not having participated in varsity athletics at his/her former school **SHALL** be in writing (using page two of this form) and kept on file until the student graduates. No ruling is necessary if the **Sending School** response indicates that the student athlete has not participated in varsity athletics.
5. The **Receiving School** may need to verify with multiple schools as to the participation history if the student has attended more than one high school after enrolling in grade nine.
6. The **Receiving School** shall complete page two of this form if there is doubt about the student's participation at the varsity level. This can then be sent to the **Sending School** to verify and determine if the completion of pages three and four are required.
7. If the **Sending School** verifies that there has been no varsity participation, and the student is deemed eligible by the **Receiving School** according to all other bylaws, the form (page two of this form), should be placed with the student's permanent record and no other action is necessary to allow the student to participate.
8. If the **Sending School** verifies that the student has participated, then the **Receiving School** shall complete all requested and required information on page three of the form and send the form in its entirety (pages two, three and four) to the **Sending School**.
9. The **Receiving School** should maintain a copy in case of problems with mail or other delivery.
10. After receiving the information on page four from the sending school, the **Receiving School** shall sign page three of the transfer form.
11. After signing the form, the **Receiving School** should collect any additional necessary documentation (custody orders, home sale verification), and should check the form to be sure all requested and required information has been properly completed.
12. Once verified, the **Receiving School** shall submit all three pages (pages two, three and four) to the KHSAA for an eligibility ruling.

**SPECIFIC INSTRUCTIONS FOR THE SENDING SCHOOL**

1. This form is for use with domestic students enrolling in a KHSAA member school AND IS to be processed between school administrators and may not involve parental intervention at its delivery.
2. If a **Sending School** receives only page two of the form, the **Sending School** shall verify whether or not the student has participated at the varsity level after enrolling in grade nine, sign the form, and return it to the receiving school.
3. If a **Sending School** receives the entire form, then the **Sending School** shall complete the relevant information on page two of the form, review the information on page three of the form submitted by the **Receiving School**, and then complete all requested and required information on page four of the form. The **Sending School** representative shall then sign the appropriate lines on the form and send the form in its entirety back to the **Receiving School**.
4. If desired, the **Sending School** should maintain a copy in case of problems with mail or other delivery.
5. KHSAA member schools will be penalized in accordance with Bylaw 33 for failing within fifteen (15) days to return the transfer form to the **Receiving School**.
6. Non-KHSAA members will be referred to the appropriate State High School Association for assistance if there is delay in the processing of this form.
7. Member schools are reminded that the **Sending School** has no authority in making the eligibility determination, but must simply report the facts according to the permanent record and other verified data on the form.



**KENTUCKY HIGH SCHOOL ATHLETIC ASSOCIATION  
DOMESTIC STUDENT TRANSFER FORM**

**THIS FORM MAY NOT BE FAXED TO THE KHSAA. STUDENT IS NOT ELIGIBLE UNTIL RULING  
ISSUED BY COMMISSIONER. INCOMPLETE OR ILLEGIBLE FORMS WILL BE RETURNED  
WITHOUT PROCESSING.**

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**USE THIS FORM TO DETERMINE IF THE STUDENT HAS PREVIOUSLY PARTICIPATED AT THE  
VARSITY LEVEL, AND IF SUCH PARTICIPATION IS VERIFIED, THE REMAINING TWO PAGES  
MUST BE COMPLETED**

**This information is to be completed by the Receiving School (KHSAA school  
desiring eligibility for the student.**

**NOTE: If the response to 1 and 2 are both No, no ruling will be necessary by the KHSAA in this case and the form is to  
be placed on file at the RECEIVING school until the student graduates. If this is the case, DO NOT SEND this form to  
the KHSAA.**

| Information Needed                                                   |  | These lines are to be completed by the Receiving (new) school. |  |
|----------------------------------------------------------------------|--|----------------------------------------------------------------|--|
| Student Name                                                         |  |                                                                |  |
| Date of Enrollment at Receiving School                               |  |                                                                |  |
| Name of Receiving School                                             |  |                                                                |  |
| Current Grade in school                                              |  |                                                                |  |
| Birth Date                                                           |  | Age (as of this date)                                          |  |
| Print Name of Person Signing this Form<br>and Position at the school |  |                                                                |  |
| Date                                                                 |  | Signature                                                      |  |
|                                                                      |  | Daytime Phone                                                  |  |

**NOTE: THIS FORM IS NOW TO BE SENT TO THE SENDING SCHOOL AFTER COMPLETION OF THE ABOVE SECTION TO  
DETERMINE IF ADDITIONAL INFORMATION IS NECESSARY.**

**This information is to be completed by the Sending School (Student's last  
school or school where student last attended and participated in interscholastic  
athletics)**

**NOTE: If the response to 1 and 2 are both No, no ruling will be necessary by the KHSAA in this case and the form is to  
be placed on file at the RECEIVING school until the student graduates. If this is the case, DO NOT SEND this form to  
the KHSAA.**

| Information Needed                                                                |                                                                                                                                 | These lines are to be completed by the Sending (former) school. |    |
|-----------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------|----|
| Name of Sending School (last school at<br>which student played varsity athletics) |                                                                                                                                 |                                                                 |    |
| Complete Address of Sending School                                                |                                                                                                                                 |                                                                 |    |
| Phone Number of Sending School                                                    |                                                                                                                                 |                                                                 |    |
| 1                                                                                 | Has this student participated in VARSITY athletics representing this school after<br>enrolling in grade 9? (check response)     | YES                                                             | NO |
| 2                                                                                 | Has this student participated in VARSITY athletics representing this school during<br>the current school year? (check response) | YES                                                             | NO |
| Print Name of Person Signing this<br>Form                                         |                                                                                                                                 | Position in School                                              |    |
| Date                                                                              |                                                                                                                                 | Signature                                                       |    |
|                                                                                   |                                                                                                                                 | Daytime Phone                                                   |    |

**NOTE: THIS FORM IS NOW TO BE SENT BACK TO THE RECEIVING SCHOOL**

**NOTE: IF THE RESPONSE TO 1 AND 2 ARE BOTH NO, NO RULING WILL BE NECESSARY BY THE KHSAA IN THIS CASE  
AND THE FORM IS TO BE PLACED ON FILE AT THE RECEIVING SCHOOL UNTIL THE STUDENT GRADUATES. IF THIS  
IS THE CASE, DO NOT SEND THIS FORM TO THE KHSAA.  
IF THE ANSWER TO 1 OR 2 IS YES, THEN COMPLETE THE REMAINDER OF THE FORM (PAGES 3 AND 4) AND FOLLOW  
THE SUBMISSION INSTRUCTIONS ON PAGE 1**

*The complete text of Bylaw 6, Transfer Rule, is contained in the KHSAA Handbook as well as interpretations that have established  
enforcement precedents. Rulings are issued based solely on the issue of Bylaw 6, Transfer Rule. No verbal statement in addition or in  
contradiction to these materials shall apply.*



**KENTUCKY HIGH SCHOOL ATHLETIC ASSOCIATION  
DOMESTIC STUDENT TRANSFER FORM**

**THIS FORM MAY NOT BE FAXED TO THE KHSAA. STUDENT IS NOT ELIGIBLE UNTIL RULING  
ISSUED BY COMMISSIONER. INCOMPLETE OR ILLEGIBLE FORMS WILL BE RETURNED  
WITHOUT PROCESSING.**

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**TRANSFER FORM - RECEIVING SCHOOL SUPPLEMENTAL INFORMATION**

**TO BE COMPLETED IF THE STUDENT HAS PARTICIPATED AT THE VARSITY LEVEL AFTER ENROLLING IN GRADE NINE, OR  
IF A STUDENT HAS PLAYED VARSITY DURING THE CURRENT SCHOOL YEAR AND THEREAFTER CHANGES SCHOOLS.**

**THE FOLLOWING INFORMATION IS TO BE COMPLETED BY THE RECEIVING SCHOOL**

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |           |        |    |  |    |  |                    |  |  |                           |     |    |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|--------|----|--|----|--|--------------------|--|--|---------------------------|-----|----|
| Student Name                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |           |        |    |  |    |  |                    |  |  |                           |     |    |
| 3                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Student's Enrollment History<br>(list school attended)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Grade     | School |    |  |    |  |                    |  |  | Varsity Play<br>(Yes/No)? |     |    |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | 9         |        |    |  |    |  |                    |  |  |                           |     |    |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | 10        |        |    |  |    |  |                    |  |  |                           |     |    |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | 11        |        |    |  |    |  |                    |  |  |                           |     |    |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | 12        |        |    |  |    |  |                    |  |  |                           |     |    |
| 4                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Sport(s) in which student desires to participate (Check applicable)<br>BA-Baseball, BK-Basketball, XC-Cross Country, FB-Football, GF-Golf, SO-Soccer<br>FP-Fast Pitch, SW-Swimming, TN-Tennis, TR-Track, VB-Volleyball, WR-Wrestling                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | BA        |        | BK |  | XC |  | FB                 |  |  |                           |     |    |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | GF        |        | SO |  | FP |  | SW                 |  |  |                           |     |    |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | TN        |        | TR |  | VB |  | WR                 |  |  |                           |     |    |
| 5                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Name of Custodial Parent (NOTE: Guardianship is NOT custody).                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |           |        |    |  |    |  |                    |  |  |                           |     |    |
| 6                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Who has legal custody (care and support) of this student (Mother, Father, Other).<br><b>Response should include the name of the individual and the relationship to the student.</b> Enclose custody order if this request is based on a change in custody.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |           |        |    |  |    |  |                    |  |  |                           |     |    |
| 7                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Street Address of this student and family while attending the receiving school ( <u>use 911 address, do not use PO Box</u> )                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |           |        |    |  |    |  |                    |  |  |                           |     |    |
| 8                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Date that the student and family moved into the address listed in Question 7?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |           |        |    |  |    |  |                    |  |  |                           |     |    |
| 9                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Phone number (day and night) of student and family according to school records.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |           |        |    |  |    |  |                    |  |  |                           |     |    |
| 10                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Who owns/leases/rents the residence listed in the Question 7? (parents, etc)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |           |        |    |  |    |  |                    |  |  |                           |     |    |
| 11                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | What specific public/independent school district includes the address listed in Question 7 above (list specific public school not school system, in the case of multiple schools, list the "resides" or assigned school).                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |           |        |    |  |    |  |                    |  |  |                           |     |    |
| 12                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Status of former residence listed in Question 32? (SOLD, SALE PENDING, LEASED/RENTED TO ANOTHER PARTY, STILL OWNED/MAINTAINED BY FAMILY) RECEIVING SCHOOL MAY NEED TO WAIT TO COMPLETE THIS INFORMATION UNTIL SENDING SCHOOL PORTION IS COMPLETE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |           |        |    |  |    |  |                    |  |  |                           |     |    |
| 13                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | If the Status in line 12 IS STILL OWNED/MAINTAINED, is the residence occupied by a member of the student's family?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |           |        |    |  |    |  |                    |  |  |                           |     |    |
| 14                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | For purposes of this bylaw, a bonafide change of residence means the moving of the student and his/her custodial parents from one school district defined school attendance area into another school district or defined school attendance area prior to a change in enrollment of the student. A student who becomes emancipated does not have a bona fide change of residence by virtue of his/her emancipation and change of residence for purposes of this bylaw. <b>According to this definition, has this student and his/her custodial family had a bonafide change in residence? IF ANSWER IS YES, ADDITIONAL DOCUMENTATION MAY BE REQUESTED/REQUIRED TO VERIFY THE SALE OF THE FORMER RESIDENCE OR INFORMATION REGARDING OCCUPANCY</b> |           |        |    |  |    |  |                    |  |  |                           | YES | NO |
| 15                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Has there been dissolution of marriage followed by a court order granting custody of the student to the parent with whom the student resides? <b>IF ANSWER IS YES, ENCLOSE A COPY OF THE DATED CUSTODY ORDER</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |           |        |    |  |    |  |                    |  |  |                           | YES | NO |
| 16                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Is this student a ward of the state or court and changing schools due to that order or due to a change in the original parental custody order? <b>IF ANSWER IS YES, ENCLOSE A COPY OF THE DATED COURT ORDER</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |           |        |    |  |    |  |                    |  |  |                           | YES | NO |
| 17                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Is this transfer due to the death of one or more of the student's custodial parents? <b>IF ANSWER IS YES, GIVE DETAILS IN COMMENT BOX 22</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |           |        |    |  |    |  |                    |  |  |                           | YES | NO |
| 18                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Is this student entering or coming from a Boarding school where attendance was required by order of the courts or by recommendation of the Principal of the school attended immediately prior to attendance at the Boarding school? <b>IF ANSWER IS YES, PROVIDE COPY OF ORDER/LETTER FROM COURT/PRINCIPAL</b>                                                                                                                                                                                                                                                                                                                                                                                                                                  |           |        |    |  |    |  |                    |  |  |                           | YES | NO |
| 19                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Is this student transferring schools after having a complete school year (first semester through second semester) without participation in Interscholastic athletics at any level (grades 9-12)?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |           |        |    |  |    |  |                    |  |  |                           | YES | NO |
| 20                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Is this student transferring from a non-member school in Kentucky whose sole participation has been against other non-member schools?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |           |        |    |  |    |  |                    |  |  |                           | YES | NO |
| 21                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Is this student transferring from a member school in Kentucky due to action of the local Board of Education? <b>IF ANSWER IS YES, GIVE DETAILS IN COMMENT BOX 22 AND ATTACH A LETTER FROM BOARD PERSONNEL</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |           |        |    |  |    |  |                    |  |  |                           | YES | NO |
| 22                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | COMMENTS. Please record any notes concerning school change ( <i>attach additional letter if necessary or if more space is needed</i> )                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |           |        |    |  |    |  |                    |  |  |                           |     |    |
| <b>RECEIVING SCHOOL VERIFICATION AND SIGNATURES - As Principal or Designated Representative of the RECEIVING school, I certify that the above information is correct to the best of my knowledge and based on all available facts. NOTE: The Principal's signature does not represent a recommendation or the final ruling in the case. Disagreements as to material facts in the case or verification of evidence shall be resolved by the Commissioner's Office.</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |           |        |    |  |    |  |                    |  |  |                           |     |    |
| Print Name of Person Signing this Form                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |           |        |    |  |    |  | Position in School |  |  |                           |     |    |
| Date                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Signature |        |    |  |    |  | Daytime Phone      |  |  |                           |     |    |



# KENTUCKY HIGH SCHOOL ATHLETIC ASSOCIATION DOMESTIC STUDENT TRANSFER FORM

THIS FORM MAY NOT BE FAXED TO THE KHSAA. STUDENT IS NOT ELIGIBLE UNTIL RULING  
ISSUED BY COMMISSIONER. INCOMPLETE OR ILLEGIBLE FORMS WILL BE RETURNED  
WITHOUT PROCESSING.

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## TRANSFER FORM - SENDING SCHOOL SUPPLEMENTAL INFORMATION

TO BE COMPLETED BY THE SENDING SCHOOL AND RETURNED TO THE KHSAA OFFICE. THIS FORM IS TO BE COMPLETED BY THE SENDING SCHOOL AND RETURNED TO THE KHSAA OFFICE. THIS FORM IS TO BE COMPLETED BY THE SENDING SCHOOL AND RETURNED TO THE KHSAA OFFICE.

|              |                                                                                                                                                                                                                                                                             |    |    |    |    |    |    |    |    |    |    |    |    |
|--------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|----|----|----|----|----|----|----|----|----|----|----|
| Student Name |                                                                                                                                                                                                                                                                             |    |    |    |    |    |    |    |    |    |    |    |    |
| 23           | Date of first entry into Sending school                                                                                                                                                                                                                                     |    |    |    |    |    |    |    |    |    |    |    |    |
| 24           | Grade level of first entry into Sending school (check one)                                                                                                                                                                                                                  | 9  | 10 | 11 | 12 |    |    |    |    |    |    |    |    |
| 25           | Date of Withdrawal from Sending School                                                                                                                                                                                                                                      |    |    |    |    |    |    |    |    |    |    |    |    |
| 26           | Date of Last Varsity Participation in Any Sport                                                                                                                                                                                                                             |    |    |    |    |    |    |    |    |    |    |    |    |
| 27           | Sport(s) in which student participated on the varsity level after enrollment in grade nine (Check applicable)- BA-Baseball, BK-Basketball, XC-Cross Country, FB-Football, GF-Golf, SO-Soccer, FP-Fast Pitch, SW-Swimming, TN- Tennis, TR-Track, VB-Volleyball, WR-Wrestling | BA | BK | XC | FB | GF | SO | FP | SW | TN | TR | VB | WR |
| 28           | According to permanent records, Name of Custodial Parent (NOTE: Guardianship is NOT custody).                                                                                                                                                                               |    |    |    |    |    |    |    |    |    |    |    |    |
| 29           | Role of person with legal custody (person listed in 28, residential custodian charged with care and support) of this student (Mother, Father, Other)                                                                                                                        |    |    |    |    |    |    |    |    |    |    |    |    |
| 30           | Street Address of this student and family while attending the sending school (use 911 address, do not use PO Box)                                                                                                                                                           |    |    |    |    |    |    |    |    |    |    |    |    |
| 31           | Who owns/leases/rents/owned/leased/rented the residence listed in the Question 30? (parents, etc)                                                                                                                                                                           |    |    |    |    |    |    |    |    |    |    |    |    |
| 32           | Status of former residence listed in Question 30 (SOLD, SALE PENDING, LEASED/RENTED TO ANOTHER PARTY, STILL OWNED/MAINTAINED BY FAMILY)                                                                                                                                     |    |    |    |    |    |    |    |    |    |    |    |    |
| 33           | If the Status in line 32 IS STILL OWNED/MAINTAINED, is the residence occupied by a member of the student's family?                                                                                                                                                          |    |    |    |    |    |    |    |    |    |    |    |    |
| 34           | Has the student and his/her entire custodial family completely vacated the residence listed in question 30 above?                                                                                                                                                           |    |    |    |    |    |    |    |    |    |    |    |    |
| 35           | Phone number (day and night) of student and family at this address according to school records.                                                                                                                                                                             |    |    |    |    |    |    |    |    |    |    |    |    |
| 36           | What specific public/independent school district includes the address listed in Question 30 above (list specific public school not school system, in the case of multiple schools, list the "resides" or assigned school).                                                  |    |    |    |    |    |    |    |    |    |    |    |    |

|    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |     |    |
|----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|
| 37 | For purposes of this bylaw, a bonafide change of residence means the moving of the student and his/her custodial parents from one school district defined school attendance area into another school district or defined school attendance area prior to a change in enrollment of the student. A student who becomes emancipated does not have a bona fide change of residence by virtue of his/her emancipation and change of residence for purposes of this bylaw. According to this definition, has this student and his/her custodial family had a bonafide change in residence? | YES | NO |
| 38 | Has there been dissolution of marriage followed by a court order granting custody of the student to the parent with whom the student resides?                                                                                                                                                                                                                                                                                                                                                                                                                                         | YES | NO |
| 39 | Is this student a ward of the state or court and changing schools due to that order or due to a change in the original parental custody order? (check response, give details on line 45 if YES and include court order)                                                                                                                                                                                                                                                                                                                                                               | YES | NO |
| 40 | Is this transfer due to the death of one or more of the student's custodial parents?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | YES | NO |
| 41 | Is this student entering or coming from a Boarding school where attendance was required by order of the courts or by recommendation of the Principal of the school attended immediately prior to attendance at the Boarding school?                                                                                                                                                                                                                                                                                                                                                   | YES | NO |
| 42 | Is this student transferring schools after having a complete school year (first semester through second semester) without participation in interscholastic athletics at any level?                                                                                                                                                                                                                                                                                                                                                                                                    | YES | NO |
| 43 | Is this student transferring from a non-member school in Kentucky whose sole participation has been against other non-member schools?                                                                                                                                                                                                                                                                                                                                                                                                                                                 | YES | NO |
| 44 | Is this student transferring from a member school in Kentucky due to action of the local Board of Education?                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | YES | NO |
| 45 | COMMENTS. Please record any notes concerning school change (attach additional letter if necessary or if more space is needed)                                                                                                                                                                                                                                                                                                                                                                                                                                                         |     |    |

**SENDING SCHOOL VERIFICATION AND SIGNATURES** - As Principal or Designated Representative of the SENDING school, I certify that the above information is correct to the best of my knowledge and based on all available facts. NOTE: The Principal's signature does not represent a recommendation or the final ruling in the case. Disagreements as to material facts in the case or verification of evidence shall be resolved by the Commissioner's Office.

|                                        |           |                    |  |
|----------------------------------------|-----------|--------------------|--|
| Print Name of Person Signing this Form |           | Position in School |  |
| Date                                   | Signature | Daytime Phone      |  |







## KENTUCKY HIGH SCHOOL ATHLETIC ASSOCIATION ANNUAL INTERSCHOLASTIC ATHLETICS PARTICIPATION LIST

### INSTRUCTIONS AND GUIDELINES

1. This important form is turned in annually by the member schools of the KHSAA. This form serves several purposes –
  - a. This form identifies those students who are insured under the KHSAA Catastrophic Insurance Plan.
  - b. This form totals the number of participants in the Association for purposes of determining the rate and benefit structure for KHSAA insurance provisions.
  - c. This form is the binding verification as to whether or not a student has played in varsity athletics at a member school.
2. It is imperative that you file this Annual Participation List with the KHSAA prior to your last day of school and June 30 at the latest. Failure to do so could result in sanctions and/or penalties against the school athletic program and may result in students not being covered by this important insurance policy.
3. Each school is required to maintain a participation list of all athletes who play in a KHSAA sanctioned sport, as well as maintaining this list to include cheerleading.
4. Each coach should be consulted to ensure the accuracy of the varsity/non-varsity designation, as this is critical should the student athlete change schools during his/her high school career.
5. Each athlete should be listed only once. It may be necessary to consolidate lists for several coaches into one list. **DO NOT DOUBLE LIST AN ATHLETE AND DO NOT SUBMIT SEPARATE LISTS PER SPORT.**
6. Electronically prepared listings may substitute for this form, provided all the necessary information is present.

### SPECIFIC INSTRUCTIONS

- ❖ Column 1 – List the student's first and last name. This may be last name first, or first name first, but should be consistent on all pages.
- ❖ Column 2 – List the student's birth date.
- ❖ Column 3 – List the student's gender.
- ❖ Column 4 – List the student's year in school. This should be in the form of 9, 10, 11 or 12, not the number of semesters or Freshman, Sophomore, Junior, Senior.
- ❖ Column 5 – List the student's year of first **promotion** from grade eight. In other words, what was the eighth grade year that started their Bylaw 4 count of semesters / years. (i.e. a student was in grade 8 in 2002-2003 and then in grade 9 in 2003-2004, enter 2002-2003 in this box)
- ❖ Column 6 – Place an "X" in this column if this student is enrolled in grades 9-12 and has participated in at least one varsity contest in any sport after enrolling in grade nine (do not mark if the student played in no contests, but participated in scrimmages) at any level grade 9-12. Place a "C" in this column if the student's sole participation is in cheerleading at any level grade 9-12 and the student did not play in a KHSAA sport.

*If you have a student-athlete who has participated at the varsity level in some sports, and the non-varsity level in others, only check column 6.*

- ❖ Column 7 – Place an "X" in this column if this student is enrolled in grades 9-12 and has not participated in at least one varsity contest in any sport since enrolling in grade nine.
- ❖ Column 8 – Place an "X" in this column if this student is enrolled below grade 9 and has participated in at least one varsity contest in any sport at any time for this school.

### FINAL COMPILATION

1. On each page, count the total number of columns with an entry in columns 6, 7, 8 and 9 and enter column totals at the bottom of the page. (There are twenty (20) blank lines per page)
2. On the top page (or on a blank form if this attaches to an electronic printout), enter the sum totals of the columns (add all column 6 page totals together and enter the total on blank C, column 7 goes in D, column 8 goes in E and column 9 goes in F)



B. School Year

C. Total Varsity Athletes plus cheerleading participants (grand total of column 6 for all pages)

D. Total Non-Varsity Athletes (grade 9-12, grand total of column 7 of all pages)

E. Total below Grade 9 (grand total of column 8 of all pages)

[illegible]

This is page - of

Authorized Signature

Date \_\_\_\_\_



## KHSAA Eligibility Rules and Parental Permission Form

### Bylaw References as of April 30, 2006

#### Dear Parent or Guardian:

Kentucky High School Athletic Association (KHSAA) rules require all participants in interscholastic athletics and parents/guardian to acknowledge receipt of the eligibility rules as promulgated by this Association and the Kentucky Board of Education Regulations. If you have questions concerning these regulations, please direct them to your high school principal. This form is for information only. For the full text of any KHSAA Bylaws, consult the KHSAA Handbook or web site (<http://www.khsaa.org>). Please continue to support your child and your local high school by attending and supporting high school activities, "An Integral Part of Education".

#### STATEMENT OF HAZARDS IN PARTICIPATION IN ATHLETICS

Playing, practicing to play, helping with, or participating in any manner in any sport can be a dangerous activity involving many risks of injury. Because of the dangers of participating in sports, the student should recognize the importance of following the coaches' instructions regarding playing techniques, training and other team rules and obey such instruction.

#### CATASTROPHIC INSURANCE COVERAGE

The KHSAA provides excess catastrophic insurance coverage for all student athletes at no cost to member schools. This plan has a \$25,000.00 deductible. Your child will be covered under this plan during the prescribed dates and activities, effective the date you complete and return the attached acknowledgment form to the school principal. This is an "excess" policy, meaning personal insurance and other school insurance policies are to be exhausted before this plan is implemented. The plan provides coverage for students who meet all eligibility requirements while engaging in, practicing for, or traveling to or from, all activities under the jurisdiction of the KHSAA and the direct supervision of a school employee, and has many other provisions and benefits. For KHSAA sanctioned postseason play, the deductible amount is reduced to \$0.

No pupil shall be eligible to represent his/her high school in any interscholastic athletic event (practice or play) unless he/she has been examined by a Health Care Provider as detailed in Bylaw 2 and has proof of insurance to the \$25,000 catastrophic floor. Parents should present this form to your Health Care Provider for his/her signature following his/her examination of your child. The physical examination is valid for participation in athletics for one year from the date signed. Return completed form to your high school Principal to be maintained by the school.

#### Bylaw 2. Physician's Certificate and Parent's Consent

The Superintendent or Principal shall have each student who is trying for a place as a participant on an athletic team or cheerleading squad present a physician's certificate certification signed by a physician, physician's assistant, advanced registered nurse practitioner, or chiropractor if performed in the scope of practice (as defined in KRS Chapter 312) which shall state that he/she is physically fit to participate without undue risk. The parent's consent for the child's participation and acknowledgment of receipt of the eligibility rules as promulgated by the Association and Kentucky Board of Education regulations in writing shall also be required.

Any student, prior to participation or trying for a place on an athletic team or cheerleading squad shall have in place medical insurance with coverage limits up to the deductible of the KHSAA Catastrophic insurance program and such insurance shall remain in force throughout participation. It is the responsibility of each member school to ensure and certify that each student has insurance coverage throughout the school year.

#### Bylaw 3. Age

A student who becomes nineteen (19) years old before August 1 shall be ineligible for interscholastic athletic competition. A student who becomes nineteen (19) on or after August 1 shall remain eligible for the entire school year. The Board of Control and the Commissioner may not adopt administrative procedures that allow for waiver of this rule under any condition.

#### Bylaw 4. Enrollment

##### Sec. 1) Maximum Number of Semesters

- a) Students promoted from grade eight (8) to grade nine (9) shall have four (4) consecutive calendar years of eligibility from the date of first such promotion by the school provided the student is eligible according to this end all other Association bylaws. Such eligibility shall conclude with the completion of the spring sports season following the fourth year.
- b) The Commissioner or Board of Control through the Due Process Procedure, may grant additional eligibility in the case where it has been documented by the attending physician, Principal and Superintendent that severe illness or injury has prevented the student from receiving necessary education services and the right to an education has therefore been impacted rather than simply the loss of athletic privilege. Such grant of eligibility may only be made in the cases in which the student-athlete would remain eligible by all other Association bylaws. Nothing about this provision shall include additional eligibility strictly for loss of participation due to sports related injuries.
- c) No student having been enrolled in the fourth (4th) grade or in any grade through twelfth (12th) shall be eligible for interscholastic athletics at the high school level (grades 9 through 12) for more than a total of one (1) year in each grade and applicable eligibility shall begin in the first year enrolled in that grade. Students repeating a grade for any reason are ineligible to participate in interscholastic athletics at the high school level (grades 9 through 12) during the second year in that grade. The penalty for violation of this rule shall be the loss of one of the four years of eligibility after being promoted from grade nine (9). Policies regarding the participation of repeating students at the levels of play below high school interscholastic athletics shall be determined by the school council pursuant to KRS 160.345 (2) (i).
- d) Pupils in grades 1-8 may play on the high school team if such participation is not in conflict with Section (c) above, and the time so played shall not be counted on the eight (8) semester limit. **EXCEPTION:** Students below grade nine (9) may not participate on the varsity team in contests in the sports of football or soccer, and students enrolled below grade seven (7) may not participate on the varsity level in wrestling. The provisions of this restriction shall not apply to non-varsity teams participating in these sports.

##### Sec. 2) Responsible Parties

Any public elementary or secondary school or school employee or official who knowingly allows participation of an ineligible player under the provisions of this bylaw, or who, through reasonable diligence, should have known of such ineligibility, shall be considered in noncompliance with state accreditation standards or guilty of willful neglect of duty or breach of contract. Such shall apply not only to coaches, but also to personnel supervising

coaches; such as, but not limited to an athletic director, an assistant principal, a principal, an assistant superintendent, a superintendent, or a school board member.

##### Sec. 3) Deadline for Enrollment

On Friday of each grading period, a student in grades nine (9) through twelve (12) must be enrolled as a full-time student according to regulations promulgated by the Kentucky Board of Education at the member school he/she desires to represent in order to be eligible for athletics.

A student must have enrolled as a bona fide full-time undergraduate student no later than twenty (20) school days after the beginning of the semester to be eligible during that semester.

##### Sec. 4) Enrollment Elsewhere

No student who is enrolled or connected with any other school than the one he/she represents shall take part in any contest. In the case of an all-boys high school, girl cheerleaders from affiliated neighboring girls school may be accepted.

#### Bylaw 5. Minimum Academic Requirement

##### Sec. 1) Proper Grade Level Requirement for Students in All School Districts

On the first day of each school year, a student must be at his/her proper grade level. To be considered to be at the proper grade level, a student must have been enrolled during the previous grading period, and must be on schedule to graduate on the first day of school. For the verification of this provision, all course work, including summer and correspondence work, must be complete by the first day of the school year for the student body.

##### a) Eligibility During First Year Following Initial Enrollment in Grade Nine (9)

For a student in the ninth grade to be considered to be on schedule to graduate, that student must have been promoted from grade eight (8) to grade nine (9), and be in compliance with all other bylaws.

##### b) Eligibility During Second Year Following Initial Enrollment in Grade Nine (9)

For a student in the second year following initial enrollment in grade nine (9) (normally grade 10) to be on schedule to graduate, that student must have received twenty (20) percent of the requirements of the school/district for graduation prior to the first day of the second year following initial enrollment in grade nine (9), and be in compliance with all other bylaws.

##### c) Eligibility During Third Year Following Initial Enrollment in Grade Nine (9)

For a student in the third year following initial enrollment in grade nine (9) (normally grade 11) to be on schedule to graduate, that student must have received forty-five (45) percent of the requirements of the school/district for graduation prior to the first day of the third year following initial enrollment in grade nine (9), and be in compliance with all other bylaws.

##### d) Eligibility During Fourth Year Following Initial Enrollment in Grade Nine (9)

For a student in the fourth year following initial enrollment in grade nine (9) (normally grade 12) to be on schedule to graduate, that student must have received seventy (70) percent of the requirements of the school/district for graduation prior to the first day of the fourth year following initial enrollment in grade nine (9), and be in compliance with all other bylaws.

##### Sec. 2) One-time Reinstatement of Students Failing to Meet Normal Progress Requirements

The eligibility of a student failing to meet the provisions of subsections (a) through (d) above may be reinstated a maximum of one time. This reinstatement is possible by the student passing twenty-five (25) percent of the requirements of the district for graduation during the year he/she is ineligible. He/she, upon reinstatement, shall remain eligible as long as he/she passes twenty-five (25) percent of the requirements of the district for graduation during each subsequent year.

##### Sec. 3) Continual Progress During the School Year

On a weekly basis, a student shall also be passing (cumulatively for the credit period) in at least four hours of instruction as defined by Kentucky Board of Education regulations (of the six hours of instruction required) or the equivalent of four hours of instruction acceptable to graduation in order to be eligible to participate in athletics during the subsequent week (Monday through Sunday period) and through the next opportunity to examine grades in this manner. On its membership form, each member school shall designate the day of the week, approved and documented through local policies, that the grades shall be examined for the student-athletes within that school in order to make this determination. Absent any other determination, this weekly check of grades shall be conducted on each Friday of each grading period or on the last day of classes preceding that particular Friday if no classes are conducted on that particular Friday. No special tests or recitations are to be given for the purpose of making the student eligible.

##### Sec. 4) Pre-Secondary School Students

Pre-secondary school students (grades 1-8) participating in athletics representing a KHSAA member school shall be passing in at least two-thirds of the subjects in which they are currently enrolled in order to be eligible.

#### Bylaw 6. Transfer Rule

##### Sec. 1) Domestic Students

Any student who has been enrolled in grades nine (9) through twelve (12) and has participated in any varsity game in any sport at any school following enrollment in grade nine (9) who transfers schools shall be ineligible for interscholastic athletics for one year from the date of enrollment in the new school.

The Commissioner has discretion (but is not required) to waive the period of ineligibility set forth above if one of the following exceptions has been met. Determinations of whether a student shall be granted a waiver pursuant to this rule shall be based on the circumstances existing as of the date of enrollment at the new school. The KHSAA shall not recognize as grounds for a waiver of the period of ineligibility an argument that the educational needs of the transferring students would be better served through a transfer.

##### a) BONA FIDE CHANGE IN RESIDENCE - If there has been a bona fide change in residence by the parents and student that precedes a student's change of schools.

For purposes of this bylaw, a bona fide change of residence means changing of the permanent residence of the student and the student's entire immediate family from one school district or defined school attendance area into another school district or defined school attendance area prior to a change in enrollment of the student. A student who becomes emancipated does not have a bona fide change of residence by virtue of his/her emancipation and change of residence for purposes of this bylaw.

##### b) DIVORCE - The KHSAA will not recognize a legal separation as grounds for waiver of the provisions of this bylaw. The Commissioner may waive the provisions of this bylaw



**KHSAA Eligibility Rules and Parental Permission Form**  
**Bylaw References as of April 30, 2006**

KHSAA Form GE04  
Rev. 4/06

in the event of a dissolution of marriage (i.e. a final and legally binding divorce decree from a court of competent jurisdiction) of the parents and a change in the residence of the student pursuant to a court order granting custody of the child to one of the parents with whom the student shall reside. In the event joint custody is awarded to both parents, for purposes of this bylaw, the student shall be deemed to reside at his or her previous residence if one parent retains this residence. If neither parent retains the former residence, the parents shall designate one of their new residences (mother or father) for the purpose of this bylaw, such designation to be reviewed and approved by the Commissioner.

- c) **GUARDIANSHIP/CHANGE OF CUSTODY** - The KHSAA shall not recognize guardianship or similar arrangements made, for purposes of this bylaw. The Commissioner shall have authority to waive the provisions of this bylaw where it is shown that custody of the student has been taken from one or both parents and given to a third person by a court of competent jurisdiction and under circumstances indicating: (1) the parent(s) is/are unfit or (2) the court finds that the health and welfare of the student would be better served by the change in custody.
- d) **DEATH** - in the event the death of one or both of the student's custodial parents creates such circumstances that the transfer to another secondary school is deemed appropriate.
- e) **BOARDING SCHOOLS** - The Commissioner may waive the period of ineligibility on a one-time basis for students entering a boarding school on a full time basis as a boarding school student.
- f) **NON ATHLETIC PARTICIPATION FOR AN ENTIRE SCHOOL YEAR** - In the event that the transferring student did not participate in an interscholastic contest at any level in any sport while enrolled at the sending school during the entire academic school year immediately preceding the change in schools.
- g) **REASSIGNMENT BY BOARD OF EDUCATION** - Through a properly documented reassignment of the Board of Education to another school in the district. To meet this exception for a reassignment, reasons for the assignment may include, but are not limited to, the closing or opening of a school due to consolidation, merger, opening of a new school, or another type or opening or closing or assignment through KRS 158.6455 or other applicable adopted regulation. Such assignment may be to the public school district should a private, parochial or independent school close.
- h) **TRANSFER FROM NON-MEMBER SCHOOL** - Any student transferring from a non-member school located in Kentucky whose athletic participation has been limited primarily to other non-member schools may have the period of ineligibility waived.

Satisfying of one of the exceptions (a through h) will not be considered valid and a waiver of the period of ineligibility shall not be granted—

- 1) If the change in schools is to nullify or circumvent the actions of representatives or rules of the previous school or if the student left the sending school under penalty which would have resulted in their ineligibility at the sending school;
- 2) If the satisfying of one of the exceptions occurs after the enrollment at the new school;
- 3) If the change in schools is motivated in whole or part by a desire to participate in athletics at the new school;
- 4) If the satisfying of one of the exceptions is used or manipulated for the purpose of gaining athletic eligibility;
- 5) If the satisfying of one of the exceptions by the student and the parent(s) does not reasonably precipitate a transfer to the new school.

The Commissioner may, as he/she deems necessary, appoint or hire a committee or investigator to conduct any inquiry or investigation concerning any issues arising under this bylaw or any other bylaw.

If any member school files a written objection to the factual validity of the certification before the conclusion of the period of time to which the period of ineligibility would normally apply, along with the specific, detailed basis for such, then a complete investigation shall be conducted by the KHSAA and a ruling shall be issued through the Commissioner's office.

No student enrolled in grades 4-12 who has participated in a first team game shall be eligible to represent a second member school during that school year unless that student would qualify for a waiver of the period of ineligibility in accordance with provisions (a) through (f) above.

**Sec. 2) Non-Domestic Students**

- a) Foreign exchange students attending school in Kentucky shall be considered ineligible for the first calendar year following enrollment.
- i) If placed in a KHSAA member school under the auspices of approved student exchange programs or in other circumstances approved by the Board of Control within Board policy, these students may be declared eligible and not be subject to the initial one-year period of ineligibility.
- ii) In order to be considered for a waiver, the following conditions shall exist
- 1) The student shall be in compliance with all U.S. Immigration and Naturalization Service regulations;
  - 2) The student shall be in the first and only year as an exchange student;
  - 3) The student shall not be a graduate of a 12th or terminating grade or its' equivalent in either the U.S. or his/her home country;
  - 4) The student shall be in possession of a complete transcript of records that has been translated into English prior to the request for eligibility;
  - 5) The student shall be in possession of a J-1 student education visa issued by the U.S. Immigration and Naturalization Service;
  - 6) The student's placement shall not have been a "direct placement" into a KHSAA member school;
  - 7) The student's host family shall not pay any tuition or fee normal to the attendance at the KHSAA member school, and all such fees shall be paid by the student's family;
  - 8) All travel fees shall be paid by the student's family; and
  - 9) The student's host family shall not include members of the coaching staff at the KHSAA member school at which participation is desired.
- iii) To be considered for approval by the Board of Control, a foreign exchange program shall assign students to schools by a method that ensures that no student, school or interested party may influence the assignment for athletic or other purposes.
- iv) The student, the principal or designated representative of the member school, and a representative of the placement agency shall sign and attest to certification that the athlete complies with the eligibility rules of the KHSAA and shall not be eligible under any circumstances for more than one year of athletic participation if the first year period of ineligibility is waived.

- b) Any student having made election to apply for the waiver of the first year of ineligibility and having been granted a waiver of the normal period of ineligibility under subsection (a) above shall not be eligible, under any circumstances, for more than one (1) school year while enrolled in grades 9-12 in Kentucky.
- c) Any student desiring to participate in athletics who does not meet the criteria listed in Bylaw 6, Sec. 2 may seek a waiver of the one-year ineligibility period through the KHSAA Due Process Procedure.

**Sec. 3) Permanent Ineligibility**

A student is ineligible for athletics in this state if he/she transfers from another state if he/she was or would have become ineligible in the state from which he/she transfers.

**Bylaw 7. Conduct - Student or Other Representative Under Penalty**

Any student, contest official or other official school representative who is under penalty or discipline or whose conduct is such as to reflect discredit upon the school or the KHSAA is not eligible.

**Bylaw 8. Contestant On Other Teams, Post Season and All-Star Games**

Any student who after enrolling in grade nine (9) has been a contestant in football or basketball at any level (grades 9-12) and has eligibility remaining in that sport may not participate on any non-school sponsored team or in any all-star game in that sport or any variation of that sport from the first day of school through the last scheduled contest played in that sport (including KHSAA sanctioned post-season) by that school unless it has been sanctioned by the Board of Control. Following the team's last scheduled game (including post season), there are no restrictions on play in that specific sport for the student-athletes.

**Bylaw 9. Other Eligibility Requirements and Regulations**

**Sec. 1) Graduates and College Students**

Any student who has graduated from a secondary school, or who has ever played on a college team, is thereafter ineligible to play on a high school team.

**Sec. 2) Practice of Ineligible Students**

Unless ineligible due to the provisions of Bylaw 11 (Sportsmanship, having been ejected from a contest), any student who is not eligible for competition during a team's next contest/meet/match/game shall not practice with the team.

**Bylaw 10. Recruitment**

**Sec. 1) Foreword**

Pupils (both domestic and foreign) at any grade level shall not be recruited to a member school of the KHSAA for the purpose of participating in athletics, including recruitment under the guise of academics.

**Sec. 2) Definition**

- a) Recruiting is defined as an act, on behalf of or for the benefit of, a school, which attempts to influence a student to transfer to a member school for the purpose of participating in athletics. Such also includes influencing a student to remain at a school. A school official utilizing an intermediary, such as, but not limited to a peer, another school employee, a student, a parent or a citizen, for the purpose of recruiting a student athlete shall be in noncompliance.
- b) An athletic coach or any other member of the school staff shall not influence a student even if the student, his/her parents or any intermediary from another school makes the initial contact. In this situation, a coach or staff member (paid or unpaid) should immediately refer the person(s) to the school principal.
- c) Influencing a student shall include, but shall not be limited to the promise or instilling the expectation of an athletic advantage, playing time, employment of the student or his/her parents or relatives, housing for the student or his/her parents, scholarships or financial aid for which other members of the student body are not generally eligible, or any other material or athletic reward for which other members of the student body are not generally eligible.

**Sec. 3) Penalty**

Any representative of a member school knowingly allowing the recruitment of a student for the purpose of participating in athletics or who should have known of such recruitment shall be guilty of willful neglect of duty, misconduct, and/or breach of contract. Such shall apply not only to coaches, but also to personnel supervising coaches, such as, but not limited to an athletic director, an assistant principal, a principal, an assistant superintendent, a superintendent or a school board member. This regulation shall also apply to students or their parents.

**Bylaw 11. Practice of Sportsmanship**

It is the clear obligation of principals, coaches, faculty members, boards of education, and all official representatives of member schools to practice the highest principles of sportsmanship and the ethics of competition in all interscholastic relationships with fans, officials, players, coaches, official representatives of member schools, and the general public. The Commissioner and the Board of Control shall have the full authority to suspend the coach, student, or any member school whose representatives may be convicted on competent evidence of the violation of this obligation. Any violation of this rule in any interscholastic contest shall be immediately reported to the Commissioner by the principal(s) of the school(s) involved, and by the game officials who work in the contest.

It shall also be considered a violation of this rule if any school or school representatives uses or allows the use of illegal equipment which gains a competitive advantage in the contest and which is expressly prohibited by the rules adopted for that sport. Violations of this particular provision may result in penalization by the Commissioner in accordance with the provisions of this bylaw and in accordance with KHSAA Bylaw 30, Penalties.

Any student, coach, or official team representative ejected from an interscholastic contest due to a violation of this obligation must be reinstated by a member of the Commission prior to returning to interscholastic contests. Any student or coach using insulting language to another player or coach or to any official in any interscholastic contest, or who has been ruled out of such a contest because of unsportsmanlike tactics, shall be disqualified from athletic competition until reinstated by the Commissioner.

The name of the student or coach shall be reported to the Commissioner by the principal of the school that that student attends. When an official disqualifies a student or coach, he/she shall report the disqualification to the principal or his/her representative and to the KHSAA office. If the Commissioner finds upon investigation that the offense was sufficiently serious the offender shall be permanently disqualified.

**KENTUCKY HIGH SCHOOL ATHLETIC ASSOCIATION**  
 2280 Executive Drive, Lexington, Kentucky 40505  
 Athletic Participation/Physical Examination Form/Consent and Release  
**PART I - ATHLETE INFORMATION**  
 (This part must be completed by the student)



Name (Last, First, Initial) \_\_\_\_\_ Birth Place (County, State): \_\_\_\_\_  
 Home Address (Street, City, State, Zip): \_\_\_\_\_  
 Date of Birth: \_\_\_\_\_  
 Attendance History

| Grade | School Name | School Year | Varsity Play - (Yes/No)? |
|-------|-------------|-------------|--------------------------|
| 9     |             |             |                          |
| 10    |             |             |                          |
| 11    |             |             |                          |
| 12    |             |             |                          |

I am planning to participate in the following (circle all you might try to play):  
 Baseball Cross Country Golf Softball Tennis Volleyball  
 Basketball Football Soccer Swimming Track Wrestling  
 Cheerleading Field Hockey Other: \_\_\_\_\_

**PART II - MEDICAL HISTORY**  
 (This part must be completed by parent and student and presented to the authorized health care provider before the physical.)

CHECK THE APPROPRIATE RESPONSE TO EACH ITEM.

|                                                                                                                             |                          |                          |
|-----------------------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|
| 1. Have you ever been hospitalized?                                                                                         | YES                      | NO                       |
| 2. Have you ever had surgery of any kind (e.g., tonsillectomy)?                                                             | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Are you presently taking any medications or pills?                                                                       | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Do you have any allergies (medicine, bees, or other insects)?                                                            | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Have you ever passed out during exercise?                                                                                | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Have you ever been dizzy during or after exercise?                                                                       | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Have you ever had chest pain during or after exercise?                                                                   | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Have you ever had high blood pressure?                                                                                   | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. Have you ever been told you have a heart murmur?                                                                         | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. Have you ever had racing of your heart?                                                                                 | <input type="checkbox"/> | <input type="checkbox"/> |
| 11. Has anyone in your family died of heart problems before 50?                                                             | <input type="checkbox"/> | <input type="checkbox"/> |
| 12. Do you have any skin problems? (itching, rashes, acne)                                                                  | <input type="checkbox"/> | <input type="checkbox"/> |
| 13. Have you ever had a head injury?                                                                                        | <input type="checkbox"/> | <input type="checkbox"/> |
| 14. Have you ever been knocked out or unconscious?                                                                          | <input type="checkbox"/> | <input type="checkbox"/> |
| 15. Have you ever had a seizure or suffer from epilepsy?                                                                    | <input type="checkbox"/> | <input type="checkbox"/> |
| 16. Have you ever had a stinger, burner or pinched nerve?                                                                   | <input type="checkbox"/> | <input type="checkbox"/> |
| 17. Have you ever had heat related problems?                                                                                | <input type="checkbox"/> | <input type="checkbox"/> |
| 18. Have you ever been dizzy or passed out in the heat?                                                                     | <input type="checkbox"/> | <input type="checkbox"/> |
| 19. Do you cough heavily, or breath heavily during activity?                                                                | <input type="checkbox"/> | <input type="checkbox"/> |
| 20. Do you use any special equipment (e.g., knee brace)?                                                                    | <input type="checkbox"/> | <input type="checkbox"/> |
| 21. Have you had any problems with your eyes or vision?                                                                     | <input type="checkbox"/> | <input type="checkbox"/> |
| 22. Have you ever sprained/strained, dislocated, fractured, broken or had repeated swelling or other injuries of any bones? | <input type="checkbox"/> | <input type="checkbox"/> |
| 23. Are you missing one of any paired organs (e.g., eyes)?                                                                  | <input type="checkbox"/> | <input type="checkbox"/> |
| 24. Have you ever been diagnosed with any form of asthma?                                                                   | <input type="checkbox"/> | <input type="checkbox"/> |
| 25. Are you using an inhaler for asthma?                                                                                    | <input type="checkbox"/> | <input type="checkbox"/> |
| 26. Are you diabetic?                                                                                                       | <input type="checkbox"/> | <input type="checkbox"/> |
| 27. Do you administer insulin to yourself?                                                                                  | <input type="checkbox"/> | <input type="checkbox"/> |
| 28. Are you presently using tobacco in any form?                                                                            | <input type="checkbox"/> | <input type="checkbox"/> |
| 29. Do you have a history of sickle-cell anemia in your family?                                                             | <input type="checkbox"/> | <input type="checkbox"/> |
| 30. Have you had any other medical problems?                                                                                | <input type="checkbox"/> | <input type="checkbox"/> |
| 31. Have you had a medical problem or injury within the last year?                                                          | <input type="checkbox"/> | <input type="checkbox"/> |
| 32. Can you swim?                                                                                                           | <input type="checkbox"/> | <input type="checkbox"/> |
| 33. When was your last tetanus shot?                                                                                        | <input type="checkbox"/> | <input type="checkbox"/> |

Please explain any YES answers from questions 1-31.

**PART III - PHYSICAL EXAMINATION**

This part must be completed by the authorized health care provider named in Bylaw 2.

NAME: \_\_\_\_\_ SEX: \_\_\_\_\_  
 SCHOOL: \_\_\_\_\_ GRADE: \_\_\_\_\_  
 HEIGHT: \_\_\_\_\_ WEIGHT: \_\_\_\_\_ BP: \_\_\_\_\_ PULSE: \_\_\_\_\_  
 VISION: R-20/ \_\_\_\_\_ L-20/ \_\_\_\_\_ BOTH-20/ \_\_\_\_\_ CORRECTED? Y/N \_\_\_\_\_

|                            | Normal | Abnormal | Comment |
|----------------------------|--------|----------|---------|
| HEART                      |        |          |         |
| Rhythm (Regular/Irregular) |        |          |         |
| Murmur (supine)            |        |          |         |
| Murmur (standing)          |        |          |         |
| ENT                        |        |          |         |
| Lungs                      |        |          |         |
| Skin                       |        |          |         |
| Abdominal                  |        |          |         |
| Genitalia                  |        |          |         |
| Musculoskeletal            |        |          |         |
| Neck                       |        |          |         |
| Shoulder                   |        |          |         |
| Elbow                      |        |          |         |
| Wrist                      |        |          |         |
| Hand                       |        |          |         |
| Back                       |        |          |         |
| Knee                       |        |          |         |
| Ankle                      |        |          |         |
| Foot                       |        |          |         |
| Dental                     |        |          |         |
| Other                      |        |          |         |

After having reviewed the data above and the student's medical history, I make the following recommendations on participation in athletics:

1. Cleared
  2. Cleared after additional evaluation for \_\_\_\_\_
  3. Restricted from participating in the sports of \_\_\_\_\_
  4. Cleared only to participate in the sports of \_\_\_\_\_
- Recommendations/Restriction (attach additional if necessary) \_\_\_\_\_

In accordance with KHSAA Bylaws, I have examined the physical condition of the student and find the said student to be physically fit to practice for and participate in interscholastic athletic contests.

Authorized Signature \_\_\_\_\_ Date \_\_\_\_\_  
 Authorized Provider's Name (please print) \_\_\_\_\_  
 Address \_\_\_\_\_ Phone \_\_\_\_\_

Date \_\_\_\_\_ City, State, Zip \_\_\_\_\_  
 This Physical Examination is valid for one year from date administered.

# **PART IV - EMERGENCY PERMISSION FORM**

(This part must be completed by student and custodial parent / guardian)

STUDENT NAME \_\_\_\_\_  
 SOC. SEC. NO. \_\_\_\_\_  
 ADDRESS \_\_\_\_\_  
 CITY/STATE/ZIP \_\_\_\_\_  
 SCHOOL \_\_\_\_\_  
 BIRTH DATE \_\_\_\_\_  
 PHONE \_\_\_\_\_  
 PERSON TO CONTACT IN CASE OF MEDICAL EMERGENCY:  
 NAME \_\_\_\_\_  
 RELATION \_\_\_\_\_  
 ADDRESS \_\_\_\_\_  
 CITY/STATE/ZIP \_\_\_\_\_  
 DAYTIME PHONE \_\_\_\_\_  
 EVENING PHONE \_\_\_\_\_

Please list any health problems/concerns your child may have, including allergies (medications / others) and any medications presently being used: \_\_\_\_\_

*Students desiring to participate in Wrestling must also complete KHSAA Form WR-01 and required attachments between October 15 and the first contest.*

*This form must be reproduced to travel with respective athlete.*

## **PART V - CONSENT TO PARTICIPATE, ACKNOWLEDGMENT OF RISK, ACKNOWLEDGEMENT OF ELIGIBILITY RULES, LIABILITY WAIVER AND CONSENT AND RELEASE**

*The student and parent/guardian must read this statement carefully. This form must be completed before the student participates (hereinafter including try out for, practice and/or compete) in interscholastic athletics.*

As parent/legal guardian, I agree to allow my child to participate in interscholastic athletics.

The student and parent/legal guardian recognize that participation in interscholastic athletics involves inherent risks of potentially severe injuries, including but not limited to death, serious neck, head and spinal injuries which may result in complete or partial paralysis, brain damage, serious injury to virtually all internal organs, serious injury to virtually all bones, joints, ligaments, muscles, tendons, and other aspects of the muscular skeletal system, and serious injury or impairment to other aspects of the body, general health and well being. Because of these inherent risks, the student and parent/legal guardian recognize the importance of the student obeying the coaches' instructions regarding playing techniques, training and other team rules. By signing this form, the student and parent/legal guardian acknowledge that the student's participation is wholly voluntary and to having read and understood this provision.

The student and parent/legal guardian, individually and on behalf of the student, hereby irrevocably, and unconditionally release, acquit, and forever discharge the KHSAA and its officers, agents, attorneys, representatives and employees (collectively, the "Releasees") from any and all losses, claims, demands, actions and causes of action, obligations, damages, and costs or expenses of any nature (including attorney's fees) that the student and/or parent/legal guardian incur or sustain to person, property or both, which arise out of, result from, occur during or are otherwise connected with the student's participation in interscholastic athletics if due to the ordinary negligence of the Releasees.

# **PART V - CONSENT TO PARTICIPATE, ACKNOWLEDGMENT OF RISK, ACKNOWLEDGEMENT OF ELIGIBILITY RULES, LIABILITY WAIVER AND CONSENT AND RELEASE (continued)**

*The student and parent/guardian must read this statement carefully. This form must be completed before the student participates (hereinafter including try out for, practice and/or compete) in interscholastic athletics.*

The student and parent/legal guardian acknowledge that they have received, read and understood the document entitled KHSAA Eligibility Rules and Parental Permission Form Bylaw References as of April 30, 2006.

The student and parent/legal guardian agree to abide by the KHSAA Bylaws and Due Process Procedure as now enacted or later amended. The student and parent/legal guardian further acknowledge that they agree to abide by the rulings of the Commissioner, Assistant Commissioner, Hearing Officer and Board of Control.

The student and parent/legal guardian acknowledge that the student must have insurance coverage up to a limit of \$25,000 in order to be eligible to participate in interscholastic athletics.

The student and parent/legal guardian consent to this student receiving a physical examination as required by the KHSAA.

The student and parent/legal guardian, individually and on behalf of this student, give the high school, the KHSAA and their representatives permission to release this student's demographic information and participation statistics and other information as may be requested, and agree that the student may be photographed or otherwise digitally or electronically captured during competition and such image or other report may be used without permission or compensation.

The student and parent/legal guardian, individually and on behalf of this student, consent to the high school and the KHSAA and their representatives to use and disclose the necessary personally identifiable information from the student's education records including, but not limited to, academic, financial and health care information, to third parties including, but not limited to, school representatives, coaches, athletic trainers, medical facilities, medical staffs, KHSAA legal counsel and the media, for the purpose of receiving proper/necessary medical care and complying with the KHSAA bylaws, including, but not limited to, making determinations regarding eligibility to participate in interscholastic athletics and any administrative or legal proceedings resulting from participation or attempted participation in interscholastic athletics; without such disclosure constituting a violation of my rights under the Family Educational Rights and Privacy Act. I further release the high school, the KHSAA and their representatives from any and all claims arising out of the use and disclosure of said necessary personally identifiable information. I also agree to release to the high school, the KHSAA, and their representatives, upon request, the detailed and completed application for financial aid.

The student and parent/legal guardian, individual and on behalf of the student, hereby consent to allow the student to receive medical treatment that may be deemed advisable by the high school, the KHSAA, and their representatives in the event of injury, accident or illness while participating in interscholastic athletics, including, but not limited to, transportation of the student to a medical facility.

|                                                                                         |            |                              |
|-----------------------------------------------------------------------------------------|------------|------------------------------|
| Students' Name (please print) _____                                                     |            | School _____                 |
| Student and Parent/Guardian Address _____                                               |            |                              |
| Signature of Student _____                                                              | Date _____ |                              |
| Name of Parent(s)/Guardian(s) who has/have custody of this student (please print) _____ |            | Emergency Phone Number _____ |
| Signature of Parent(s)/Guardian(s) who has/have custody of this student _____           |            | Date _____                   |
| Insurance Carrier _____                                                                 |            | Policy Number _____          |

**LEXINGTON CATHOLIC HIGH SCHOOL  
KNIGHTS ATHLETIC DEPARTMENT**

**DONATION OF LEXINGTON CATHOLIC HIGH SCHOOL  
PROPERTIES FORM**

To: \_\_\_\_\_  
(Athletic Director)

\_\_\_\_\_ is seeking permission to donate the following item(s)  
(Coach/Team)

\_\_\_\_\_ to \_\_\_\_\_ of \_\_\_\_\_ on \_\_\_\_\_  
(person receiving donation) (team/organization/business) (date)

The purpose of this donation is for \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ (signature of coach) \_\_\_\_\_ (date)

\_\_\_\_\_ Approved

\_\_\_\_\_ Denied

\_\_\_\_\_ (signature of Athletic Director) \_\_\_\_\_ (date)

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# REPORTS





# LEXINGTON CATHOLIC HIGH SCHOOL

JUN 26 2006

June 22, 2006

Commissioner Brigid DeVries  
Kentucky High School Athletic Association  
2800 Executive Drive  
Lexington, Kentucky, 40505

Dear Brigid,

Thank you very much for the opportunity to meet with you and the Board of Control on May 23, 2006. As you know, pursuant to your November 15, 2005, ruling, prior to the Board of Control meeting, Lexington Catholic High School submitted its Athletic Compliance Manual to the KHSAA staff for review. Thereafter, we met with the Board of Control to discuss this manual and to consider comments and suggested revisions to help ensure that Lexington Catholic High School had adequate institutional controls in place to avoid athletic infractions of the KHSAA bylaws. Pursuant to that meeting and the discussions from the Board of Control members and the KHSAA staff, we have revised this Manual to incorporate most of the Board's comments and the comments from Associate Commissioner Julian Tackett.

The Board of Control determined at the meeting that it would not formally approve the Manual by vote since it lacked the authority to approve a member school's policies. However the Board agreed to recommend at its July meeting that this Manual, if found to be adequate, does meet the requirements of your November 15, 2005, order by demonstrating that Lexington Catholic High School has adequate institutional controls as required by Bylaw 33. The very basis of the November penalties showed that "The financial aid violations coupled with this violation (ineligible player) demonstrate a lack of institutional control at LCHS. All Member schools are expected to maintain a level of institutional control to ensure that violations do not occur." This Manual adequately addresses that issue.

Accordingly, we are submitting this Manual demonstrating adequate institutional controls are in place at Lexington Catholic High School pursuant to all KHSAA Bylaws and we ask the Board to approve Lexington Catholic's application for renewal of membership for the 2006-2007 school year.

Sincerely,

Sally Stevens  
Principal

MIND • SPIRIT • BODY



# **Lexington Catholic High School Athletic Policies and Procedures Manual**

**(WORKING DRAFT FOR DISCUSSION PURPOSES ONLY  
NOT SUBJECT TO OPEN RECORDS)**

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## **I. Mission Statement and Purpose**

We, Lexington Catholic High School (LCHS), serve as an integral part of the educational mission of the Roman Catholic Diocese of Lexington. We serve Catholic students and students of other faith traditions by providing a high quality secondary education that emphasizes the spiritual ideals and moral values of the Gospel. In this faith community, we form and develop the body, mind, and spirit of our students. We view athletic competition and training to be an integral component of that mission.

### **A. Introduction and Purpose**

As reflected in the foregoing mission statement, it is the fervent intent of LCHS to abide by all rules and regulations of the KHSAA in the governance of Athletics at LCHS. Accordingly, the purpose of this Manual is to establish Lexington Catholic High School's policy for institutional controls to assist the relevant constituents at LCHS and others directly connected with the athletic program or school in preventing any infraction of KHSAA bylaws (attached hereto and made a part of) and internal policies of LCHS by providing clear and direct guidelines for compliance. Lexington Catholic shall be the sole entity with responsibility for enforcing this policy as outlined in Section II D. below.

### **B. Effective Date**

These policies and procedures shall be effective as of the date of issuance and compliance by all administrators, coaches, parents, students, or others including but not limited to boosters or alumni, with a direct connection to the athletic program or the school is mandatory.

### **C. Applicability**

These policies and procedures (hereinafter referred to as "Manual") set forth herein apply to all administrators, coaches, parents, students, or others including, but not limited to, boosters or alumni, with a direct connection to the athletic program or the school for the purpose of ensuring compliance with the KHSAA bylaws.

Each person referenced above is responsible for his or her own actions and shall become intimately familiar with the policies contained herein and the KHSAA bylaws. LCHS will provide applicable training and monitoring to ensure that adequate institutional controls are in place to provide compliance with KHSAA rules and regulations.

## **D. Responsibility**

Although each person referenced above shall have responsibility for complying with these procedures and the bylaws of the KHSAA, LCHS recognizes and assumes the ultimate responsibility as a member of the KHSAA for compliance and thus designates the Principal (pursuant to Bylaw #1) as the party with direct responsibility in all matters in the school that concern compliance, including eligibility, and inter-school contests. The principal designates the Athletic Director as LCHS' KHSAA Designated Representative for the purpose of conducting the interscholastic program at LCHS and implementing all necessary institutional controls for compliance.

# **II. Policies and Procedures**

## **A. Athletic Eligibility and Participation**

### **1. Athletic Inquiries**

KHSAA Bylaw 10 expressly prohibits recruitment activities which influence any student to attend a particular school for participating in Athletics. Accordingly, any inquiry regarding participation in Athletics at LCHS and governed by KHSAA (hereinafter "Athletics") shall be directed to the Admissions Director or the Lexington Catholic website. If any prospective student or family contacts any coach, athletic director, school personnel, or any other person with a direct connection to the athletic department or school, they must be directed to the Admissions Director with a copy of the message forwarded to the Athletic Director. In addition, no staff member shall contact a student athlete outside of the feeder system in accordance with KHSAA Bylaw 10.

### **2. Incoming Freshmen**

All incoming freshmen shall complete the Electives and Activities Form (attached as Exhibit 1), the Parental Explanation Sheet (attached as Exhibit 2), and the Athletic Compliance Form (attached as Exhibit 3) before they are eligible to tryout, practice or participate in any manner for any athletic team. The purpose of these forms is to compile all necessary personal information to ensure compliance with KHSAA eligibility requirements. For example, if the student has repeated any grade including, but not limited to, the eighth grade, the Admissions Director shall obtain the documentation and transcripts documenting the details. One copy of each form is retained by the Admissions Director and the second copy is retained by the Athletic Department.

In addition to other KHSAA restrictions to player eligibility, prior to any eligibility or participation in Athletics, the Assistant Athletic Director shall review the Elective and Activities Form, the Parental Explanation Sheet, and the Athletic Compliance Form and acknowledge the eligibility of the participant pursuant to

the applicable bylaws. The form will then be submitted for review to the Athletic Director for compliance.

### **3. Transfer Students**

All transfer students shall also complete the Parental Explanation sheet (attached as Exhibit 2), and the Athletic Compliance Form (attached as Exhibit 3) before they are eligible to tryout, practice or participate in any manner for any athletic team. One copy of each form is retained by the Admissions Director and the second copy is retained by the Athletic Department.

The Admissions Director will identify all transfer students and notify the Athletic Director of their pending enrollment. **No transfer student is eligible to tryout or practice on any team until they meet with the Athletic Director and complete the appropriate KHSAA Transfer Forms (attached as Exhibit 4) and until the KHSAA approves the player's eligibility pursuant to KHSAA Bylaw 6.** If the student has repeated any grade, the Admissions Director will obtain the appropriate documentation and transcripts to provide to the Athletic Director. The Athletic Director will inform the coach that the student has complied with KHSAA eligibility transfer requirements prior to any athletic participation. Seniors who transfer will be ineligible unless they have a special waiver by the Athletic Director and Principal.

### **4. Existing Students**

#### **a. Eligibility Forms/Participation List**

Coaches shall submit rosters to the Athletic Director or his designee pursuant to the following schedule:

Fall Sports – August 1  
Winter Sports – November 1  
Spring Sports – March 1

The Athletic Director or designee shall ensure that each student athlete satisfies the requirements per the **KHSAA Certification of Eligibility Form and Participation List (attached as Exhibits 5 and 6)** prior to any participation in Athletics.

#### **b. Eligibility Physicals and Parents Consent Forms**

Pursuant to Bylaw 2, each year LCHS shall provide this form to all student athletes and their parents. Students must return their completed and signed Physical Form and Acknowledgment of Risk (**KHSAA Form GE04 attached as Exhibit 7**). The completed form must be submitted to the coach before the student is eligible to tryout/practice. All new athletes must complete this form before participating. Coaches must have copies of physicals in their possession at all times.

#### **c. Transcript and Age Reviews**

LCHS will review and ensure compliance with Bylaw 5's transcript review requirements and ensure compliance with Bylaw 3's age requirements.

#### **d. Athletic Facilities Use**

- i. Moderators of extra-curricular activities are to supervise the use of the facilities after school by the students involved in these activities. The same, of course, applies to the coaches in regard to the athletes in the gym section of the school.
- ii. The school buildings will be locked at 4:00 P.M. Students who have a reason to remain in the building on a particular day should check with the dean ahead of time about remaining after 4:00 P.M. and are not permitted under any circumstances to use the gym.
- iii. Field house regulations are developed and specified by the athletic department. For no reason whatsoever, may anyone be allowed in the locker room area of the opposite sex. The training area between the two locker room areas is open to students of both sexes who should come there in full athletic or school uniform.
- iv. Casual use of athletic facilities by non-students who are not in the LCHS feeder system shall be prohibited without prior approval from the Athletic Director. Excepted from this prohibition are the paid uses of facilities per contract or agreement or the use of facilities by community groups provided by LCHS with no intent whatsoever to induce those non-students to play Athletics at LCHS, but to provide the facilities as a charitable or community service.

#### **e. Prohibited Activities**

- i. LCHS coaches, athletic directors, administrators, or others with a direct connection to the athletic program or school shall not exceed what is appropriate or normal by offering any inducement or incentive to a student with or without an athletic participation record.
- ii. Illegal contact with non-students not in the LCHS feeder system shall be prohibited as that contact is addressed and regulated under Bylaw 10 & relevant case bylaws.
- iii. No LCHS coach, athletic director, administrator or anyone else with a direct connection to the athletic program or school shall provide any special benefit, money or items of tangible benefit, other than equipment or uniforms as necessary for Athletic participation, to any student athlete including: money, free or reduced tuition, room and board, free text books, clothing, pay for work not performed or that is in excess of the amount regularly paid for those type of services, regular free transportation by anyone associated with the school, privileges not afforded non-student athletes, or special gifts.

- iv. Those with "a direct connection to the school" include: coaches, booster club parents and members, alumni, school board members & officers, parents of high school players, booster club representatives and students.

## **5. Middle School Student-Athletes**

Team members must be members of a Catholic elementary school or attend terminal schools such as The Lexington School, the Capital Day School, and Montessori Middle School of Kentucky. The head coach is responsible for completing a participation form, which includes the home school of each student. The Athletic Director shall verify student enrollment with the principal of each of the thirteen home schools. The LCHS middle school program will only accept students from our designated 13 "feeder" schools. These schools are Mary Queen, Christ The King, St. Peter & Paul, Seton Catholic School, Good Shepherd (Frankfort), St. Leo's (Versailles), St. Mark's (Richmond), St. John's (Georgetown), St. Agatha (Winchester), St. Mary's (Paris), The Lexington School, Montessori Middle School of Kentucky, and Capital Day (Frankfort). Policy will cover both the middle school programs and the summer AAU teams.

## **B. Recruiting and Tuition Assistance**

### **1. Recruiting**

KHSAA Bylaw 10 prohibits recruiting of any student athlete by undue influence, which includes, but is not limited to, providing scholarship or financial aid for which other members of the student body are not generally eligible.

### **2. Tuition Assistance**

It is LCHS policy to provide all tuition assistance purely on the basis of need without regard to students' grades, participation in school Athletics or any other judgment. This policy, which makes all tuition assistance generally available to the entire student body, is determined by a neutral evaluator pursuant to the guidelines of KHSAA Bylaw 10.

Families of all students at LCHS are given the opportunity to apply for assistance. Applications and instructions are distributed to all incoming freshmen students at the time they take their placement exams. In addition, registration packets containing the same application forms and instructions are also mailed home to parents of the entire student body enrolled at the school, and students may apply for tuition assistance mid-year through the same neutral evaluator.

The Business Office oversees this process. The completed application is sent directly to a KHSAA approved agency, pursuant to Bylaw 10. The independent agency calculates the suggested grant amount based on the budgeted amounts available and provides LCHS with a listing of all applicants and the suggested



grant amount. With the exception of nominal grants, awarded on the basis of academic achievement or other objective criteria, generally available to the entire student body, this shall be the only source of tuition assistance provided to ANY student by LCHS. If a student and/or family situation changes, this process of utilizing an independent KHSAA approved agency shall again be used to determine additional need.

There shall be no write-off adjustment to a tuition accounts receivable for a student athlete and LCHS will retain and not release the student's transcript until the account is paid in full.

The Board of Trustees will oversee the Tuition Assistance Board Subcommittee to ensure that there are no variances from this policy.

In addition, each year, the parent or guardian must sign an acknowledgement whereby he/she/they confirm that their child did not receive monetary assistance as an inducement to participate in Athletics at LCHS (Parental Explanation Sheet attached as Exhibit 2)

### **3. Donation of Lexington Catholic Properties**

Before a coach or an entire sports program decides to donate new or used uniforms, practice gear, warm-ups, sweat suits, hats, shirts, jackets, pants, shorts, etc, or any athletic equipment, you must first receive approval from the Athletic Director. Please use the Donation of Lexington Catholic Properties Form (attached as Exhibit 8) when seeking approval for the donation. If this procedure is not followed, you place yourself and the school in violation of KHSAA Bylaw 10.

## **C. Training**

### **1. Coaches' seminars**

The Principal and the Athletic Director shall host a compliance seminar twice a year for all coaches of LCHS Athletic programs (paid and volunteer) and Admission and Business Office personnel advising them of the requirement of strict compliance with KHSAA policy and this Manual.

### **2. Parents' meetings**

Prior to the beginning of each Athletic season, the head coach shall include a compliance information component to advise them of the requirement of strict compliance with KHSAA policy and this Manual.

LCHS will provide the KHSAA with minutes from both the coaches' seminar and the parents' meeting, as well as provide calendar notice to the KHSAA so that a representative may attend to answer questions or provide any other guidance as necessary.

#### **D. Enforcement**

The Principal and the Athletic Director will be held strictly responsible for the enforcement of the rules and regulations of the KHSAA and the internal policies and procedures of LCHS governing Athletics. These individuals shall also ensure that competent persons are in charge of each athletic (including Athletic) team, group, program, and/or activity, who are thoroughly knowledgeable of the rules and regulations of the KHSAA and this Manual. Contracts for employment for all individuals employed by LCHS, including, but not limited to, the Principal, Athletic Director, and coaches, shall contain a provision that requires compliance with all rules and regulations promulgated by LCHS regarding Athletics, including this Manual. Non-compliance of any of these rules or policies may result in the termination of any contract of employment or the non-renewal of said contract of employment for any contract employee found to have violated said Manual. In addition, in the event of non-compliance of any rule, regulation, policy or procedure by any non-employee of LCHS including, but not limited to, boosters and alumni, the Principal and Athletic Director are authorized to advise the offending non-employee in writing of their disassociation with Athletics at LCHS. LCHS shall strictly abide by all reporting requirements for all infractions of the rules and regulations of the KHSAA. Since compliance with these institutional controls and KHSAA rules and regulations is of the highest priority for the Athletics program at LCHS, and for LCHS as an educational institution generally, any person, either employed by LCHS or not employed, is encouraged to contact, anonymously or otherwise, the Athletic Director regarding any possible rules violation or in the event that person has any question regarding what is permissible under the applicable rules and regulations. The Athletic Director will then make a report to the LCHS Board of Trustees' Athletic Oversight Committee and the Principal of any reported incident or question.

The Athletic Oversight Committee is a standing Board Committee of the Lexington Catholic Board of Trustees composed of a Board of Trustee member who shall act as the Committee chair, the Principal, the Athletic Director, two (2) faculty members, and two Board members.

#### **E. Compliance**

Head coaches are expected to maintain discipline and resolve problems to the best of their ability relating to the situation. If an issue becomes serious enough, coaches needing assistance shall contact the Athletic Director. The chain of command for Athletics is Athletic Director → Principal → President and Superintendent of Schools. Any suspected violations of KHSAA Bylaws should be reported in writing through the chain of command. If any member of the chain of command is involved in the allegation, the report should go to the next person in the chain of command. The Principal will conduct an internal investigation in conjunction with the Athletic Office. Results of the investigation will be reported to the KHSAA.

ELECTIVES AND ACTIVITIES FORM 2006-2007

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Parent(s)/Guardian(s) Name(s) \_\_\_\_\_

Home Phone: Area Code ( ) \_\_\_\_\_ Sex: M / F

Current School \_\_\_\_\_

Have you repeated the eighth grade? (Circle One) Yes No

*Please circle one of the following foreign languages that you would want to take next year. Your selection will simply be an indication of your interest prior to orientation in April. All students must take at least two years of the same foreign language. (Circle One)*

Latin Spanish French

*Do you anticipate being able to by-pass the first year of your high school level foreign language course because you have already had several years of foreign language? (Circle One)*

Yes No

*What Mathematics course are you currently taking? (Circle One)*

Pre-Algebra Algebra I Geometry

Other (specify) \_\_\_\_\_

*Athletic Programs: Place a check by any that may be of interest. (One Per Season)*

**Fall Sports**

Football \_\_\_\_\_

Soccer \_\_\_\_\_

Golf \_\_\_\_\_

Cross Country \_\_\_\_\_

Volleyball \_\_\_\_\_

**Winter Sports**

Basketball \_\_\_\_\_

Swimming \_\_\_\_\_

Hockey \_\_\_\_\_

**Spring Sports**

Baseball (boys) \_\_\_\_\_

Softball (girls) \_\_\_\_\_

Track \_\_\_\_\_

Tennis \_\_\_\_\_

Lacrosse \_\_\_\_\_

**Multiseason Sports**

Cheerleading \_\_\_\_\_

Dance Team \_\_\_\_\_

Ultimate Frisbee \_\_\_\_\_

Have you played any of these sports at the High School Level? (Circle One) Yes No

If yes, where \_\_\_\_\_ and what sport(s) \_\_\_\_\_.

*Special Interest Clubs: Place a check by any of these that may be of interest.*

Academic Team \_\_\_\_\_

Art Club \_\_\_\_\_

Environment Club \_\_\_\_\_

French Club \_\_\_\_\_

Y-Club \_\_\_\_\_

Outdoor Club \_\_\_\_\_

Teens Against Tobacco \_\_\_\_\_

Latin Club \_\_\_\_\_

Drama Club \_\_\_\_\_

Band \_\_\_\_\_

Key Club \_\_\_\_\_

Chess Club \_\_\_\_\_

Mock Trial Team \_\_\_\_\_

Fellowship of Christian Athletes \_\_\_\_\_

Spanish Club \_\_\_\_\_

Math Club \_\_\_\_\_

Pep Club \_\_\_\_\_

Pro-Life Club \_\_\_\_\_

Choir \_\_\_\_\_

Student Publications \_\_\_\_\_

Student Council \_\_\_\_\_

Speech Club \_\_\_\_\_

## Parental Explanation Sheet

Please tell us in your own words why and how you came to choose Lexington Catholic High School for your student.

Please circle the appropriate word.

I was/was not contacted or coerced by any member of the Lexington Catholic administration, faculty, staff, or coach to enroll my student for athletic reasons.

Please list who will be responsible for all fees and tuitions for the student while attending Lexington Catholic High School.

---

---

---

I attest that I have completed this form accurately to the best of my ability.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

Please Print Signed Name: \_\_\_\_\_

\_\_\_\_\_  
Parent/Legal Guardian Signature

\_\_\_\_\_  
Date

Please Print Signed Name: \_\_\_\_\_

ATHLETIC COMPLIANCE FORM 2006-2007

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Parent(s)/Guardian(s) Name(s) \_\_\_\_\_

Home Phone: Area Code ( ) \_\_\_\_\_ Sex: M / F

Date of Birth: \_\_\_\_\_ Age as of August 1 of 2006: \_\_\_\_\_

Have you transferred to Lexington Catholic High School in the last 12 months? (Circle One) Yes No

If yes, please list your former high school: \_\_\_\_\_  
Name of High School

City and State of former high school: \_\_\_\_\_

Have you repeated any grade 8-12? (Circle One) Yes No

If you answered yes to the previous question, which grade did you repeat? \_\_\_\_\_

Where did you repeat this grade? \_\_\_\_\_

Why? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Did you play any sports at the high school level? (Circle One) Yes No

If yes, for what high school \_\_\_\_\_

What sport(s) \_\_\_\_\_

at which level (Circle One) Freshman Junior Varsity Varsity

I attest that I have completed this form accurately to the best of my ability.

\_\_\_\_\_  
Student Signature\_\_\_\_\_  
Date

Please print signed name: \_\_\_\_\_

\_\_\_\_\_  
Parent/Legal Guardian Signature\_\_\_\_\_  
Date

Please print signed name: \_\_\_\_\_



KENTUCKY HIGH SCHOOL ATHLETIC ASSOCIATION  
DOMESTIC STUDENT TRANSFER FORM

THIS FORM MAY NOT BE FAXED TO THE KHSAA. STUDENT IS NOT ELIGIBLE UNTIL RULING ISSUED BY COMMISSIONER. INCOMPLETE OR ILLEGIBLE FORMS WILL BE RETURNED WITHOUT PROCESSING.

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**GENERAL INSTRUCTIONS FOR COMPLETION OF THE KHSAA TRANSFER FORM**

1. The **Receiving School** is the KHSAA member school in which the student is enrolled and for which he/she is requesting eligibility.
2. The **Sending School** is normally the most recent school in which this student was enrolled and participated in interscholastic athletics. For students who have attended multiple schools, this is the last school at which the student participated in varsity athletics.
3. Upon receipt, the form will be reviewed by the Commissioner's Office and a ruling will be issued.
4. For processing, allow a minimum of three (3) working days to ensure time for verification of the data and be mindful that in accordance with the Due Process Procedure, the Commissioner has thirty (30) days to rule, and additional time if investigation is necessary.
5. Only the Principal and/or Designated Representative of a member school may inquire as to the processing status of the form. Member schools will be given information as to the proper procedure for such verification.
6. The waiver of Bylaw 6 does not in and of itself declare the student eligible. It is the responsibility of the member school to verify that the student is eligible according to all other bylaws.

**SPECIFIC INSTRUCTIONS FOR THE RECEIVING SCHOOL**

1. This form is for use with domestic students enrolling in a KHSAA member school and is to be processed between school administrators and may not involve parental intervention at its delivery.
2. Complete this form for any student transferring into a school who has not been continually enrolled in the receiving school since ninth grade or if the student is below grade nine (9) and has already participated in sports during the current school year.
3. Students may not practice, scrimmage (inter or intra-school) or play in contests until being ruled eligible by the Commissioner's office if a ruling is required. Member school(s) will be penalized for such participation.
4. Verification as to a student not having participated in varsity athletics at his/her former school **SHALL** be in writing (using page two of this form) and kept on file until the student graduates. No ruling is necessary if the **Sending School** response indicates that the student athlete has not participated in varsity athletics.
5. The **Receiving School** may need to verify with multiple schools as to the participation history if the student has attended more than one high school after enrolling in grade nine.
6. The **Receiving School** shall complete page two of this form if there is doubt about the student's participation at the varsity level. This can then be sent to the **Sending School** to verify and determine if the completion of pages three and four are required.
7. If the **Sending School** verifies that there has been no varsity participation, and the student is deemed eligible by the **Receiving School** according to all other bylaws, the form (page two of this form), should be placed with the student's permanent record and no other action is necessary to allow the student to participate.
8. If the **Sending School** verifies that the student has participated, then the **Receiving School** shall complete all requested and required information on page three of the form and send the form in its entirety (pages two, three and four) to the **Sending School**.
9. The **Receiving School** should maintain a copy in case of problems with mail or other delivery.
10. After receiving the information on page four from the sending school, the **Receiving School** shall sign page three of the transfer form.
11. After signing the form, the **Receiving School** should collect any additional necessary documentation (custody orders, home sale verification), and should check the form to be sure all requested and required information has been properly completed.
12. Once verified, the **Receiving School** shall submit all three pages (pages two, three and four) to the KHSAA for an eligibility ruling.

**SPECIFIC INSTRUCTIONS FOR THE SENDING SCHOOL**

1. This form is for use with domestic students enrolling in a KHSAA member school AND IS to be processed between school administrators and may not involve parental intervention at its delivery.
2. If a **Sending School** receives only page two of the form, the **Sending School** shall verify whether or not the student has participated at the varsity level after enrolling in grade nine, sign the form, and return it to the receiving school.
3. If a **Sending School** receives the entire form, then the **Sending School** shall complete the relevant information on page two of the form, review the information on page three of the form submitted by the **Receiving School**, and then complete all requested and required information on page four of the form. The **Sending School** representative shall then sign the appropriate lines on the form and send the form in its entirety back to the **Receiving School**.
4. If desired, the **Sending School** should maintain a copy in case of problems with mail or other delivery.
5. KHSAA member schools will be penalized in accordance with Bylaw 33 for failing within fifteen (15) days to return the transfer form to the **Receiving School**.
6. Non-KHSAA members will be referred to the appropriate State High School Association for assistance if there is delay in the processing of this form.
7. Member schools are reminded that the **Sending School** has no authority in making the eligibility determination, but must simply report the facts according to the permanent record and other verified data on the form.



KENTUCKY HIGH SCHOOL ATHLETIC ASSOCIATION  
DOMESTIC STUDENT TRANSFER FORM

THIS FORM MAY NOT BE FAXED TO THE KHSAA. STUDENT IS NOT ELIGIBLE UNTIL RULING  
ISSUED BY COMMISSIONER. INCOMPLETE OR ILLEGIBLE FORMS WILL BE RETURNED  
WITHOUT PROCESSING.

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USE THIS FORM TO DETERMINE IF THE STUDENT HAS PREVIOUSLY PARTICIPATED AT THE  
VARSITY LEVEL, AND IF SUCH PARTICIPATION IS VERIFIED, THE REMAINING TWO PAGES  
MUST BE COMPLETED

**This information is to be completed by the Receiving School (KHSAA school  
desiring eligibility for the student.**

NOTE: If the response to 1 and 2 are both No, no ruling will be necessary by the KHSAA in this case and the form is to  
be placed on file at the RECEIVING school until the student graduates. If this is the case, DO NOT SEND this form to  
the KHSAA.

| Information Needed                                                   | These lines are to be completed by the Receiving (new) school. |                       |               |
|----------------------------------------------------------------------|----------------------------------------------------------------|-----------------------|---------------|
| Student Name                                                         |                                                                |                       |               |
| Date of Enrollment at Receiving School                               |                                                                |                       |               |
| Name of Receiving School                                             |                                                                |                       |               |
| Current Grade in school                                              |                                                                |                       |               |
| Birth Date                                                           |                                                                | Age (as of this date) |               |
| Print Name of Person Signing this Form<br>and Position at the school |                                                                |                       |               |
| Date                                                                 |                                                                | Signature             | Daytime Phone |

NOTE: THIS FORM IS NOW TO BE SENT TO THE SENDING SCHOOL AFTER COMPLETION OF THE ABOVE SECTION TO  
DETERMINE IF ADDITIONAL INFORMATION IS NECESSARY.

**This information is to be completed by the Sending School (Student's last  
school or school where student last attended and participated in interscholastic  
athletics)**

NOTE: If the response to 1 and 2 are both No, no ruling will be necessary by the KHSAA in this case and the form is to  
be placed on file at the RECEIVING school until the student graduates. If this is the case, DO NOT SEND this form to  
the KHSAA.

| Information Needed                                                                | These lines are to be completed by the Sending (former) school.                                                                 |                    |               |
|-----------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------|--------------------|---------------|
| Name of Sending School (last school at<br>which student played varsity athletics) |                                                                                                                                 |                    |               |
| Complete Address of Sending School                                                |                                                                                                                                 |                    |               |
| Phone Number of Sending School                                                    |                                                                                                                                 |                    |               |
| 1                                                                                 | Has this student participated in VARSITY athletics representing this school after<br>enrolling in grade 9? (check response)     | YES                | NO            |
| 2                                                                                 | Has this student participated in VARSITY athletics representing this school during<br>the current school year? (check response) | YES                | NO            |
| Print Name of Person Signing this<br>Form                                         |                                                                                                                                 | Position in School |               |
| Date                                                                              |                                                                                                                                 | Signature          | Daytime Phone |

NOTE: THIS FORM IS NOW TO BE SENT BACK TO THE RECEIVING SCHOOL

NOTE: IF THE RESPONSE TO 1 AND 2 ARE BOTH NO, NO RULING WILL BE NECESSARY BY THE KHSAA IN THIS CASE  
AND THE FORM IS TO BE PLACED ON FILE AT THE RECEIVING SCHOOL UNTIL THE STUDENT GRADUATES. IF THIS  
IS THE CASE, DO NOT SEND THIS FORM TO THE KHSAA.

IF THE ANSWER TO 1 OR 2 IS YES, THEN COMPLETE THE REMAINDER OF THE FORM (PAGES 3 AND 4) AND FOLLOW  
THE SUBMISSION INSTRUCTIONS ON PAGE 1

The complete text of Bylaw 5, Transfer Rule, is contained in the KHSAA Handbook as well as interpretations that have established  
enforcement precedents. Rulings are issued based solely on the issue of Bylaw 5, Transfer Rule. No verbal statement in addition or in  
contradiction to these materials shall apply.



# KENTUCKY HIGH SCHOOL ATHLETIC ASSOCIATION DOMESTIC STUDENT TRANSFER FORM

THIS FORM MAY NOT BE FAXED TO THE KHSAA. STUDENT IS NOT ELIGIBLE UNTIL RULING  
ISSUED BY COMMISSIONER. INCOMPLETE OR ILLEGIBLE FORMS WILL BE RETURNED  
WITHOUT PROCESSING.

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## TRANSFER FORM - RECEIVING SCHOOL SUPPLEMENTAL INFORMATION

TO BE COMPLETED BY THE STUDENT WHO PARTICIPATED AT THE VARSITY LEVEL AFTER LEAVING ONE MEMBER SCHOOL TO  
ATTEND ANOTHER MEMBER SCHOOL DURING THE CURRENT SCHOOL YEAR AND TRANSFERRED TO THE RECEIVING SCHOOL

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                    |                |                           |                |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|----------------|---------------------------|----------------|
| Student Name                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                    |                |                           |                |
| 3                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Student's Enrollment History<br>(list school attended)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Grade              | School         | Varsity Play<br>(Yes/No)? |                |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | 9                  |                |                           |                |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | 10                 |                |                           |                |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | 11                 |                |                           |                |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | 12                 |                |                           |                |
| 4                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Sport(s) in which student desires to participate (Check applicable)<br>BA-Baseball, BK-Basketball, XC-Cross Country, FB-Football, GF-Golf, SO-Soccer<br>FP-Fast Pitch, SW-Swimming, TN-Tennis, TR-Track, VB-Volleyball, WR-Wrestling                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | BA<br>GF<br>TN     | BK<br>SO<br>TR | XC<br>FP<br>VB            | FB<br>SW<br>WR |
| 5                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Name of Custodial Parent (NOTE: Guardianship is NOT custody).                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                    |                |                           |                |
| 6                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Who has legal custody (care and support) of this student (Mother, Father, Other).<br><b>Response should include the name of the individual and the relationship to the student.</b> Enclose custody order if this request is based on a change in custody.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                    |                |                           |                |
| 7                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Street Address of this student and family while attending the receiving school ( <b>use 911 address, do not use PO Box</b> )                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                    |                |                           |                |
| 8                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Date that the student and family moved into the address listed in Question 7?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                    |                |                           |                |
| 9                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Phone number (day and night) of student and family according to school records.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                    |                |                           |                |
| 10                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Who owns/leases/rents the residence listed in the Question 7? (parents, etc)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                    |                |                           |                |
| 11                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | What specific public/independent school district includes the address listed in Question 7 above (list specific public school not school system, in the case of multiple schools, list the "resides" or assigned school).                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                    |                |                           |                |
| 12                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Status of former residence listed in Question 32? (SOLD, SALE PENDING, LEASED/RENTED TO ANOTHER PARTY, STILL OWNED/MAINTAINED BY FAMILY) RECEIVING SCHOOL MAY NEED TO WAIT TO COMPLETE THIS INFORMATION UNTIL SENDING SCHOOL PORTION IS COMPLETE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                    |                |                           |                |
| 13                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | If the Status in line 12 IS STILL OWNED/MAINTAINED, Is the residence occupied by a member of the student's family?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                    |                |                           |                |
| 14                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | For purposes of this bylaw, a bonafide change of residence means the moving of the student and his/her custodial parents from one school district defined school attendance area into another school district or defined school attendance area prior to a change in enrollment of the student. A student who becomes emancipated does not have a bona fide change of residence by virtue of his/her emancipation and change of residence for purposes of this bylaw. <b>According to this definition, has this student and his/her custodial family had a bonafide change in residence? IF ANSWER IS YES, ADDITIONAL DOCUMENTATION MAY BE REQUESTED/REQUIRED TO VERIFY THE SALE OF THE FORMER RESIDENCE OR INFORMATION REGARDING OCCUPANCY</b> | YES                | NO             |                           |                |
| 15                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Has there been dissolution of marriage followed by a court order granting custody of the student to the parent with whom the student resides? <b>IF ANSWER IS YES, ENCLOSE A COPY OF THE DATED CUSTODY ORDER</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | YES                | NO             |                           |                |
| 16                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Is this student a ward of the state or court and changing schools due to that order or due to a change in the original parental custody order? <b>IF ANSWER IS YES, ENCLOSE A COPY OF THE DATED COURT ORDER</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | YES                | NO             |                           |                |
| 17                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Is this transfer due to the death of one or more of the student's custodial parents? <b>IF ANSWER IS YES, GIVE DETAILS IN COMMENT BOX 22</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | YES                | NO             |                           |                |
| 18                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Is this student entering or coming from a Boarding school where attendance was required by order of the courts or by recommendation of the Principal of the school attended immediately prior to attendance at the Boarding school? <b>IF ANSWER IS YES, PROVIDE COPY OF ORDER/LETTER FROM COURT/PRINCIPAL</b>                                                                                                                                                                                                                                                                                                                                                                                                                                  | YES                | NO             |                           |                |
| 19                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Is this student transferring schools after having a complete school year (first semester through second semester) without participation in interscholastic athletics at any level (grades 9-12)?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | YES                | NO             |                           |                |
| 20                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Is this student transferring from a non-member school in Kentucky whose sole participation has been against other non-member schools?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | YES                | NO             |                           |                |
| 21                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Is this student transferring from a member school in Kentucky due to action of the local Board of Education? <b>IF ANSWER IS YES, GIVE DETAILS IN COMMENT BOX 22 AND ATTACH A LETTER FROM BOARD PERSONNEL</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | YES                | NO             |                           |                |
| 22                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | COMMENTS. Please record any notes concerning school change ( <i>attach additional letter if necessary or if more space is needed</i> )                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                    |                |                           |                |
| <b>RECEIVING SCHOOL VERIFICATION AND SIGNATURES - As Principal or Designated Representative of the RECEIVING school, I certify that the above information is correct to the best of my knowledge and based on all available facts. NOTE: The Principal's signature does not represent a recommendation or the final ruling in the case. Disagreements as to material facts in the case or verification of evidence shall be resolved by the Commissioner's Office.</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                    |                |                           |                |
| Print Name of Person Signing this Form                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Position in School |                |                           |                |
| Date                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Signature                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Daytime Phone      |                |                           |                |





# KENTUCKY HIGH SCHOOL ATHLETIC ASSOCIATION DOMESTIC STUDENT TRANSFER FORM

THIS FORM MAY NOT BE FAXED TO THE KHSAA. STUDENT IS NOT ELIGIBLE UNTIL RULING ISSUED BY COMMISSIONER. INCOMPLETE OR ILLEGIBLE FORMS WILL BE RETURNED WITHOUT PROCESSING.

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## TRANSFER FORM - SENDING SCHOOL SUPPLEMENTAL INFORMATION

TO BE COMPLETED BY THE SENDING SCHOOL DISTRICT OFFICE. THIS INFORMATION WILL BE USED TO DETERMINE THE ELIGIBILITY OF A STUDENT WHO TRANSFERRED DURING THE CURRENT SCHOOL YEAR FROM THE RECIPIENT SCHOOL TO THE SENDING SCHOOL. THIS INFORMATION IS TO BE COMPLETED BY THE SENDING SCHOOL.

|              |                                                                                                                                                                                                                                                                             |                |                |                |                |
|--------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|----------------|----------------|----------------|
| Student Name |                                                                                                                                                                                                                                                                             |                |                |                |                |
| 23           | Date of first entry into Sending school                                                                                                                                                                                                                                     |                |                |                |                |
| 24           | Grade level of first entry into Sending school (check one)                                                                                                                                                                                                                  | 9              | 10             | 11             | 12             |
| 25           | Date of Withdrawal from Sending School                                                                                                                                                                                                                                      |                |                |                |                |
| 26           | Date of Last Varsity Participation in Any Sport                                                                                                                                                                                                                             |                |                |                |                |
| 27           | Sport(s) in which student participated on the varsity level after enrollment in grade nine (Check applicable)- BA-Baseball, BK-Basketball, XC-Cross Country, FB-Football, GF-Golf, SO-Soccer, FP-Fast Pitch, SW-Swimming, TN- Tennis, TR-Track, VB-Volleyball, WR-Wrestling | BA<br>GF<br>TN | BK<br>SO<br>TR | XC<br>FP<br>VB | FB<br>SW<br>WR |
| 28           | According to permanent records, Name of Custodial Parent (NOTE: Guardianship is NOT custody).                                                                                                                                                                               |                |                |                |                |
| 29           | Role of person with legal custody (person listed in 28, residential custodian charged with care and support) of this student (Mother, Father, Other)                                                                                                                        |                |                |                |                |
| 30           | Street Address of this student and family while attending the sending school (use 911 address, do not use PO Box)                                                                                                                                                           |                |                |                |                |
| 31           | Who owns/leases/rents/owned/leased/rented the residence listed in the Question 30? (parents, etc)                                                                                                                                                                           |                |                |                |                |
| 32           | Status of former residence listed in Question 30 (SOLD, SALE PENDING, LEASED/RENTED TO ANOTHER PARTY, STILL OWNED/MAINTAINED BY FAMILY)                                                                                                                                     |                |                |                |                |
| 33           | If the Status in line 32 IS STILL OWNED/MAINTAINED, is the residence occupied by a member of the student's family?                                                                                                                                                          |                |                |                |                |
| 34           | Has the student and his/her entire custodial family completely vacated the residence listed in question 30 above?                                                                                                                                                           |                |                |                |                |
| 35           | Phone number (day and night) of student and family at this address according to school records.                                                                                                                                                                             |                |                |                |                |
| 36           | What specific public/independent school district includes the address listed in Question 30 above (list specific public school not school system, in the case of multiple schools, list the "resides" or assigned school).                                                  |                |                |                |                |

|    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |     |    |
|----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|
| 37 | For purposes of this bylaw, a bonafide change of residence means the moving of the student and his/her custodial parents from one school district defined school attendance area into another school district or defined school attendance area prior to a change in enrollment of the student. A student who becomes emancipated does not have a bona fide change of residence by virtue of his/her emancipation and change of residence for purposes of this bylaw. According to this definition, has this student and his/her custodial family had a bonafide change in residence? | YES | NO |
| 38 | Has there been dissolution of marriage followed by a court order granting custody of the student to the parent with whom the student resides?                                                                                                                                                                                                                                                                                                                                                                                                                                         | YES | NO |
| 39 | Is this student a ward of the state or court and changing schools due to that order or due to a change in the original parental custody order? (check response, give details on line 45 if YES and include court order)                                                                                                                                                                                                                                                                                                                                                               | YES | NO |
| 40 | Is this transfer due to the death of one or more of the student's custodial parents?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | YES | NO |
| 41 | Is this student entering or coming from a Boarding school where attendance was required by order of the courts or by recommendation of the Principal of the school attended immediately prior to attendance at the Boarding school?                                                                                                                                                                                                                                                                                                                                                   | YES | NO |
| 42 | Is this student transferring schools after having a complete school year (first semester through second semester) without participation in interscholastic athletics at any level?                                                                                                                                                                                                                                                                                                                                                                                                    | YES | NO |
| 43 | Is this student transferring from a non-member school in Kentucky whose sole participation has been against other non-member schools?                                                                                                                                                                                                                                                                                                                                                                                                                                                 | YES | NO |
| 44 | Is this student transferring from a member school in Kentucky due to action of the local Board of Education?                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | YES | NO |

|    |                                                                                                                               |  |  |
|----|-------------------------------------------------------------------------------------------------------------------------------|--|--|
| 45 | COMMENTS. Please record any notes concerning school change (attach additional letter if necessary or if more space is needed) |  |  |
|----|-------------------------------------------------------------------------------------------------------------------------------|--|--|

**SENDING SCHOOL VERIFICATION AND SIGNATURES** - As Principal or Designated Representative of the SENDING school, I certify that the above information is correct to the best of my knowledge and based on all available facts. NOTE: The Principal's signature does not represent a recommendation or the final ruling in the case. Disagreements as to material facts in the case or verification of evidence shall be resolved by the Commissioner's Office.

|                                        |           |                    |  |
|----------------------------------------|-----------|--------------------|--|
| Print Name of Person Signing this Form |           | Position in School |  |
| Date                                   | Signature | Daytime Phone      |  |



# KENTUCKY HIGH SCHOOL ATHLETIC ASSOCIATION CERTIFICATION OF ELIGIBILITY

This is to certify that the students whose names appear are eligible to represent below High School under the rules given in the Bylaws of the Kentucky High School Athletic Association.

This High School is a member of the Kentucky High School Athletic Association in good standing for the current year.

SPORT

[illegible]

School Colors \_\_\_\_\_

Authorized Signature \_\_\_\_\_

Position \_\_\_\_\_



## KENTUCKY HIGH SCHOOL ATHLETIC ASSOCIATION ANNUAL INTERSCHOLASTIC ATHLETICS PARTICIPATION LIST

### INSTRUCTIONS AND GUIDELINES

1. This important form is turned in annually by the member schools of the KHSAA. This form serves several purposes –
  - a. This form identifies those students who are insured under the KHSAA Catastrophic Insurance Plan.
  - b. This form totals the number of participants in the Association for purposes of determining the rate and benefit structure for KHSAA insurance provisions.
  - c. This form is the binding verification as to whether or not a student has played in varsity athletics at a member school.
2. It is imperative that you file this Annual Participation List with the KHSAA prior to your last day of school and June 30 at the latest. Failure to do so could result in sanctions and/or penalties against the school athletic program and may result in students not being covered by this important insurance policy.
3. Each school is required to maintain a participation list of all athletes who play in a KHSAA sanctioned sport, as well as maintaining this list to include cheerleading.
4. Each coach should be consulted to ensure the accuracy of the varsity/non-varsity designation, as this is critical should the student athlete change schools during his/her high school career.
5. Each athlete should be listed only once. It may be necessary to consolidate lists for several coaches into one list. **DO NOT DOUBLE LIST AN ATHLETE AND DO NOT SUBMIT SEPARATE LISTS PER SPORT.**
6. Electronically prepared listings may substitute for this form, provided all the necessary information is present.

### SPECIFIC INSTRUCTIONS

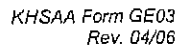
- ❖ Column 1 – List the student's first and last name. This may be last name first, or first name first, but should be consistent on all pages.
- ❖ Column 2 – List the student's birth date.
- ❖ Column 3 – List the student's gender.
- ❖ Column 4 – List the student's year in school. This should be in the form of 9, 10, 11 or 12, not the number of semesters or Freshman, Sophomore, Junior, Senior.
- ❖ Column 5 – List the student's year of first **promotion** from grade eight. In other words, what was the eighth grade year that started their Bylaw 4 count of semesters / years. (i.e. a student was in grade 8 in 2002-2003 and then in grade 9 in 2003-2004, enter 2002-2003 in this box)
- ❖ Column 6 – Place an "X" in this column if this student is enrolled in grades 9-12 and has participated in at least one varsity contest in any sport after enrolling in grade nine (do not mark if the student played in no contests, but participated in scrimmages) at any level grade 9-12. Place a "C" in this column if the student's sole participation is in cheerleading at any level grade 9-12 and the student did not play in a KHSAA sport.

*If you have a student-athlete who has participated at the varsity level in some sports, and the non-varsity level in others, only check column 6.*

- ❖ Column 7 – Place an "X" in this column if this student is enrolled in grades 9-12 and has not participated in at least one varsity contest in any sport since enrolling in grade nine.
- ❖ Column 8 – Place an "X" in this column if this student is enrolled below grade 9 and has participated in at least one varsity contest in any sport at any time for this school.

### FINAL COMPILATION

1. On each page, count the total number of columns with an entry in columns 6, 7, 8 and 9 and enter column totals at the bottom of the page. (There are twenty (20) blank lines per page).
2. On the top page (or on a blank form if this attaches to an electronic printout), enter the sum totals of the columns (add all column 6 page totals together and enter the total on blank C, column 7 goes in D, column 8 goes in E and column 9 goes in F).



E. Total below Grade 9 (grand total of column 8 of all pages)

Date \_\_\_\_\_



# **KHSAA Eligibility Rules and Parental Permission Form** **Bylaw References as of April 30, 2006**

## **Dear Parent or Guardian:**

Kentucky High School Athletic Association (KHSAA) rules require all participants in interscholastic athletics and parents/ guardian to acknowledge receipt of the eligibility rules as promulgated by this Association and the Kentucky Board of Education Regulations. If you have questions concerning these regulations, please direct them to your high school principal. This form is for information only. For the full text of any KHSAA Bylaws, consult the KHSAA Handbook or web site (<http://www.khsaa.org>). Please continue to support your child and your local high school by attending and supporting high school activities, "An Integral Part of Education".

## **STATEMENT OF HAZARDS IN PARTICIPATION IN ATHLETICS**

Playing, practicing to play, helping with, or participating in any manner in any sport can be a dangerous activity involving many risks of injury. Because of the dangers of participating in sports, the student should recognize the importance of following the coaches' instructions regarding playing techniques, training and other team rules and obey such instruction.

## **CATASTROPHIC INSURANCE COVERAGE**

The KHSAA provides excess catastrophic insurance coverage for all student athletes at no cost to member schools. This plan has a \$25,000.00 deductible. Your child will be covered under this plan during the prescribed dates and activities, effective the date you complete and return the attached acknowledgment form to the school principal. This is an "excess" policy, meaning personal insurance and other school insurance policies are to be exhausted before this plan is implemented. The plan provides coverage for students who meet all eligibility requirements while engaging in, practicing for, or traveling to or from, all activities under the jurisdiction of the KHSAA and the direct supervision of a school employee, and has many other provisions and benefits. For KHSAA sanctioned postseason play, the deductible amount is reduced to \$0.

No pupil shall be eligible to represent his/her high school in any interscholastic athletic event (practice or play) unless he/she has been examined by a Health Care Provider as detailed in Bylaw 2 and has proof of insurance to the \$25,000 catastrophic floor. Parents should present this form to your Health Care Provider for his/her signature following his/her examination of your child. The physical examination is valid for participation in athletics for one year from the date signed. Return completed form to your high school Principal to be maintained by the school.

## **Bylaw 2. Physician's Certificate and Parent's Consent**

The Superintendent or Principal shall have each student who is trying for a place as a participant on an athletic team or cheerleading squad present a physician's certificate certification signed by a physician, physician's assistant, advanced registered nurse practitioner, or chiropractor if performed in the scope of practice (as defined in KRS Chapter 312) which shall state that he/she is physically fit to participate without undue risk. The parent's consent for the child's participation and acknowledgment of receipt of the eligibility rules as promulgated by the Association and Kentucky Board of Education regulations in writing shall also be required.

Any student, prior to participation or trying for a place on an athletic team or cheerleading squad shall have in place medical insurance with coverage limits up to the deductible of the KHSAA Catastrophic Insurance program and such insurance shall remain in force throughout participation. It is the responsibility of each member school to ensure and certify that each student has insurance coverage throughout the school year.

## **Bylaw 3. Age**

A student who becomes nineteen (19) years old before August 1 shall be ineligible for interscholastic athletic competition. A student who becomes nineteen (19) on or after August 1 shall remain eligible for the entire school year. The Board of Control and the Commissioner may not adopt administrative procedures that allow for waiver of this rule under any condition.

## **Bylaw 4. Enrollment**

### **Sec. 1) Maximum Number of Semesters**

- a) Students promoted from grade eight (8) to grade nine (9) shall have four (4) consecutive calendar years of eligibility from the date of first such promotion by the school provided the student is eligible according to this and all other Association bylaws. Such eligibility shall conclude with the completion of the spring sports season following the fourth year.
- b) The Commissioner or Board of Control through the Due Process Procedure, may grant additional eligibility in the case where it has been documented by the attending physician, Principal and Superintendent that severe illness or injury has prevented the student from receiving necessary education services and the right to an education has therefore been impacted rather than simply the loss of athletic privilege. Such grant of eligibility may only be made in the cases in which the student-athlete would remain eligible by all other Association bylaws. Nothing about this provision shall include additional eligibility strictly for loss of participation due to sports related injuries.
- c) No student having been enrolled in the fourth (4th) grade or in any grade through twelfth (12th) shall be eligible for interscholastic athletics at the high school level (grades 9 through 12) for more than a total of one (1) year in each grade and applicable eligibility shall begin in the first year enrolled in that grade. Students repeating a grade for any reason are ineligible to participate in interscholastic athletics at the high school level (grades 9 through 12) during the second year in that grade. The penalty for violation of this rule shall be the loss of one of the four years of eligibility after being promoted from grade nine (9). Policies regarding the participation of repeating students at the levels of play below high school interscholastic athletics shall be determined by the school council pursuant to KRS 160.345 (2) (i).
- d) Pupils in grades 1-8 may play on the high school team if such participation is not in conflict with Section (c) above, and the time so played shall not be counted on the eight (8) semester limit. EXCEPTION: Students below grade nine (9) may not participate on the varsity team in contests in the sports of football or soccer, and students enrolled below grade seven (7) may not participate on the varsity level in wrestling. The provisions of this restriction shall not apply to non-varsity teams participating in these sports.

### **Sec. 2) Responsible Parties**

Any public elementary or secondary school or school employee or official who knowingly allows participation of an ineligible player under the provisions of this bylaw, or who, through reasonable diligence, should have known of such ineligibility, shall be considered in noncompliance with state accreditation standards or guilty of willful neglect of duty or breach of contract. Such shall apply not only to coaches, but also to personnel supervising

coaches; such as, but not limited to an athletic director, an assistant principal, a principal, an assistant superintendent, a superintendent, or a school board member.

### **Sec. 3) Deadline for Enrollment**

On Friday of each grading period, a student in grades nine (9) through twelve (12) must be enrolled as a full-time student according to regulations promulgated by the Kentucky Board of Education at the member school he/she desires to represent in order to be eligible for athletics.

A student must have enrolled as a bona fide full-time undergraduate student no later than twenty (20) school days after the beginning of the semester to be eligible during that semester.

### **Sec. 4) Enrollment Elsewhere**

No student who is enrolled or connected with any other school than the one he/she represents shall take part in any contest. In the case of an all-boys high school, girl cheerleaders from affiliated neighboring girls school may be accepted.

## **Bylaw 5. Minimum Academic Requirement**

### **Sec. 1) Proper Grade Level Requirement for Students in All School Districts**

On the first day of each school year, a student must be at his/her proper grade level. To be considered to be at the proper grade level, a student must have been enrolled during the previous grading period, and must be on schedule to graduate on the first day of school. For the verification of this provision, all course work, including summer and correspondence work, must be complete by the first day of the school year for the student body.

- a) **Eligibility During First Year Following Initial Enrollment in Grade Nine (9)**  
For a student in the ninth grade to be considered to be on schedule to graduate, that student must have been promoted from grade eight (8) to grade nine (9), and be in compliance with all other bylaws.
- b) **Eligibility During Second Year Following Initial Enrollment in Grade Nine (9)**  
For a student in the second year following initial enrollment in grade nine (9) (normally grade 10) to be on schedule to graduate, that student must have received twenty (20) percent of the requirements of the school/district for graduation prior to the first day of the second year following initial enrollment in grade nine (9), and be in compliance with all other bylaws.
- c) **Eligibility During Third Year Following Initial Enrollment in Grade Nine (9)**  
For a student in the third year following initial enrollment in grade nine (9) (normally grade 11) to be on schedule to graduate, that student must have received forty-five (45) percent of the requirements of the school/district for graduation prior to the first day of the third year following initial enrollment in grade nine (9), and be in compliance with all other bylaws.
- d) **Eligibility During Fourth Year Following Initial Enrollment in Grade Nine (9)**  
For a student in the fourth year following initial enrollment in grade nine (9) (normally grade 12) to be on schedule to graduate, that student must have received seventy (70) percent of the requirements of the school/district for graduation prior to the first day of the fourth year following initial enrollment in grade nine (9), and be in compliance with all other bylaws.

### **Sec. 2) One-time Reinstatement of Students Failing to Meet Normal Progress Requirements**

The eligibility of a student failing to meet the provisions of subsections (a) through (d) above may be reinstated a maximum of one time. This reinstatement is possible by the student passing twenty-five (25) percent of the requirements of the district for graduation during the year he/she is ineligible. He/she, upon reinstatement, shall remain eligible as long as he/she passes twenty-five (25) percent of the requirements of the district for graduation during each subsequent year.

### **Sec. 3) Continual Progress During the School Year**

On a weekly basis, a student shall also be passing (cumulatively for the credit period) in at least four hours of instruction as defined by Kentucky Board of Education regulations (of the six hours of instruction required) or the equivalent of four hours of instruction acceptable to graduation in order to be eligible to participate in athletics during the subsequent week (Monday through Sunday period) and through the next opportunity to examine grades in this manner. On its membership form, each member school shall designate the day of the week, approved and documented through local policies, that the grades shall be examined for the student-athletes within that school in order to make this determination. Absent any other determination, this weekly check of grades shall be conducted on each Friday of each grading period or on the last day of classes preceding that particular Friday if no classes are conducted on that particular Friday. No special tests or recitations are to be given for the purpose of making the student eligible.

### **Sec. 4) Pre-Secondary School Students**

Pre-secondary school students (grades 1-8) participating in athletics representing a KHSAA member school shall be passing in at least two-thirds of the subjects in which they are currently enrolled in order to be eligible.

## **Bylaw 6. Transfer Rule**

### **Sec. 1) Domestic Students**

Any student who has been enrolled in grades nine (9) through twelve (12) and has participated in any varsity game in any sport at any school following enrollment in grade nine (9) who transfers schools shall be ineligible for interscholastic athletics for one year from the date of enrollment in the new school.

The Commissioner has discretion (but is not required) to waive the period of ineligibility set forth above if one of the following exceptions has been met. Determinations of whether a student shall be granted a waiver pursuant to this rule shall be based on the circumstances existing as of the date of enrollment at the new school. The KHSAA shall not recognize as grounds for a waiver of the period of ineligibility an argument that the educational needs of the transferring students would be better served through a transfer.

- a) **BONA FIDE CHANGE IN RESIDENCE** - If there has been a bona fide change in residence by the parents and student that precedes a student's change of schools.  
For purposes of this bylaw, a bona fide change of residence means changing of the permanent residence of the student and the student's entire immediate family from one school district or defined school attendance area into another school district or defined school attendance area prior to a change in enrollment of the student. A student who becomes emancipated does not have a bona fide change of residence by virtue of his/her emancipation and change of residence for purposes of this bylaw.
- b) **DIVORCE** - The KHSAA will not recognize a legal separation as grounds for waiver of the provisions of this bylaw. The Commissioner may waive the provisions of this bylaw



**KHSAA Eligibility Rules and Parental Permission Form**  
**Bylaw References as of April 30, 2006**

KHSAA Form GE04  
Rev. 4/06

in the event of a dissolution of marriage (i.e. a final and legally binding divorce decree from a court of competent jurisdiction) of the parents and a change in the residence of the student pursuant to a court order granting custody of the child to one of the parents with whom the student shall reside. In the event joint custody is awarded to both parents, for purposes of this bylaw, the student shall be deemed to reside at his or her previous residence if one parent retains this residence. If neither parent retains the former residence, the parents shall designate one of their new residences (mother or father) for the purpose of this bylaw, such designation to be reviewed and approved by the Commissioner.

- c) **GUARDIANSHIP/CHANGE OF CUSTODY** - The KHSAA shall not recognize guardianship or similar arrangements made, for purposes of this bylaw. The Commissioner shall have authority to waive the provisions of this bylaw where it is shown that custody of the student has been taken from one or both parents and given to a third person by a court of competent jurisdiction and under circumstances indicating: (1) the parent(s) is/are unfit or (2) the court finds that the health and welfare of the student would be better served by the change in custody.
- d) **DEATH** - In the event the death of one or both of the student's custodial parents creates such circumstances that the transfer to another secondary school is deemed appropriate.
- e) **BOARDING SCHOOLS** - The Commissioner may waive the period of ineligibility on a one-time basis for students entering a boarding school on a full time basis as a boarding school student.
- f) **NON ATHLETIC PARTICIPATION FOR AN ENTIRE SCHOOL YEAR** - In the event that the transferring student did not participate in an interscholastic contest at any level in any sport while enrolled at the sending school during the entire academic school year immediately preceding the change in schools.
- g) **REASSIGNMENT BY BOARD OF EDUCATION** - Through a properly documented reassignment of the Board of Education to another school in the district. To meet this exception for a reassignment, reasons for the assignment may include, but are not limited to, the closing or opening of a school due to consolidation, merger, opening of a new school, or another type or opening or closing or assignment through KRS 158.6455 or other applicable adopted regulation. Such assignment may be to the public school district should a private, parochial or independent school close.
- h) **TRANSFER FROM NON-MEMBER SCHOOL** - Any student transferring from a non-member school located in Kentucky whose athletic participation has been limited primarily to other non-member schools may have the period of ineligibility waived.

Satisfying of one of the exceptions (a through h) will not be considered valid and a waiver of the period of ineligibility shall not be granted--

- 1) If the change in schools is to nullify or circumvent the actions of representatives or rules of the previous school or if the student left the sending school under penalty which would have resulted in their ineligibility at the sending school;
- 2) If the satisfying of one of the exceptions occurs after the enrollment at the new school;
- 3) If the change in schools is motivated in whole or part by a desire to participate in athletics at the new school;
- 4) If the satisfying of one of the exceptions is used or manipulated for the purpose of gaining athletic eligibility;
- 5) If the satisfying of one of the exceptions by the student and the parent(s) does not reasonably precipitate a transfer to the new school.

The Commissioner may, as he/she deems necessary, appoint or hire a committee or investigator to conduct any inquiry or investigation concerning any issues arising under this bylaw or any other bylaw.

If any member school files a written objection to the factual validity of the certification before the conclusion of the period of time to which the period of ineligibility would normally apply, along with the specific, detailed basis for such, then a complete investigation shall be conducted by the KHSAA and a ruling shall be issued through the Commissioner's office.

No student enrolled in grades 4-12 who has participated in a first team game shall be eligible to represent a second member school during that school year unless that student would qualify for a waiver of the period of ineligibility in accordance with provisions (a) through (f) above.

**Sec. 2) Non-Domestic Students**

- a) Foreign exchange students attending school in Kentucky shall be considered ineligible for the first calendar year following enrollment.
- i) If placed in a KHSAA member school under the auspices of approved student exchange programs or in other circumstances approved by the Board of Control within Board policy, these students may be declared eligible and not be subject to the initial one-year period of ineligibility.
- ii) In order to be considered for a waiver, the following conditions shall exist:
  - 1) The student shall be in compliance with all U.S. Immigration and Naturalization Service regulations;
  - 2) The student shall be in the first and only year as an exchange student;
  - 3) The student shall not be a graduate of a the 12th or terminating grade or its' equivalent in either the U.S. or his/her home country;
  - 4) The student shall be in possession of a complete transcript of records that has been translated into English prior to the request for eligibility;
  - 5) The student shall be in possession of a J-1 student education visa issued by the U.S. Immigration and Naturalization Service;
  - 6) The student's placement shall not have been a "direct placement" into a KHSAA member school;
  - 7) The student's host family shall not pay any tuition or fee normal to the attendance at the KHSAA member school, and all such fees shall be paid by the student's family;
  - 8) All travel fees shall be paid by the student's family; and
  - 9) The student's host family shall not include members of the coaching staff at the KHSAA member school at which participation is desired.
- iii) To be considered for approval by the Board of Control, a foreign exchange program shall assign students to schools by a method that ensures that no student, school or interested party may influence the assignment for athletic or other purposes.
- iv) The student, the principal or designated representative of the member school, and a representative of the placement agency shall sign and attest to certification that the athlete complies with the eligibility rules of the KHSAA and shall not be eligible under any circumstances for more than one year of athletic participation if the first year period of ineligibility is waived.

- b) Any student having made election to apply for the waiver of the first year of ineligibility and having been granted a waiver of the normal period of ineligibility under subsec (a) above shall not be eligible, under any circumstances, for more than one (1) school year while enrolled in grades 9 - 12 in Kentucky.
- c) Any student desiring to participate in athletics who does not meet the criteria listed in Bylaw 6, Sec. 2 may seek a waiver of the one-year ineligibility period through the KHSAA Due Process Procedure.

**Sec. 3) Permanent Ineligibility**

A student is ineligible for athletics in this state if he/she transfers from another state if he/she was or would have become ineligible in the state from which he/she transfers.

**Bylaw 7. Conduct - Student or Other Representative Under Penalty**

Any student, contest official or other official school representative who is under penalty or discipline or whose conduct is such as to reflect discredit upon the school or the KHSAA is not eligible.

**Bylaw 8. Contestant On Other Teams, Post Season and All-Star Games**

Any student who after enrolling in grade nine (9) has been a contestant in football or basketball at any level (grades 9-12) and has eligibility remaining in that sport may not participate on any non-school sponsored team or in any all-star game in that sport or any variation of that sport from the first day of school through the last scheduled contest played in that sport (including KHSAA sanctioned post-season) by that school unless it has been sanctioned by the Board of Control. Following the team's last scheduled game (including post season), there are no restrictions on play in that specific sport for the student-athletes.

**Bylaw 9. Other Eligibility Requirements and Regulations**

**Sec. 1) Graduates and College Students**

Any student who has graduated from a secondary school, or who has ever played on a college team, is thereafter ineligible to play on a high school team.

**Sec. 2) Practice of Ineligible Students**

Unless ineligible due to the provisions of Bylaw 11 (Sportsmanship, having been ejected from a contest), any student who is not eligible for competition during a team's next contest/meet/match/game shall not practice with the team.

**Bylaw 10. Recruitment**

**Sec. 1) Foreword**

Pupils (both domestic and foreign) at any grade level shall not be recruited to a member school of the KHSAA for the purpose of participating in athletics, including recruitment under the guise of academics.

**Sec. 2) Definition**

- a) Recruiting is defined as an act, on behalf of or for the benefit of, a school, which attempts to influence a student to transfer to a member school for the purpose of participating in athletics. Such also includes influencing a student to remain at a school. A school official utilizing an intermediary, such as, but not limited to a peer, another school employee, a student, a parent or a citizen, for the purpose of recruiting a student athlete shall be in noncompliance.
- b) An athletic coach or any other member of the school staff shall not influence a student, even if the student, his/her parents or any intermediary from another school makes initial contact. In this situation, a coach or staff member (paid or unpaid) should immediately refer the person(s) to the school principal.
- c) Influencing a student shall include, but shall not be limited to the promise or instilling the expectation of an athletic advantage, playing time, employment of the student, or his/her parents or relatives, housing for the student or his/her parents, scholarships or financial aid for which other members of the student body are not generally eligible, or any other material or athletic reward for which other members of the student body are not generally eligible.

**Sec. 3) Penalty**

Any representative of a member school knowingly allowing the recruitment of a student for the purpose of participating in athletics or who should have known of such recruitment shall be guilty of willful neglect of duty, misconduct, and/or breach of contract. Such shall apply not only to coaches, but also to personnel supervising coaches, such as, but not limited to an athletic director, an assistant principal, a principal, an assistant superintendent, a superintendent or a school board member. This regulation shall also apply to students or their parents.

**Bylaw 11. Practice of Sportsmanship**

It is the clear obligation of principals, coaches, faculty members, boards of education, and all official representatives of member schools to practice the highest principles of sportsmanship and the ethics of competition in all interscholastic relationships with fans, officials, players, coaches, official representatives of member schools, and the general public. The Commissioner and the Board of Control shall have the full authority to suspend the coach, student, or any member school whose representatives may be convicted on competent evidence of the violation of this obligation. Any violation of this rule in any interscholastic contest shall be immediately reported to the Commissioner by the principal(s) of the school(s) involved, and by the game officials who work in the contest.

It shall also be considered a violation of this rule if any school or school representatives uses or allows the use of illegal equipment which gains a competitive advantage in the contest and which is expressly prohibited by the rules adopted for that sport. Violations of this particular provision may result in penalization by the Commissioner in accordance with the provisions of this bylaw and in accordance with KHSAA Bylaw 30, Penalties.

Any student, coach, or official team representative ejected from an interscholastic contest due to a violation of this obligation must be reinstated by a member of the Commission prior to returning to interscholastic contests. Any student or coach using insulting language to another player or coach or to any official in any interscholastic contest, or who has been ruled out of such a contest because of unsportsmanlike tactics, shall be disqualified from athletic competition until reinstated by the Commissioner.

The name of the student or coach shall be reported to the Commissioner by the principal of the school that that student attends. When an official disqualifies a student or coach, he/she shall report the disqualification to the principal or his/her representative and to the KHSAA office. If the Commissioner finds upon investigation that the offense was sufficiently serious, the offender shall be permanently disqualified.

### PART III - PHYSICAL EXAMINATION

This part must be completed by the authorized health care provider named in Bylaw 2.

NAME: \_\_\_\_\_ SEX: \_\_\_\_\_ GRADE: \_\_\_\_\_  
SCHOOL: \_\_\_\_\_

HEIGHT: \_\_\_\_\_ WEIGHT: \_\_\_\_\_ BP: \_\_\_\_\_ PULSE: \_\_\_\_\_  
VISION: R- 20/ \_\_\_\_\_ L- 20/ \_\_\_\_\_ BOTH- 20/ \_\_\_\_\_ CORRECTED? Y N

|                            | Normal | Abnormal | Comment |
|----------------------------|--------|----------|---------|
| HEART                      |        |          |         |
| Rhythm (Regular/Irregular) |        |          |         |
| Murmur (supine)            |        |          |         |
| Murmur (standing)          |        |          |         |
| ENT                        |        |          |         |
| Lungs                      |        |          |         |
| Skin                       |        |          |         |
| Abdominal                  |        |          |         |
| Genitalia                  |        |          |         |
| Musculoskeletal            |        |          |         |
| Neck                       |        |          |         |
| Shoulder                   |        |          |         |
| Elbow                      |        |          |         |
| Wrist                      |        |          |         |
| Hand                       |        |          |         |
| Back                       |        |          |         |
| Knee                       |        |          |         |
| Ankle                      |        |          |         |
| Foot                       |        |          |         |
| Dental                     |        |          |         |
| Other                      |        |          |         |

After having reviewed the data above and the student's medical history, I make the following recommendations on participation in athletics:

1. Cleared
2. Cleared after additional evaluation for \_\_\_\_\_
3. Restricted from participating in the sports of \_\_\_\_\_
4. Cleared only to participate in the sports of \_\_\_\_\_

Recommendations/Restriction (attach additional if necessary) \_\_\_\_\_

In accordance with KHSAA Bylaws, I have examined the physical condition of the student and find the said student to be physically fit to practice for and participate in interscholastic athletic contests.

Authorized Signature \_\_\_\_\_

Date \_\_\_\_\_

Authorized Provider's Name (please print) \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

City, State, Zip \_\_\_\_\_

This Physical Examination is valid for one year from date administered.

### KENTUCKY HIGH SCHOOL ATHLETIC ASSOCIATION

2280 Executive Drive, Lexington, Kentucky 40505  
Athletic Participation/Physical Examination Form/Consent and Release

#### PART I - ATHLETE INFORMATION

(This part must be completed by the student)

Name (Last, First, Initial) \_\_\_\_\_ School Year \_\_\_\_\_

Home Address (Street, City, State, Zip): \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Birth Place (County, State): \_\_\_\_\_

| Grade | School Name | School Year | Varsity Play - (Yes/No)? |
|-------|-------------|-------------|--------------------------|
| 9     |             |             |                          |
| 10    |             |             |                          |
| 11    |             |             |                          |
| 12    |             |             |                          |

I am planning to participate in the following (circle all you might try to play):

Baseball Cross Country Golf Softball Tennis Volleyball  
Basketball Football Soccer Swimming Track Wrestling  
Cheerleading Field Hockey Other: \_\_\_\_\_

#### PART II - MEDICAL HISTORY

This part must be completed by parent and student and presented to the authorized health care provider before the physical.

##### CHECK THE APPROPRIATE RESPONSE TO EACH ITEM:

1. Have you ever been hospitalized? YES ☐ NO ☐
2. Have you ever had surgery of any kind (e.g., tonsillectomy). YES ☐ NO ☐
3. Are you presently taking any medications or pills? YES ☐ NO ☐
4. Do you have any allergies (medicine, bees, or other insects)? YES ☐ NO ☐
5. Have you ever passed out during exercise? YES ☐ NO ☐
6. Have you ever been dizzy during or after exercise? YES ☐ NO ☐
7. Have you ever had chest pain during or after exercise? YES ☐ NO ☐
8. Have you ever had high blood pressure? YES ☐ NO ☐
9. Have you ever been told you have a heart murmur? YES ☐ NO ☐
10. Have you ever had racing of your heart? YES ☐ NO ☐
11. Has anyone in your family died of heart problems before 50? YES ☐ NO ☐
12. Do you have any skin problems? (itching, rashes, acne) YES ☐ NO ☐
13. Have you ever had a head injury? YES ☐ NO ☐
14. Have you ever been knocked out or unconscious? YES ☐ NO ☐
15. Have you ever had a seizure or suffer from epilepsy? YES ☐ NO ☐
16. Have you ever had a stinger, burner or pinched nerve? YES ☐ NO ☐
17. Have you ever had heat related problems? YES ☐ NO ☐
18. Have you ever been dizzy or passed out in the heat? YES ☐ NO ☐
19. Do you cough heavily, or breath heavily during activity? YES ☐ NO ☐
20. Do you use any special equipment (e.g., knee brace)? YES ☐ NO ☐
21. Have you had any problems with your eyes or vision? YES ☐ NO ☐
22. Have you ever sprained/strained, dislocated, fractured, broken or had repeated swelling or other injuries of any bones? YES ☐ NO ☐
23. Are you missing one of any paired organs (e.g., eyes) YES ☐ NO ☐
24. Have you ever been diagnosed with any form of asthma? YES ☐ NO ☐
25. Are you using an inhaler for asthma? YES ☐ NO ☐
26. Are you diabetic? YES ☐ NO ☐
27. Do you administer insulin to yourself? YES ☐ NO ☐
28. Are you presently using tobacco in any form? YES ☐ NO ☐
29. Do you have a history of sickle-cell anemia in your family? YES ☐ NO ☐
30. Have you had any other medical problems? YES ☐ NO ☐
31. Have you had a medical problem or injury within the last year? YES ☐ NO ☐
32. Can you swim? YES ☐ NO ☐
33. When was your last tetanus shot? \_\_\_\_\_

Please explain any YES answers from questions 1-31.



**PART IV - EMERGENCY PERMISSION FORM**

(This part must be completed by student and custodial parent / guardian)

STUDENT NAME \_\_\_\_\_  
SOC. SEC. NO. \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
CITY/STATE/ZIP \_\_\_\_\_  
SCHOOL \_\_\_\_\_  
BIRTH DATE \_\_\_\_\_  
PHONE \_\_\_\_\_

**PERSON TO CONTACT IN CASE OF MEDICAL EMERGENCY:**

NAME \_\_\_\_\_  
RELATION \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
CITY/STATE/ZIP \_\_\_\_\_  
DAYTIME PHONE \_\_\_\_\_  
EVENING PHONE \_\_\_\_\_

Please list any health problems/concerns your child may have, including allergies (medications / others) and any medications presently being used: \_\_\_\_\_

Students desiring to participate in Wrestling must also complete KHSAA Form WR101 and required attachments between October 15 and the first contest.

This form must be reproduced to travel with respective athlete.

**PART V - CONSENT TO PARTICIPATE, ACKNOWLEDGMENT OF RISK, ACKNOWLEDGEMENT OF ELIGIBILITY RULES, LIABILITY WAIVER AND CONSENT AND RELEASE**

The student and parent/guardian must read this statement carefully. This form must be completed before the student participates hereinafter including try out for, practice and/or compete in interscholastic athletics.

As parent/legal guardian, I agree to allow my child to participate in interscholastic athletics. The student and parent/legal guardian recognize that participation in interscholastic athletics involves inherent risks of potentially severe injuries, including but not limited to death, serious neck, head and spinal injuries which may result in complete or partial paralysis, brain damage, serious injury to virtually all internal organs, serious injury to virtually all bones, joints, ligaments, muscles, tendons, and other aspects of the muscular skeletal system, and serious injury or impairment to other aspects of the body, general health and well being. Because of these inherent risks, the student and parent/legal guardian recognize the importance of the student obeying the coaches' instructions regarding playing techniques, training and other team rules. By signing this form, the student and parent/legal guardian acknowledge that the student's participation is wholly voluntary and to having read and understood this provision.

The student and parent/legal guardian individually and on behalf of the student, hereby irrevocably, and unconditionally release, acquit, and forever discharge the KHSAA and its officers, agents, attorneys, representatives and employees (collectively, the "Releasees") from any and all losses, claims, demands, actions and causes of action, obligations, damages, and costs or expenses of any nature (including attorney's fees) that the student and/or parent/legal guardian incur or sustain to person, property or both, which arise out of, result from, occur during or are otherwise connected with the student's participation in interscholastic athletics if due to the ordinary negligence of the Releasees.

**PART V - CONSENT TO PARTICIPATE, ACKNOWLEDGMENT OF RISK, ACKNOWLEDGEMENT OF ELIGIBILITY RULES, LIABILITY WAIVER AND CONSENT AND RELEASE (continued)**

The student and parent/guardian must read this statement carefully. This form must be completed before the student participates hereinafter including try out for, practice and/or compete in interscholastic athletics.

The student and parent/legal guardian acknowledge that they have received, read and understood the document entitled KHSAA Eligibility Rules and Parental Permission Form Bylaw References as of April 30, 2006.

The student and parent/legal guardian agree to abide by the KHSAA Bylaws and Due Process Procedure as now enacted or later amended. The student and parent/legal guardian further acknowledge that they agree to abide by the rulings of the Commissioner, Assistant Commissioner, Hearing Officer and Board of Control.

The student and parent/legal guardian acknowledge that the student must have insurance coverage up to a limit of \$25,000 in order to be eligible to participate in interscholastic athletics.

The student and parent/legal guardian consent to this student receiving a physical examination as required by the KHSAA.

The student and parent/legal guardian, individually and on behalf of this student, give the high school, the KHSAA and their representatives permission to release this student's demographic information and participation statistics and other information as may be requested, and agree that the student may be photographed or otherwise digitally or electronically captured during competition and such image or other report may be used without permission or compensation.

The student and parent/legal guardian, individually and on behalf of this student, consent to the high school and the KHSAA and their representatives to use and disclose the necessary personally identifiable information from the student's education records including, but not limited to, academic, financial and health care information, to third parties including, but not limited to, school representatives, coaches, athletic trainers, medical facilities, medical staffs, KHSAA legal counsel and the media, for the purpose of receiving proper/necessary medical care and complying with the KHSAA bylaws, including, but not limited to, making determinations regarding eligibility to participate in interscholastic athletics and any administrative or legal proceedings resulting from participation or attempted participation in interscholastic athletics, without such disclosure constituting a violation of my rights under the Family Educational Rights and Privacy Act. I further release the high school, the KHSAA and their representatives from any and all claims arising out of the use and disclosure of said necessary personally identifiable information. I also agree to release to the high school, the KHSAA, and their representatives, upon request, the detailed and completed application for financial aid.

The student and parent/legal guardian, individual and on behalf of the student, hereby consent to allow the student to receive medical treatment that may be deemed advisable by the high school, the KHSAA, and their representatives in the event of injury, accident or illness while participating in interscholastic athletics, including, but not limited to, transportation of the student to a medical facility.

Students' Name (please print) \_\_\_\_\_ School \_\_\_\_\_  
Signature of Student \_\_\_\_\_ Date \_\_\_\_\_  
Name of Parent(s)/Guardian(s) who has/have custody of this student (please print) \_\_\_\_\_ Emergency Phone Number \_\_\_\_\_  
Signature of Parent(s)/Guardian(s) who has/have custody of this student \_\_\_\_\_ Date \_\_\_\_\_  
Insurance Carrier \_\_\_\_\_ Policy Number \_\_\_\_\_



LEXINGTON CATHOLIC HIGH SCHOOL  
KNIGHTS ATHLETIC DEPARTMENT

DONATION OF LEXINGTON CATHOLIC HIGH SCHOOL  
PROPERTIES FORM

To: \_\_\_\_\_  
(Athletic Director)

\_\_\_\_\_ is seeking permission to donate the following item(s)  
(Coach/Team)

to \_\_\_\_\_ of \_\_\_\_\_ on \_\_\_\_\_  
(person receiving donation) (team/organization/business) (date)

The purpose of this donation is for \_\_\_\_\_

\_\_\_\_\_  
(signature of coach) (date)

\_\_\_\_ Approved

\_\_\_\_ Denied

\_\_\_\_\_  
(signature of Athletic Director) (date)

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_





Kentucky High School Athletic Association  
2280 Executive Drive • Lexington, KY 40505 • (859) 299-5472 • (859) 293-5999 (fax)

TO: Basketball District Four  
Principals and Athletic Directors

FROM: Larry Boucher, Assistant Commissioner *LB*

DATE: June 20, 2006

SUBJECT: Recommended Solution – Seeding/Play  
2006-07 Season

This memorandum is being sent to the Principals and Athletic Directors of Calloway County High School, Christian Fellowship, Marshall County High School and Murray High School.

After consultation among the Kentucky High School Athletic Association staff, we have the following six recommendations to make with regard to the 3-team or 4-team District 4 issue that has remained a concern over the past several months. Please keep in mind that this recommendation is for the 2006-07 school year and does not solve these issues for the 2007-08 school. It is the expectation of the KHSAA Staff that internal resolve should be reached, among the district member schools, with regard to properly scheduling a seeded district for the 2007-08 school year.

- 1). Christian Fellowship will not be required to play the above mentioned schools in boy's or girl's basketball during the 2006-07 regular season.
- 2). Calloway County, Marshall County and Murray will not be required to adjust their 2006-07 regular season basketball schedules in order to play Christian Fellowship in boy's or girl's basketball.
- 3). Calloway County, Marshall County and Murray will play their seeded district regular season basketball games in accordance with the Mandatory Seeding of Three Team District procedures noted on page 52-53 of the 2005-06 KHSAA Handbook.
- 4). As an exception to this page 52-53 Tournament Rule, rather than the team with the highest seed (one seed) receiving a bye (as noted in the Tournament Rules) in the district tournament, that team (seed one) will play Christian Fellowship who will enter the district tournament as the fourth seed. All other provisions of the Mandatory Seeding of Three Team Districts will be in force.

- 5). Christian Fellowship must participate in at least twelve (12) regular season varsity contests in order to enter the 2006-07 district tournament.
- 6). Christian Fellowship should participate in the district tournament revenue distribution in accordance with the revenue distribution policies as equitably established by, and for, those teams participating in the post season District Four Basketball Tournament.

The KHSAA Staff requests that each school who agrees with these above recommendations notify the KHSAA, in writing no later than July 3, 2006, of their desire to comply with these above recommendations.

Should either of the District Four schools mentioned in this memorandum disagree, or not wish to comply with the provisions of these six recommendations, a representative or representatives of your school should plan to appear before the KHSAA Board of Control at its July 10-11, 2006 meeting in Gilbertsville, KY, to discuss these issues. Please notify the KHSAA no later than July 3, 2006 of your intent to attend that BOC meeting.

## TRANSFERS 5/1/06 TO 6/20/06

| ### REC_SCHOOL            | STUDENT                   | SEND_SCHOOL                  | ELIGIBLE   | SECT       | XFERDATE | ENTERDATE |
|---------------------------|---------------------------|------------------------------|------------|------------|----------|-----------|
| 5456 Boyle County         | Billy Christian Williams  | Danville                     | INELIGIBLE | BL6, 1 (a) | 08/09/06 | 06/15/06  |
| 5445 Brown                | Andrew Gott               | Elizabethtown                | INELIGIBLE | BL6, 1 (a) | 08/15/06 | 06/07/06  |
| 5459 Caldwell County      | William Marshall Barnes   | Daviess County               | INELIGIBLE | BL6, 1 (a) | 05/30/06 | 06/16/06  |
| 5462 Clay County          | Cameron Rice              | Hargrave Military Academy, V | INELIGIBLE | BL6, 1 (a) | 06/06/06 | 06/19/06  |
| 5460 Corbin               | Timothy Christopher       | Bell County                  | INELIGIBLE | BL6, 1 (a) | / /      | 06/16/06  |
| 5440 Crittenden County    | Logan Forsythe            | Lyon County                  | ELIGIBLE   | BL6, 1 (a) | 01/02/06 | 06/08/06  |
| 5399 Danville             | Wesley Goss               | Burgin                       | ELIGIBLE   | BL6, 1 (a) | 02/22/06 | 05/16/06  |
| 5437 East Ridge           | Jordan K. Price           | Shelby Valley                | INELIGIBLE | BL6, 1 (a) | 01/02/06 | 05/10/06  |
| 5452 Estill County        | Cameron Edwin Allie       | Riverside Poly, CA           | INELIGIBLE | BL6, 1 (a) | 05/01/06 | 06/14/06  |
| 5434 Garrard County       | Ryan Lanham               | Berea                        | ELIGIBLE   | BL6, 1 (a) | 04/12/06 | 05/08/06  |
| 5433 Harlan               | John Hunter Luttrell      | South Oldham                 | INELIGIBLE | BL6, 1 (a) | 02/14/06 | 05/08/06  |
| 5430 Harrison County      | Larry Nolan               | Foothill Academy             | ELIGIBLE   | BL6, 1 (a) | 04/10/05 | 05/04/06  |
| 11 Heath                  | Patricia Glinska          | ASSE                         | ELIGIBLE   | BL6, 2 ( ) | 08/17/05 | 05/08/06  |
| 5453 Johnson Central      | Cody Wayne Lowe           | Sheldon Clark                | ELIGIBLE   | BL6, 1 (a) | 07/15/05 | 06/15/06  |
| 5454 Johnson Central      | Cory Tyler Shay Blair     | Sheldon Clark                | ELIGIBLE   | BL6, 1 (a) | 07/15/05 | 06/15/06  |
| 5455 Kentucky Country Day | John Curtis Dickens       | DuPont Manual                | INELIGIBLE | BL6, 1 (a) | 05/26/06 | 06/15/06  |
| 5435 Leslie County        | Johnathan Treatch Smith   | Red Bird                     | INELIGIBLE | BL6, 1 (a) | 08/08/05 | 05/08/06  |
| 5438 Lone Oak             | Lawriisa Yeaman           | Hoke, NC                     | INELIGIBLE | BL6, 1 (a) | 04/10/06 | 05/19/06  |
| 5439 Lone Oak             | Jasmine Holcomb           | Hoke, NC                     | INELIGIBLE | BL6, 1 (a) | 04/10/06 | 05/19/06  |
| 5461 Lynn Camp            | Craig William Tyler Bargo | Knox Central                 | INELIGIBLE | BL6, 1 (a) | 06/05/06 | 06/19/06  |
| 5457 Marion County        | Tacarra Hayes             | Caverna                      | INELIGIBLE | BL6, 1 (a) | 06/16/06 | 06/16/06  |
| 5463 Marion County        | Lauren Danielle Smothers  | Washington County            | INELIGIBLE | BL6, 1 (a) | 05/24/06 | 06/21/06  |
| 5446 Marshall County      | William Kory Smith        | Centralia, IL                | INELIGIBLE | BL6, 1 (a) | 06/02/06 | 06/13/06  |
| 5450 Marshall County      | Kelsey Morgan Cromwell    | Daviess County               | ELIGIBLE   | BL6, 1 (a) | 05/30/06 | 06/13/06  |
| 5442 Montgomery County    | Shaina Luther             | Chesterton, IN               | ELIGIBLE   | BL6, 1 (a) | 01/03/06 | 05/31/06  |
| 14 North Hardin           | Victor Swartz             | Bradwell Institute, GA       | ELIGIBLE   | BL6, 1 (a) | 04/11/06 | 06/05/06  |
| 5458 Paducah Tilghman     | Kelsey Bradford           | Massac, IL                   | INELIGIBLE | BL6, 1 (a) | 05/31/06 | 06/16/06  |
| 5408 Paul Dunbar          | Fanny Johanna             | E.F. Foundation              | ELIGIBLE   | BL6, 2 ( ) | 08/01/05 | 05/08/06  |

|                          |                               |                     |                                         |
|--------------------------|-------------------------------|---------------------|-----------------------------------------|
| 5447 Paul Dunbar         | Alexandersson<br>Sakia Hanson | Lexington Christian | INELIGIBLE BL6, 1 (a) 03/31/06 06/09/06 |
| 5432 Pike County Central | Joseph Guy Meade              | Paintsville         | ELIGIBLE BL6, 1 (a) 04/24/06 05/18/06   |

## TRANSFERS 5/1/06 TO 6/20/06

| ### REC_SCHOOL          | STUDENT               | SEND_SCHOOL          | ELIGIBLE   | SECT       | XFERDATE | ENTERDATE |
|-------------------------|-----------------------|----------------------|------------|------------|----------|-----------|
| 36 Pulaski County       | Michael Pitts         | West Jessamine       | ELIGIBLE   | BL6, 1 (a) | 02/22/06 | 05/10/06  |
| 5425 Russellville       | Quinton Sydnor        | Logan County         | ELIGIBLE   | BL6, 1 (a) | 01/04/06 | 05/08/06  |
| 5441 Shelby County      | Joe Virgilio          | Middlesex, NJ        | ELIGIBLE   | BL6, 1 (a) | 05/04/06 | 05/24/06  |
| 5448 Simon Kenton       | Michael Haught        | Scott                | ELIGIBLE   | BL6, 1 (a) | 06/02/06 | 06/13/06  |
| 5449 Simon Kenton       | Adam Patterson        | Scott                | ELIGIBLE   | BL6, 1 (a) | 06/07/06 | 06/13/06  |
| 5451 Simon Kenton       | Thomas Allen Gibson   | Dixie Heights        | INELIGIBLE | BL6, 1 (a) | 06/07/06 | 06/13/06  |
| 5443 St. Henry District | Sarah Hallman         | Notre Dame           | INELIGIBLE | BL6, 1 (a) | 09/09/05 | 06/02/06  |
| 4998 St. Xavier         | Corwin Rodney Hammond | Trinity (Louisville) | INELIGIBLE | BL6, 1 (a) | 08/01/05 | 05/26/06  |





### Proposed 2006-2007 Ticket Prices

|                                                                         | Pre-Sale,<br>per session | Walk Up       | Pre-Sale,<br>All Session | All Session |
|-------------------------------------------------------------------------|--------------------------|---------------|--------------------------|-------------|
| <b>Golf (4 sessions)</b>                                                |                          |               |                          |             |
| General Admission (ages 6 and higher)                                   | N/A                      | N/A           | TBA                      | TBA         |
| <b>Volleyball (3 sessions) (ages 6 and higher)</b>                      |                          |               |                          |             |
| General Admission                                                       | N/A                      | \$6.00        | \$12.00                  | \$15.00     |
| Finals Only, group sales, minimum 20 individuals                        | \$5.00                   | N/A           | N/A                      | N/A         |
| <b>Cross Country (1 session) (ages 6 and higher)</b>                    |                          |               |                          |             |
| General Admission                                                       | N/A                      | \$6.00        | N/A                      | N/A         |
| <b>Soccer (3 sessions) (ages 6 and higher)</b>                          |                          |               |                          |             |
| Semi-State                                                              | N/A                      | \$7.00        | N/A                      | N/A         |
| General Admission                                                       | N/A                      | \$7.00        | \$12.00                  | \$15.00     |
| Finals Only, group sales, minimum 20 individuals                        | \$5.00                   | N/A           | N/A                      | N/A         |
| <b>Football Prices (Per Game) (ages 3 and higher)</b>                   |                          |               |                          |             |
| General Admission, 100 and 200 levels                                   | \$7.00                   | \$10.00       | \$25.00                  | \$25.00     |
| Reserved, 300 Level (Brown and Williamson)                              | \$15.00                  | \$15.00       | \$40.00                  | \$40.00     |
| Reserved, 400 Level (Suite Holders Only)                                | \$20.00                  | \$20.00       | \$55.00                  | \$55.00     |
| Group sales, minimum 20 individuals                                     | \$5.00                   | N/A           | N/A                      | N/A         |
| <b>Swimming (2 sessions) (ages 6 and higher)</b>                        |                          |               |                          |             |
| General Admission                                                       | N/A                      | \$6.00        | TBA                      | TBA         |
| <b>Wrestling (5 sessions) (ages 6 and higher)</b>                       |                          |               |                          |             |
| General Admission                                                       | N/A                      | \$7.00        | \$18.00                  | \$22.00     |
| <b>Basketball (8 sessions) (ages 3 and higher)</b>                      |                          |               |                          |             |
| Upper Arena                                                             | \$7.00                   | \$10.00       | \$58.00                  | N/A         |
| Lower Arena                                                             | N/A                      | \$15.00       | \$108.00                 | N/A         |
| Quarter Finals through Finals Only, group sales, minimum 20 individuals | \$5.00                   | N/A           | N/A                      | N/A         |
| <b>Softball, Slow Pitch (2 sessions) (ages 6 and higher)</b>            |                          |               |                          |             |
| General Admission                                                       | N/A                      | \$6.00        | N/A                      | N/A         |
| Finals Only, group sales, minimum 20 individuals                        | \$5.00                   | N/A           | N/A                      | N/A         |
| <b>Tennis (finals only) (ages 6 and higher)</b>                         |                          |               |                          |             |
| General Admission                                                       | N/A                      | \$3.00/\$6.00 | N/A                      | N/A         |
| <b>Track (2 sessions) (ages 6 and higher)</b>                           |                          |               |                          |             |
| General Admission                                                       | N/A                      | \$7.00        | N/A                      | \$12.00     |
| <b>Softball, Fast Pitch (3 sessions) (ages 6 and higher)</b>            |                          |               |                          |             |
| General Admission                                                       | N/A                      | \$9.00        | N/A                      | \$15.00     |
| Finals Only, group sales, minimum 20 individuals                        | \$5.00                   | N/A           | N/A                      | N/A         |
| <b>Baseball (4 sessions) (ages 3 and higher)</b>                        |                          |               |                          |             |
| Semi-State                                                              | N/A                      | \$7.00        | N/A                      | N/A         |
| Reserved Seating, Team Cheering Sections                                | \$7.00                   | \$10.00       | N/A                      | N/A         |
| Reserved Seating, Super Club, Club and Field Box                        | TBA                      | TBA           | TBA                      | TBA         |
| Finals Only, group sales, minimum 20 individuals                        | TBA                      | N/A           | N/A                      | N/A         |

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**RECEIPTS, ADVERTISING AND SPONSORS - 2006 Boys and Girls Sweet Sixteen® Radio Network**

| INCOME                                        | NOTE                      | GROSS        | AGENCY      | CNC COMMISSION | NOTE         |
|-----------------------------------------------|---------------------------|--------------|-------------|----------------|--------------|
| Received Feed Fee From Stations               | Per Contract              |              |             |                |              |
| Kentucky Utilities, Non Comm                  | Title Sponsorship (5)     | \$32,450.00  | \$0.00      | \$0.00         | Per contract |
| Air Force JFROTC                              | Advertisement Package     | \$0.00       | \$0.00      | \$0.00         | CNC          |
| * Bowling Green Tourism Bureau                | Advertisement Package     | \$1,800.00   | \$0.00      | \$270.00       | CNC          |
| Campbellsville University                     | Advertisement Package     | \$12,600.00  | \$0.00      | \$1,890.00     | CNC          |
| Farm Bureau (Red7)                            | Advertisement Package     | \$8,000.00   | \$1,200.00  | \$1,020.00     | CNC          |
| Georgetown College                            | Advertisement Package     | \$0.00       | \$0.00      | \$0.00         | CNC          |
| Governors Highway Safety (New West)           | Advertisement Package     | \$17,000.00  | \$0.00      | \$2,550.00     | CNC          |
| Grange Insurance                              | Advertisement Package     | \$14,500.00  | \$0.00      | \$2,175.00     | CNC          |
| Home Builders Association                     | Advertisement Package     | \$7,500.00   | \$0.00      | \$1,125.00     | CNC          |
| Houchens Industries                           | Advertisement Package     | \$15,000.00  | \$0.00      | \$2,250.00     | CNC          |
| Kentucky Department of Agriculture (New West) | Advertisement Package     | \$32,200.00  | \$0.00      | \$4,830.00     | CNC          |
| KHEAA / Student Loan (New West)               | Advertisement Package     | \$12,750.00  | \$0.00      | \$1,912.50     | CNC          |
| Lex. Convention and Visitors Bureau           | Advertisement Package     | \$5,000.00   | \$0.00      | \$0.00         | Per Agree    |
| Lexington Herald Leader                       | Advertisement Package     | \$6,640.00   | \$0.00      | \$996.00       | CNC          |
| LG&E / Kentucky Utilities                     | Advertisement Package     | \$3,250.00   | \$0.00      | \$487.50       | CNC          |
| National City Bank                            | Advertisement Package     | \$8,000.00   | \$0.00      | \$1,200.00     | CNC          |
| National City Bank-Per Boys Title, Non-Comm   | Advertisement Package     | \$7,000.00   | \$0.00      | \$0.00         | CNC          |
| Sportsmedia (Council of Carpenters)           | Advertisement Package     | \$0.00       | \$0.00      | \$0.00         | CNC          |
| Late Station Signons                          | Advertisement Package     | \$0.00       | \$0.00      | \$0.00         | Per Agree    |
| Total Revenue                                 |                           | \$183,690.00 | \$1,200.00  | \$20,706.00    |              |
| <b>EXPENSES</b>                               |                           |              |             | \$10,353.00    |              |
| Consultant Fees for Network                   |                           |              |             |                |              |
| Due CNC (Dick Farmer)                         | (total in 2 installments) | \$7,500.00   |             |                |              |
| Due CNC (Tom Stevens)                         | (total in 2 installments) | \$7,500.00   | \$15,000.00 |                |              |
| Production and Preparation Expenses           |                           |              |             |                |              |
| Miscellaneous Travel Costs, Etc., Boys        | From Peachtree            | \$2,677.88   |             |                |              |
| Miscellaneous Travel Costs, Etc., Girls       | From Peachtree            | \$449.63     | \$3,127.51  |                |              |
| Ticket and Other Charges                      | Per Ticket Records        |              | \$5,237.15  |                |              |
| Talent Fees-Boys                              | From Peachtree            | \$7,175.00   |             |                |              |
| Talent Fees- Girls                            | From Peachtree            | \$5,475.00   | \$12,650.00 |                |              |
| Equipment                                     | Rental during S16         |              | \$0.00      |                |              |
| HQ Rooms and Expenses-Boys                    | From Peachtree            | \$2,273.75   |             |                |              |
| HQ Rooms and Expenses-Girls                   | From Peachtree            | \$2,573.55   | \$4,847.30  |                |              |
| Production Fees- Boys                         | From Peachtree            | \$7,786.50   |             |                |              |
| Production Fees-Girls                         | From Peachtree            | \$1,582.20   | \$9,368.70  |                |              |
| Interfund Charges                             | From Peachtree            |              | \$13,598.00 |                |              |
| Advertising Commissions Paid to outside       | Agency Fees Above         |              | \$1,200.00  |                |              |
| Advertising Commissions due CNC-Gross         | Commissions Above         |              | \$20,706.00 |                |              |
| Total Production Expenses                     |                           |              |             | \$85,734.66    |              |
| Charges Directly Charged to KHSAA             |                           |              |             |                |              |
| SCMS Equipment                                |                           | \$0.00       |             |                |              |
| Harris Corporation                            |                           | \$0.00       | \$0.00      |                |              |
| <b>RECONCILIATION</b>                         |                           |              |             |                |              |
| Total Partnership Revenue                     |                           | \$183,690.00 |             |                |              |
| Total Partnership Expenses                    |                           | \$85,734.66  |             |                |              |
| First Line Net Income                         |                           |              | \$97,955.34 |                |              |
| LESS: Next Portion to KHSAA                   |                           | \$15,000.00  |             |                |              |
| BALANCE FOR DIVISION                          |                           |              | \$82,955.34 |                |              |
| Excess Portion to CNC                         | Dick Farmer @ .2          | \$16,591.07  |             |                |              |
| Excess Portion to CNC                         | Tom Stevens @ .2          | \$16,591.07  |             |                |              |
| Excess Portion to KHSAA                       | KHSAA @ .6                | \$49,773.20  |             |                |              |
| Division of Grandfathered Stations to CNC     | Dick Farmer @ .125        | \$2,212.50   |             |                |              |
| Division of Grandfathered Stations to CNC     | Tom Stevens @ .125        | \$2,212.50   |             |                |              |

| <b>Reconciliation of Paid Amounts</b>       |              |             |
|---------------------------------------------|--------------|-------------|
| KHSAA                                       |              |             |
| Station Fees                                | \$17,700.00  |             |
| First Line of Partnership                   | \$15,000.00  |             |
| Split of Partnership                        | \$49,773.20  |             |
| Less: Split of Station Fees and Direct Exp. | (\$4,425.00) | \$78,048.20 |
| CNC/New West                                |              |             |
| Partnership Incentive                       | \$7,500.00   |             |
| Profit Share                                | \$12,091.07  | \$19,591.07 |
| Dick Farmer                                 |              |             |
| Sales Commission                            | \$10,353.00  |             |
| Partial Payment of CNC Overage              | \$4,500.00   |             |
| Division of Station Feed Fees               | \$2,212.50   | \$17,065.50 |
| Tom Stevens                                 |              |             |
| Partnership Incentive                       | \$7,500.00   |             |
| Profit Share                                | \$16,591.07  |             |
| Sales Commission                            | \$10,353.00  |             |
| Division of Station Feed Fees               | \$2,212.50   | \$36,656.57 |

| Paid to Date    | Due         |
|-----------------|-------------|
| as of 5/17/2006 |             |
|                 |             |
| \$7,500.00      | \$12,091.07 |
|                 |             |
| \$12,565.50     | \$4,500.00  |
|                 |             |
| \$20,065.50     | \$16,591.07 |

Dick Farmer, all of station fees, all of commissions, part of profit share  
New West, all of management fees, remainder of profit share

## Grandfathered Stations Per Contract

### 2006 State Basketball Tournaments Radio Station Broadcast Information

#### Boys' Grandfathered

| Station             | Rights Fee        | Feed Fees       | Total Paid        | Phone Line        | Total Rec.        | G/T |
|---------------------|-------------------|-----------------|-------------------|-------------------|-------------------|-----|
| WCYN (Cynthiana)    | \$800.00          |                 | \$800.00          | \$150.00          | \$950.00          | G   |
| WFTM (Maysville)    | \$800.00          |                 | \$800.00          | \$150.00          | \$950.00          | G   |
| WKCA (Owingsville)  | \$800.00          |                 | \$800.00          | \$150.00          | \$950.00          | G   |
| WMOR (Morehead)     | \$800.00          | \$400.00        | \$1,200.00        | \$150.00          | \$1,350.00        | G   |
| WQHY (Prestonsburg) | \$800.00          | \$400.00        | \$1,200.00        | \$150.00          | \$1,350.00        | G   |
| WSGS (Hazard)       | \$800.00          |                 | \$800.00          | \$150.00          | \$950.00          | G   |
| WZLK (Pikeville)    | \$800.00          |                 | \$800.00          | \$150.00          | \$950.00          | G   |
| <b>TOTALS</b>       | <b>\$5,600.00</b> | <b>\$800.00</b> | <b>\$6,400.00</b> | <b>\$1,050.00</b> | <b>\$7,450.00</b> |     |

#### Boys' Team Radio

| Station               | Rights Fee        | Feed Fees | Total Paid        | Phone Line      | Total Rec.        | G/T |
|-----------------------|-------------------|-----------|-------------------|-----------------|-------------------|-----|
| WBKS (Russell)        | \$500.00          |           | \$500.00          | \$75.00         | \$575.00          | T   |
| WLLE (Graves Co.)     | \$500.00          |           | \$500.00          | \$75.00         | \$575.00          | T   |
| WWEL (S. Laurel)      | \$500.00          |           | \$500.00          | \$75.00         | \$575.00          | T   |
| WIEL (J. Hardin)      | \$500.00          |           | \$500.00          | \$75.00         | \$575.00          | T   |
| WSIP (J. Central)     | \$500.00          |           | \$500.00          | \$75.00         | \$575.00          | T   |
| WHOP (Christian Co.)  | \$500.00          |           | \$500.00          | \$75.00         | \$575.00          | T   |
| WBIO (Apollo)         | \$500.00          |           | \$500.00          | \$75.00         | \$575.00          | T   |
| CovCath.org (CovCath) | \$500.00          |           | \$500.00          | \$75.00         | \$575.00          | T   |
| WIFX (Hazard)         | \$500.00          |           | \$500.00          | \$75.00         | \$575.00          | T   |
| WRNZ (Boyle Co.)      | \$500.00          |           | \$500.00          | \$75.00         | \$575.00          | T   |
| <b>TOTALS</b>         | <b>\$5,000.00</b> |           | <b>\$5,000.00</b> | <b>\$750.00</b> | <b>\$5,750.00</b> |     |

#### Girls' Grandfathered

| Station            | Rights Fee      | Feed Fees     | Total Paid      | Phone Line      | Total Rec.      | G/T |
|--------------------|-----------------|---------------|-----------------|-----------------|-----------------|-----|
| WKCA (Owingsville) | \$800.00        | \$0.00        | \$800.00        | \$150.00        | \$950.00        | G   |
| <b>TOTALS</b>      | <b>\$800.00</b> | <b>\$0.00</b> | <b>\$800.00</b> | <b>\$150.00</b> | <b>\$950.00</b> |     |

#### Girls' Team Radio

| Station                 | Rights Fee        | Feed Fees | Total Paid        | Phone Line      | Total Rec.        | G/T |
|-------------------------|-------------------|-----------|-------------------|-----------------|-------------------|-----|
| WRVK (Rock Co.)         | \$500.00          |           | \$500.00          | \$75.00         | \$575.00          | T   |
| WXKQ (Letcher CC)       | \$500.00          |           | \$500.00          | \$75.00         | \$575.00          | T   |
| WIFX (Letcher CC)       | \$500.00          |           | \$500.00          | \$75.00         | \$575.00          | T   |
| WSON (Henderson Co.)    | \$500.00          |           | \$500.00          | \$75.00         | \$575.00          | T   |
| WCBL (Marshall Co.)     | \$500.00          |           | \$500.00          | \$75.00         | \$575.00          | T   |
| WRLV (Magoffin Co.)     | \$500.00          |           | \$500.00          | \$75.00         | \$575.00          | T   |
| WIEL (Elizabethtown)    | \$500.00          |           | \$500.00          | \$75.00         | \$575.00          | T   |
| WKYA (Muh. North)       | \$500.00          |           | \$500.00          | \$75.00         | \$575.00          | T   |
| WKFN (F. Simpson)       | \$500.00          |           | \$500.00          | \$75.00         | \$575.00          | T   |
| Sporting News (R. Hill) | \$500.00          |           | \$500.00          | \$75.00         | \$575.00          | T   |
| WTBK (Clay Co.)         | \$500.00          |           | \$500.00          | \$75.00         | \$575.00          | T   |
| <b>TOTALS</b>           | <b>\$5,500.00</b> |           | <b>\$5,500.00</b> | <b>\$825.00</b> | <b>\$6,325.00</b> |     |

| EXPENSES                       | Check | Date     | Mgmt        | Travel-B   | Travel-G | Tickets/Other | Talent-B   | Ta.        | Equip  | HQ Rooms-B | HQ Rooms-G | Production-B | Production-G | Adjustable | G.          | Total      |             |
|--------------------------------|-------|----------|-------------|------------|----------|---------------|------------|------------|--------|------------|------------|--------------|--------------|------------|-------------|------------|-------------|
| Instant Signs-Fulfill KY Proud | 22222 | 12/20/05 |             |            |          | \$178.00      |            |            |        |            |            |              |              | 1          | \$178.00    | \$35.60    | \$178.00    |
| Tom Stevens                    | 22775 | 12/20/05 |             | \$177.20   |          |               |            |            |        |            |            |              |              | 1          | \$177.20    | \$35.44    | \$177.20    |
| Stevens, 1st half              | 23011 | 1/30/06  | \$3,750.00  |            |          |               |            |            |        |            |            |              |              | 1          | \$3,750.00  | \$750.00   | \$3,750.00  |
| New West, 1st Half             | 23012 | 1/30/06  | \$3,750.00  |            |          |               |            |            |        |            |            |              |              | 1          | \$3,750.00  | \$750.00   | \$3,750.00  |
| KY Printing-Radio Net Cards    | 23046 | 2/7/06   |             | \$1,850.00 |          |               |            |            |        |            |            |              |              | 0          | \$0.00      | \$0.00     | \$1,850.00  |
| Fed Ex Shipping                | 23133 | 2/28/06  |             | \$76.52    |          |               |            |            |        |            |            |              |              | 0          | \$0.00      | \$0.00     | \$76.52     |
| Clear Channel-KNN Distribute   | 23348 | 3/29/06  |             |            |          |               |            |            |        |            |            | \$6,300.00   |              | 0          | \$0.00      | \$0.00     | \$6,300.00  |
| Fed Ex Shipping                | 23398 | 3/31/06  |             | \$22.33    |          |               |            |            |        |            |            |              |              | 0          | \$0.00      | \$0.00     | \$22.33     |
| Dick Farmer per incentive      | 23411 | 3/31/06  |             |            |          | \$750.00      | \$700.00   |            |        |            |            |              |              | 0          | \$0.00      | \$0.00     | \$750.00    |
| Ball                           | 23444 | 3/31/06  |             |            |          |               |            | \$350.00   |        |            |            |              |              | 0          | \$0.00      | \$0.00     | \$350.00    |
| Ball                           | 23444 | 3/31/06  |             |            |          |               |            |            |        |            |            |              |              | 0          | \$0.00      | \$0.00     | \$0.00      |
| Divine                         | 23445 | 3/31/06  |             |            |          |               | \$350.00   |            |        |            |            |              |              | 0          | \$0.00      | \$0.00     | \$350.00    |
| Hardin                         | 23446 | 3/31/06  |             |            |          |               | \$1,000.00 |            |        |            |            |              |              | 0          | \$0.00      | \$0.00     | \$1,000.00  |
| Mills                          | 23447 | 3/31/06  |             |            |          |               | \$1,000.00 |            |        |            |            |              |              | 0          | \$0.00      | \$0.00     | \$1,000.00  |
| Omay                           | 23448 | 3/31/06  |             |            |          |               | \$1,425.00 |            |        |            |            |              |              | 0          | \$0.00      | \$0.00     | \$1,425.00  |
| Omay                           | 23448 | 3/31/06  |             |            |          |               |            | \$1,200.00 |        |            |            |              |              | 0          | \$0.00      | \$0.00     | \$1,200.00  |
| Wise-Prewitt                   | 23449 | 3/31/06  |             |            |          |               |            | \$1,050.00 |        |            |            |              |              | 0          | \$0.00      | \$0.00     | \$1,050.00  |
| Rogers                         | 23450 | 3/31/06  |             |            |          |               |            |            |        |            |            |              |              | 0          | \$0.00      | \$0.00     | \$0.00      |
| Stottmeyer                     | 23451 | 3/31/06  |             |            |          |               | \$700.00   |            |        |            |            |              |              | 0          | \$0.00      | \$0.00     | \$700.00    |
| Strader                        | 23452 | 3/31/06  |             |            |          |               | \$1,000.00 |            |        |            |            |              |              | 0          | \$0.00      | \$0.00     | \$1,000.00  |
| Thompson                       | 23453 | 3/31/06  |             |            |          |               | \$1,000.00 |            |        |            |            |              |              | 0          | \$0.00      | \$0.00     | \$1,000.00  |
| Thompson                       | 23453 | 3/31/06  |             |            |          |               |            | \$1,000.00 |        |            |            |              |              | 0          | \$0.00      | \$0.00     | \$1,000.00  |
| Todd                           | 23454 | 3/31/06  |             |            |          |               |            | \$875.00   |        |            |            |              |              | 0          | \$0.00      | \$0.00     | \$875.00    |
| Radisson                       | 23476 | 4/6/06   |             |            |          |               |            |            |        | \$2,273.75 |            |              |              | 0          | \$0.00      | \$0.00     | \$2,273.75  |
| Ball-B Travel                  | 23478 | 4/6/06   |             | \$22.77    |          |               |            |            |        |            |            |              |              | 0          | \$0.00      | \$0.00     | \$22.77     |
| Omay-G. Travel                 | 23479 | 4/6/06   |             |            | \$20.92  |               |            |            |        |            |            |              |              | 0          | \$0.00      | \$0.00     | \$20.92     |
| Rogers-G. Travel               | 23480 | 4/6/06   |             |            | \$10.55  |               |            |            |        |            |            |              |              | 0          | \$0.00      | \$0.00     | \$10.55     |
| Stottmeyer-B Travel            | 23481 | 4/6/06   |             | \$32.00    |          |               |            |            |        |            |            |              |              | 0          | \$0.00      | \$0.00     | \$32.00     |
| Tom Stevens-B Travel           | 23482 | 4/6/06   |             | \$497.06   |          |               |            |            |        |            |            |              |              | 0          | \$0.00      | \$0.00     | \$497.06    |
| Stevens, 2nd Half              | 23482 | 4/6/06   | \$3,750.00  |            |          |               |            |            |        |            |            |              |              | 1          | \$3,750.00  | \$750.00   | \$3,750.00  |
| Stevens-G Travel               | 23482 | 4/6/06   |             |            | \$418.16 |               |            |            |        |            |            |              |              | 0          | \$0.00      | \$0.00     | \$418.16    |
| New West, 2nd Half             | 23483 | 4/6/06   | \$3,750.00  |            |          |               |            |            |        |            |            |              |              | 1          | \$3,750.00  | \$750.00   | \$3,750.00  |
| KY Dept of Ag Bobbleheads      | 23488 | 4/10/06  |             |            |          | \$4,272.25    |            |            |        |            |            |              |              | 1          | \$4,272.25  | \$854.45   | \$4,272.25  |
| MCI-Girls Long Distance        | 23502 | 4/10/06  |             |            |          |               |            |            |        |            |            |              | \$137.20     | 0          | \$0.00      | \$0.00     | \$137.20    |
| Clear Channel-Satellite        | 23503 | 4/10/06  |             |            |          |               |            |            |        |            |            | \$1,486.50   |              | 0          | \$0.00      | \$0.00     | \$1,486.50  |
| Clear Channel-Satellite        | 23503 | 4/10/06  |             |            |          |               |            |            |        |            |            |              | \$1,445.00   | 0          | \$0.00      | \$0.00     | \$1,445.00  |
| Grange Trophy Costs            | 23525 | 4/10/06  |             |            |          | \$36.90       |            |            |        |            |            |              |              | 1          | \$36.90     | \$7.38     | \$36.90     |
| University Plaza               | 23643 | 4/19/06  |             |            |          |               |            |            |        |            | \$2,573.55 |              |              | 0          | \$0.00      | \$0.00     | \$2,573.55  |
| Fed Ex Shipping                |       |          |             |            |          |               |            |            |        |            |            |              |              | 0          | \$0.00      | \$0.00     | \$0.00      |
| TOTAL                          |       |          | \$15,000.00 | \$2,677.88 | \$449.63 | \$5,237.15    | \$7,175.00 | \$5,475.00 | \$0.00 | \$2,273.75 | \$2,573.55 | \$7,786.50   | \$1,582.20   |            | \$19,664.35 | \$3,932.87 | \$50,230.66 |

|                         |             |  |
|-------------------------|-------------|--|
| Adjustment to Girls @ 2 |             |  |
| Sales                   | \$36,738.00 |  |
| Expenses                | \$5,982.87  |  |
| Sales Commissions       | \$4,141.20  |  |
| Station Fees            | \$442.50    |  |
| Station Fees            | \$442.50    |  |
| Split of Net Profits-TS | \$3,318.21  |  |
| Split of Net Profits-DF | \$3,318.21  |  |

|                                     |  |  |  |  |  |  |  |  |  |  |  |  |  |   |             |            |             |
|-------------------------------------|--|--|--|--|--|--|--|--|--|--|--|--|--|---|-------------|------------|-------------|
| Interfund Fulfillment Expenses      |  |  |  |  |  |  |  |  |  |  |  |  |  |   |             |            |             |
| Full Page-B W-KU                    |  |  |  |  |  |  |  |  |  |  |  |  |  | 0 | \$0.00      | \$0.00     | \$0.00      |
| Half Page-B W-Grange                |  |  |  |  |  |  |  |  |  |  |  |  |  | 1 | \$200.00    | \$40.00    | \$200.00    |
| DORNA - KDA                         |  |  |  |  |  |  |  |  |  |  |  |  |  | 1 | \$100.00    | \$20.00    | \$100.00    |
| Farmer-S16                          |  |  |  |  |  |  |  |  |  |  |  |  |  | 1 | \$7,500.00  | \$1,500.00 | \$7,500.00  |
| Full Page-Color-KDA                 |  |  |  |  |  |  |  |  |  |  |  |  |  | 1 | \$1,400.00  | \$280.00   | \$1,400.00  |
| Booth Display-KDA                   |  |  |  |  |  |  |  |  |  |  |  |  |  | 1 | \$550.00    | \$110.00   | \$550.00    |
| WVLC - Tickets for Origination      |  |  |  |  |  |  |  |  |  |  |  |  |  | 1 | \$50.00     | \$10.00    | \$50.00     |
| WVLC - Tickets for Clear Louisville |  |  |  |  |  |  |  |  |  |  |  |  |  | 0 | \$0.00      | \$0.00     | \$0.00      |
| KU Tickets                          |  |  |  |  |  |  |  |  |  |  |  |  |  | 0 | \$0.00      | \$0.00     | \$0.00      |
| Governor's Hwy Safety Tickets       |  |  |  |  |  |  |  |  |  |  |  |  |  | 0 | \$0.00      | \$0.00     | \$0.00      |
| Grange Insurance Tickets            |  |  |  |  |  |  |  |  |  |  |  |  |  | 0 | \$0.00      | \$0.00     | \$0.00      |
| Houchens Tickets                    |  |  |  |  |  |  |  |  |  |  |  |  |  | 0 | \$0.00      | \$0.00     | \$0.00      |
| National City Tickets               |  |  |  |  |  |  |  |  |  |  |  |  |  | 0 | \$0.00      | \$0.00     | \$0.00      |
| Houchens Tickets - Girls            |  |  |  |  |  |  |  |  |  |  |  |  |  | 0 | \$0.00      | \$0.00     | \$0.00      |
| TV Ad (2) - KDA                     |  |  |  |  |  |  |  |  |  |  |  |  |  | 1 | \$100.00    | \$20.00    | \$100.00    |
| Full Page-Bw-Camp. Univ.            |  |  |  |  |  |  |  |  |  |  |  |  |  | 1 | \$200.00    | \$40.00    | \$200.00    |
| TV Ad (2) - Camp. Univ.             |  |  |  |  |  |  |  |  |  |  |  |  |  | 1 | \$100.00    | \$20.00    | \$100.00    |
| Booth Display-Camp. Univ.           |  |  |  |  |  |  |  |  |  |  |  |  |  | 1 | \$50.00     | \$10.00    | \$50.00     |
| TOTAL                               |  |  |  |  |  |  |  |  |  |  |  |  |  |   | \$10,250.00 | \$2,050.00 | \$13,598.00 |



**2006 Baseball Semi-State Series**

|                          | 1            | 2              | 3                   | 4             | 5               | 6              | 7                    | 8           |             |
|--------------------------|--------------|----------------|---------------------|---------------|-----------------|----------------|----------------------|-------------|-------------|
|                          | Hopkinsville | Russell County | Pleasure Ridge Park | Shelby County | Harrison County | Pulaski County | Perry County Central | Boyd County | Total       |
| Gross Ticket Sales       | \$3,714.00   | \$2,352.00     | \$7,662.00          | \$4,008.00    | \$3,522.00      | \$2,532.00     | \$2,592.00           | \$6,468.00  | \$32,850.00 |
| Broadcasting             | \$50.00      | \$0.00         | \$0.00              | \$0.00        | \$50.00         | \$0.00         | \$0.00               | \$100.00    | \$200.00    |
| Sponsorship              | \$0.00       | \$0.00         | \$0.00              | \$0.00        | \$0.00          | \$0.00         | \$0.00               | \$0.00      | \$0.00      |
| Total Revenue            | \$3,764.00   | \$2,352.00     | \$7,662.00          | \$4,008.00    | \$3,572.00      | \$2,532.00     | \$2,592.00           | \$6,568.00  | \$33,050.00 |
| Allowable Expenses       |              |                |                     |               |                 |                |                      |             |             |
| Rental                   | \$0.00       | \$0.00         | \$0.00              | \$0.00        | \$0.00          | \$0.00         | \$0.00               | \$0.00      | \$0.00      |
| Tournament Manager       | \$150.00     | \$150.00       | \$150.00            | \$150.00      | \$150.00        | \$100.00       | \$150.00             | \$150.00    | \$1,150.00  |
| Field Preparation        | \$150.00     | \$150.00       | \$150.00            | \$150.00      | \$150.00        | \$150.00       | \$150.00             | \$60.00     | \$1,110.00  |
| Field Supplies           | \$0.00       | \$0.00         | \$0.00              | \$0.00        | \$0.00          | \$0.00         | \$0.00               | \$0.00      | \$0.00      |
| Scoreboard and Scorebook | \$60.00      | \$120.00       | \$60.00             | \$60.00       | \$60.00         | \$90.00        | \$60.00              | \$120.00    | \$630.00    |
| Public Address           | \$60.00      | \$60.00        | \$60.00             | \$60.00       | \$60.00         | \$60.00        | \$60.00              | \$60.00     | \$480.00    |
| Gate Workers             | \$50.00      | \$50.00        | \$50.00             | \$100.00      | \$100.00        | \$50.00        | \$150.00             | \$100.00    | \$650.00    |
| Security                 | \$0.00       | \$0.00         | \$0.00              | \$0.00        | \$100.00        | \$90.00        | \$70.00              | \$132.00    | \$392.00    |
| Certified Trainer        | \$0.00       | \$0.00         | \$0.00              | \$0.00        | \$50.00         | \$0.00         | \$0.00               | \$100.00    | \$150.00    |
| Other (Parking)          | \$0.00       | \$0.00         | \$0.00              | \$0.00        | \$0.00          | \$0.00         | \$0.00               | \$0.00      | \$0.00      |
| Other                    | \$0.00       | \$0.00         | \$0.00              | \$0.00        | \$0.00          | \$0.00         | \$0.00               | \$0.00      | \$0.00      |
| Other (not allowed)      | \$0.00       | \$0.00         | \$0.00              | \$0.00        | \$0.00          | \$0.00         | \$0.00               | \$0.00      | \$0.00      |
| Total Expenses           | \$470.00     | \$530.00       | \$470.00            | \$520.00      | \$670.00        | \$540.00       | \$640.00             | \$722.00    | \$4,562.00  |
| First Line Net Profit    | \$3,294.00   | \$1,822.00     | \$7,192.00          | \$3,488.00    | \$2,902.00      | \$1,992.00     | \$1,952.00           | \$5,846.00  | \$28,488.00 |
| Umpires                  | \$578.00     | \$759.36       | \$598.80            | \$572.00      | \$624.00        | \$801.32       | \$768.18             | \$796.00    | \$5,497.66  |
| Trophies                 | \$60.66      | \$60.66        | \$60.66             | \$60.66       | \$60.66         | \$60.66        | \$60.66              | \$60.66     | \$485.28    |
| Second Line Net Profit   | \$2,655.34   | \$1,001.98     | \$6,532.54          | \$2,855.34    | \$2,217.34      | \$1,130.02     | \$1,123.16           | \$4,989.34  | \$22,505.06 |
| Amount to Host           | \$663.84     | \$250.50       | \$1,633.14          | \$713.84      | \$554.34        | \$282.51       | \$280.79             | \$1,247.34  | \$5,626.30  |
| Amount to Visitor        | \$663.84     | \$250.50       | \$1,633.14          | \$713.84      | \$554.34        | \$282.51       | \$280.79             | \$1,247.34  | \$5,626.30  |
| Amount to Home           | \$663.84     | \$250.50       | \$1,633.14          | \$713.84      | \$554.34        | \$282.51       | \$280.79             | \$1,247.34  | \$5,626.30  |
| Amount to KHSAA          | \$663.82     | \$250.48       | \$1,633.12          | \$713.82      | \$554.32        | \$282.49       | \$280.79             | \$1,247.32  | \$5,626.16  |
| Distributed              | \$2,655.34   | \$1,001.98     | \$6,532.54          | \$2,855.34    | \$2,217.34      | \$1,130.02     | \$1,123.16           | \$4,989.34  | \$22,505.06 |
| Remitted                 |              |                |                     |               |                 |                |                      |             |             |
| Day 1                    | 358          | 210            | 725                 | 350           | 318             | 250            | 223                  | 638         | 3,072       |
| Day 2                    | 261          | 182            | 552                 | 318           | 269             | 172            | 209                  | 440         | 2,403       |
| Day 3                    | 0            | 0              | 0                   | 0             | 0               | 0              | 0                    | 0           | 0           |
| Total Paid               | 619          | 392            | 1,277               | 668           | 587             | 422            | 432                  | 1,078       | 5,475       |

Umpire Fees

| Semi-State 1   | Miles | Meals  | Other   | Due      |
|----------------|-------|--------|---------|----------|
| Steve Woodard  | 0     | \$0.00 | \$20.00 | \$135.00 |
| Tony Henry     | 0     | \$0.00 | \$0.00  | \$115.00 |
| Dennis Owens   | 260   | \$0.00 | \$0.00  | \$167.00 |
| Williams Smith | 230   | \$0.00 | \$0.00  | \$161.00 |
|                |       |        |         | \$578.00 |

| Semi-State 2  | Miles | Meals  | Other   | Due      |
|---------------|-------|--------|---------|----------|
| Micky Strader | 310   | \$0.00 | \$20.00 | \$197.00 |
| James Brown   | 0     | \$0.00 | \$56.96 | \$171.96 |
| Jim Chapman   | 492   | \$0.00 | \$0.00  | \$213.40 |
| Jim Price     | 310   | \$0.00 | \$0.00  | \$177.00 |
|               |       |        |         | \$759.36 |

| Semi-State 3    | Miles | Meals  | Other   | Due      |
|-----------------|-------|--------|---------|----------|
| Cedric Coleman  | 320   | \$0.00 | \$20.00 | \$199.00 |
| James Bell      | 60    | \$0.00 | \$0.00  | \$127.00 |
| Richard Berry   | 30    | \$0.00 | \$0.00  | \$121.00 |
| William Chapman | 184   | \$0.00 | \$0.00  | \$151.80 |
|                 |       |        |         | \$598.80 |

| Semi-State 4    | Miles | Meals  | Other   | Due      |
|-----------------|-------|--------|---------|----------|
| Charles Logsdon | 0     | \$0.00 | \$20.00 | \$135.00 |
| Kevin Claycomb  | 320   | \$0.00 | \$0.00  | \$179.00 |
| Don Hudson      | 140   | \$0.00 | \$0.00  | \$143.00 |
| Andy Strain     | 0     | \$0.00 | \$0.00  | \$115.00 |
|                 |       |        |         | \$572.00 |

| Semi-State 5 | Miles | Meals  | Other   | Due      |
|--------------|-------|--------|---------|----------|
| Michael Bray | 460   | \$0.00 | \$20.00 | \$227.00 |
| Kevin Dalton | 0     | \$0.00 | \$0.00  | \$115.00 |
| Jeff Davis   | 120   | \$0.00 | \$0.00  | \$139.00 |
| Dave Thomas  | 140   | \$0.00 | \$0.00  | \$143.00 |
|              |       |        |         | \$624.00 |

| Semi-State 6  | Miles | Meals   | Other    | Due      |
|---------------|-------|---------|----------|----------|
| Brent Bradley | 240   | \$0.00  | \$20.00  | \$183.00 |
| Jim Clayton   | 320   | \$36.06 | \$0.00   | \$215.06 |
| Doug Collier  | 0     | \$36.06 | \$110.00 | \$261.06 |
| Keith Morgan  | 136   | \$0.00  | \$0.00   | \$142.20 |
|               |       |         |          | \$801.32 |

| Semi-State 7 | Miles | Meals   | Other   | Due      |
|--------------|-------|---------|---------|----------|
| Pete Runyon  | 180   | \$0.00  | \$20.00 | \$171.00 |
| Ross Miller  | 232   | \$20.00 | \$55.38 | \$236.78 |
| Randy Ross   | 0     | \$0.00  | \$0.00  | \$115.00 |
| Tim Sammons  | 652   | \$0.00  | \$0.00  | \$245.40 |
|              |       |         |         | \$768.18 |

| Semi-State 8 | Miles | Meals  | Other   | Due      |
|--------------|-------|--------|---------|----------|
| Tim Kelley   | 440   | \$0.00 | \$20.00 | \$223.00 |
| Brian Cook   | 220   | \$0.00 | \$0.00  | \$159.00 |
| Paul Terry   | 340   | \$0.00 | \$0.00  | \$183.00 |
| Don White    | 580   | \$0.00 | \$0.00  | \$231.00 |
|              |       |        |         | \$796.00 |





Kentucky High School Athletic Association  
2280 Executive Drive ° Lexington, KY 40505 www.khsaa.org ° (859)299-5472 (859)293-5999 (fax)

May 25, 2006

Principal Bill Rowley  
Christian Fellowship School  
1343 US Highway 68 East  
Benton, KY. 42025

Dear Mr. Rowley:

This letter is in reference to the status of Christian Fellowship School regarding future sports participation in KHSAA sponsored sports, and in particular, boys' and girls' basketball for the 2006-2008 seasons. Thank you for attending the May 23, 2006 Board of Control meeting in Lexington and sharing the dilemma you have with an enrollment of 63 students and your difficulty in fielding athletic teams.

It is the Board's directive that Christian Fellowship fulfill their commitment as a voluntary member of the Association, by entering boys' and girls' basketball teams in the 2007 District Tournaments. This allows for the completion of a two-year cycle with the current team alignment, before necessary changes are reviewed in January, 2007.

Again, thank you on behalf of the Board for sharing your information at the recent meeting. I look forward to hearing from you at your earliest convenience regarding the viability of your athletic program at Christian Fellowship. Should you wish to discuss this matter further, please feel free to contact me at anytime.

Sincerely,

A handwritten signature in black ink, which appears to read "Brigid L. DeVries", is written over a horizontal line.

Brigid L. DeVries  
Commissioner

BD:dk

xc: Mr. Donnie Peal, CFS  
Interim Athletic Director Deborah Lewis, CFS  
KHSAA Board of Control  
KHSAA Executive Staff





Kentucky High School Athletic Association  
2280 Executive Drive ° Lexington, KY 40505 www.khsaa.org ° (859)299-5472 (859)293-5999 (fax)

June 8, 2006

Principal Steve Frommeyer  
Eminence High School  
Box 146, 254 W. Broadway  
Eminence, KY 40019

Dear Mr. Frommeyer:

This letter is to acknowledge receipt of your correspondence regarding Eminence High School participating in the 2006-2007 girls' district basketball tournament.

Thank you for your response and hopefully, you will continue to be able to provide participation opportunities for girls at Eminence.

Thank you for your letter.

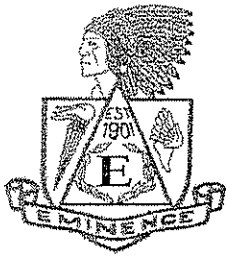
Sincerely,

A handwritten signature in cursive script, reading "Brigid L. DeVries", is positioned above the printed name and title.

Brigid L. DeVries  
Commissioner

BD:dk

xc: KHSAA Board of Control  
KHSAA Executive Staff



# Eminence Independent Schools

PO Box 146  
254 W. Broadway  
Eminence, KY 40019

Phone: 502-845-5427  
Fax: 502-845-1310

Interim  
Superintendent:  
Tina Tipton

Middle/High  
Principal:  
Dr. Steve Frommeyer

Elementary Principal:  
Michael Doran

Assistant Principal:  
Donna McClamroch

May 30, 2006

To Whom It May Concern:

As directed by the KHSAA, we now will be participating in the girls district basketball tournament in the 2006-2007 season. Sorry for any confusion or inconvenience this issue may have caused. We are simply trying to keep our program alive and do what is best for our girls. Thanks for your understanding.

Sincerely,

A handwritten signature in black ink that reads 'Steve Frommeyer'. The signature is fluid and cursive, with the first and last names being more prominent.

Steve Frommeyer  
EHS Principal

The mission of EHS/EMS is to develop world class students in all aspects of life through the cooperation of students, staff, parents and community members

Website: [www.eminence.k12.ky.us](http://www.eminence.k12.ky.us)



Kentucky High School Athletic Association  
2280 Executive Drive ° Lexington, KY 40505 www.khsaa.org ° (859)299-5472 (859)293-5999 (fax)

May 25, 2006

Principal Steve Frommeyer  
Eminence High School  
Box 146, 254 W. Broadway  
Eminence, KY 40019

Dear Mr. Frommeyer:

This letter is in reference to the status of Eminence High School regarding future sports participation in KHSAA sponsored sports. The Board discussed the information and correspondence concerning girls' basketball for the 2006-2007 season.

The Board directed me to inform you that it is their collective feeling that Eminence's failure to enter the girls' basketball post-season play, while continuing to field a boys' program places you in probable violation of KRS 157.350(5). This statute was intended to give the girls' equitable participation opportunities as a condition of receiving state funding.

Therefore, it is the Board of Control's directive that Eminence fulfill their commitment as a voluntary member of the Association by entering girls' and boys' basketball teams in the 2007 District Tournaments. This allows for the completion of a two-year cycle with the current team alignment, before necessary changes are reviewed in January, 2007.

Again, thank you on behalf of the Board for sharing your information prior to the recent Board meeting. Should you wish to discuss this matter further, please feel free to contact me at your convenience.

Sincerely,

A handwritten signature in black ink, which appears to read "Brigid L. DeVries", is written over a horizontal line.

Brigid L. DeVries  
Commissioner

BD:dk

xc: KHSAA Board of Control  
KHSAA Executive Staff





# Kentucky High School Athletic Association

2280 Executive Drive • Lexington, KY 40505 • www.khsaa.org • (859)299-5472 (859)293-5999 (fax)

May 26, 2006

Coach Dan Trame  
Holy Cross High School  
3617 Church Street  
Covington, KY 41015

Dear Coach Trame:

As you are aware, at the May 16-17, 2005 meeting, the Board of Control (the "Board") voted to phase out the Slow Pitch Softball State Championship over the next two years, with the last KHSAA sponsored championship in 2006-07. The Board also issued a directive which requires the slow pitch softball member schools to play 10 regular season fast pitch games to comply with KRS 156.070. The participating schools that met this requirement and played a minimum of ten (10) regular season fast pitch games would be eligible to participate in the State Slow Pitch Tournament in 2006.

At the May 23, 2006 meeting, the Board discussed the Kentucky State Slow Pitch Softball Coaches Association's request to manage the Slow Pitch State Tournament on behalf of the KHSAA after the 2007 season. After considerable discussion, the Board unanimously voted to reaffirm their May 17, 2005 decision to not sponsor a KHSAA State Championship in Slow Pitch Softball after the 2007 season.

Since the National Federation of High Schools currently writes rules books that govern slow pitch softball and since we still conduct rules clinics that are applicable to both slow and fast pitch, the member schools that wish to continue to offer this sport would be covered by the KHSAA's catastrophic insurance policy. After the 2007 KHSAA Slow Pitch State Tournament, the Kentucky State Slow Pitch Softball Coaches Association can of course sponsor its version of this tournament, however, it will not be a KHSAA State Championship Tournament. It is important to note that all participating slow pitch member schools will continue to be required to play a minimum of ten (10) fast pitch games in order to participate in slow pitch softball to comply with the law cited above.

Let me take this opportunity to thank the Kentucky State Slow Pitch Coaches Association for submitting its alternative proposal to the Board. Upon receipt of this correspondence, you may consider this matter closed.

Sincerely,

Roland E. Williams CAA  
Assistant Commissioner

Approved as to form and content,

Brigid DeVries  
Commissioner

Cc: KHSAA Board of Control

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**Kentucky High School Athletic Association**  
2280 Executive Drive ° Lexington, KY 40505 °  
www.khsaa.org ° (859)299-5472 (859)293-5999 (fax)

May 31, 2006

Mr. Scott Smalley  
813 U.S. 62  
Maysville, KY 41056

Dear Mr. Smalley:

This letter acknowledges receipt of your correspondence and the several phone conversations we have had regarding your concerns pertaining to intentional unsportsmanlike conduct fouls in the sport of soccer. The Kentucky High School Athletic Association (the "KHSAA") appreciates the initiative you have taken by making us aware of your deep concerns regarding the physical play that you believe is infiltrating high school soccer.

On May 23, 2006, the KHSAA Board of Control (the "Board") held its regularly scheduled meeting. Per your request, the Board's Team Sports Committee discussed your concern with rough play as well as the feasibility of increasing the penalty for intentional unsportsmanlike conduct fouls in any high school athletic competition.

As you may or may not be aware, the National Federation of High Schools (the "NFHS") currently has specific tournament rules in place that address fouls and misconduct. On page one (1) of the Soccer Rules Book, the NFHS states the purpose of the book as follows:

To maintain the sound traditions of this sport, encourage sportsmanship and minimize the inherent risk of injury, the National Federation of State High School Associations writes playing rules for varsity competition among student-athletes of high school age. High school coaches, officials and administrators who have knowledge and experience regarding this particular sport and age group volunteer their time to serve on the rules committee. Member associations of the NFHS independently make decisions regarding compliance with or modification of these playing rules for the student-athletes in their respective states.

NFHS rules are used by education-based and non-education-based organizations serving children of varying skill levels who are of high school age and younger. In order to make NFHS rules skill-level and

age-level appropriate, the rules may be modified by an organization that chooses to use them. Except as may be specifically noted in this rules book, the NFHS makes no recommendation about the nature or extent of the modifications that may be appropriate for children who are younger or less skilled than high school varsity athletes.

Every individual using these rules is responsible for prudent judgment with respect to each contest, athlete and facility, and each athlete is responsible for exercising caution and good sportsmanship. These rules should be interpreted and applied so as to make reasonable accommodations for disabled athletes, coaches, and officials.

The KHSAA also emphasizes and enforces sportsmanship. Bylaw 11, Practice of Sportsmanship, Section 1 states:

It is the clear obligation of principals, coaches, faculty members, boards of education, and all official representatives of member schools to practice the highest principles of sportsmanship and the ethics of competition in all interscholastic relationships with fans, officials, players, coaches, official representatives of member schools, and the general public. The Commissioner and the Board of Control shall have the full authority to suspend the coach, student, or any member school whose representatives may be convicted on competent evidence of the violation of this obligation. Any violation of this rule in any interscholastic contest shall be immediately reported to the Commissioner by the principal(s) of the school(s) involved, and by the game officials who work in the contest.

The name of the student or coach shall be reported to the Commissioner by the principal of the school that that student attends. When an official disqualifies a student or coach, he/she shall report the disqualification to the principal or his/her representative and to the KHSAA office. If the Commissioner finds upon investigation that the offense was sufficiently serious, the offender shall be permanently disqualified.

The Board's Team Sports Committee discussed your concerns at length and concluded that the KHSAA Bylaws already give the Commissioner and the Board the authority to increase the penalty for unsportsmanlike conduct. During their discussion, the Board concluded that, when it can be determined by reviewing videotape of an incident, the Commissioner and/or the Board can significantly increase the length of suspension for unsportsmanlike conduct penalties. The Board also concluded that it would be arbitrary and capricious to give a referee the authority to increase the length of an athlete's suspension and would violate KHSAA Bylaws. Finally, the Board concluded that the KHSAA should continue to promote good sportsmanship as well as discuss safety at all KHSAA rules clinics.

We can assure you that the safety of the student-athletes is a priority in the management of all KHSAA sponsored events. The member schools that participate in soccer also play an important role by promoting sportsmanship and teaching safety. The KHSAA will also be scheduling an Annual Meeting with the KHSAA Assigning Secretaries where the Assistant Commissioners will reiterate our ongoing charge of eliminating unsporting behavior.

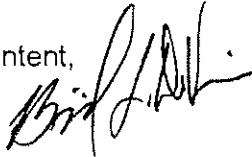
On behalf of the KHSAA Executive Staff, I would like to take this opportunity to thank you for taking the time to reemphasize your concerns regarding the physicality of play in high school soccer and allowing us to address your concerns. If we can be of further assistance, feel free to call or write.

Sincerely,



Roland E. Williams CAA  
Assistant Commissioner

Approved as to form and content,



Brigid DeVries Commissioner  
Cc: KHSAA Board of Control





## Kentucky High School Athletic Association

2280 Executive Drive ° Lexington, KY 40505 ° [www.khsaa.org](http://www.khsaa.org) ° (859)299-5472 (859)293-5999 (fax)

June 9, 2006

Principal Sally Stevens  
Lexington Catholic High School  
2250 Clays Mill Road  
Lexington, KY 40503

Dear Ms. Stevens:

This letter is a follow up to your appearance at the May 23, 2006 Kentucky High School Athletic Association ("KHSAA") Board of Control (the "Board") meeting in compliance with the Bylaw 10 ruling dated November 15, 2005. It appears that Lexington Catholic High School ("LCHS") has begun to take the appropriate steps with its new policies and procedures to provide a better climate of institutional control and prevent future violations of Bylaw 10. The following is a recommendation that you consider the adoption of an additional policy within these policies and procedures.

As you are probably aware, the Board has submitted a referendum to the member schools which includes two proposals. One of these proposals provides that a student who has participated in any contest at any level (freshman, junior varsity or varsity) in any sport representing a member high school while being enrolled in the seventh or eighth grades and who then enrolls at a different member high school for the ninth grade shall be ineligible for interscholastic athletics at any level in any sport for the first year of enrollment. It is no secret that one of the more divisive public/non-public school issues expressed by member school personnel concerned students who represented a public high school while being enrolled below grade nine and who then enrolled at a non-public school for the ninth grade. In fact, LCHS was frequently mentioned as one of the non-public schools where this had occurred. This proposal was the result of a general consensus among the representatives of the KHSAA Public/Non-Public School Task Force (the "Task Force") to address this situation. LCHS Superintendent Sister Bernadette McManigal was a member of the Task Force and was supportive of this proposal as opposed to other more restrictive proposals.

Because the Task Force members, including LCHS' representative, were supportive of this proposal and because of the current strained relationship between some of the public and non-public schools, I am recommending that LCHS consider the adoption of a "hands off" policy with respect to athletic participation at LCHS for students who have already participated in interscholastic athletics for and represented another member high school, particularly in Fayette County. At the very least, I am recommending that LCHS consider immediately making the above-referenced proposal part of its new policies and procedures and thus applicable to any students enrolling in the ninth grade at LCHS for the 2006-2007 school year. This policy will likely impact very few students

and, of those impacted, will not prevent them receiving educational services at LCHS. Importantly, I believe the voluntary implementation of this policy by LCHS would go a long way to improving your relationship with the Fayette County public schools as well as others around this state.

Please feel free to contact me at your convenience should you wish to discuss this matter further.

Sincerely,

Brigid L. DeVries  
Commissioner

BD:dk

cc: Superintendent Sister Bernadette McManigal  
President David Hardin  
Athletic Director Andy Listerman  
John M. Famularo  
David Smart  
Kevin Noland  
Phillip D. Scott  
Theodore R. Martin

KHSAA SCHOOL FINES PENALTIES 2005-06 SCHOOL YEAR TO DATE

| School Name                | Bylaw | Date   | Explanation                                                                       |
|----------------------------|-------|--------|-----------------------------------------------------------------------------------|
| Adair County               | 11    | Sep-05 | DQ SO Coach Ted Phillips-\$50 fine                                                |
| Adair County               | 25    | Sep-05 | BBK compete outside of the limitation of seasons - request investigation          |
| Allen Central              | 11    | May-06 | DQ BA Coach Kenneth Johnson - \$50 fine                                           |
| Allen County - Scottsville | 11    | May-06 | DQ BA Coach Eddy Bushelman - \$50 fine                                            |
| Allen County - Scottsville | 11    | May-06 | DQ BA Coach Kerry Hardwood - \$50 fine                                            |
| Allen County - Scottsville | 24    | Oct-00 | Nicholas Galiouras                                                                |
| Ashland Blazer             | 9     | Aug-05 | SO practice with two ineligible players - no fine                                 |
| Ashland Blazer             | 11    | May-06 | DQ BA Coach Jack Harris - \$50 fine                                               |
| Augusta                    | 11    | Feb-06 | DQ BBK Coach Kevin Sanders - \$50 fine                                            |
| Ballard                    | 27    | Sep-05 | Medical symposium fine - Coach Farouk Youssefi - \$125 fine                       |
| Bardstown                  | 11    | May-06 | DQ SB Coach Shawn Boggs - \$50 fine                                               |
| Bardstown                  | 11    | May-06 | DQ BA Coach Todd Hood - \$50 fine                                                 |
| Barren County              | 27    | Sep-05 | \$125 medical symposium fine - FP softball coach                                  |
| Belfry                     | 11    | May-06 | DQ BA Coach Dustin Maynard - \$50 fine                                            |
| Bell County                | 11    | Feb-06 | DQ BBK Coach Sherrel King - \$50 fine                                             |
| Bell County                | 11    | May-06 | DQ BA Coach Brian Harris - \$50 fine                                              |
| Berea                      | 11    | Sep-05 | DQ SO Coach Jerry Bingham-\$50 fine                                               |
| Bethlehem                  | 11    | Dec-05 | DQ BBK Coach R. Burkhead - \$50 fine                                              |
| Bishop Brossart            | 11    | Sep-05 | DQ SO Coach John Lloyd-\$50 fine                                                  |
| Bishop Brossart            | 11    | May-06 | DQ BA Coach Joe Dean - \$50 fine                                                  |
| Boone County               | 8     | Sep-05 | Deny Joana-Marie Switzer BK play in Nike Ohio Tournament                          |
| Bourbon County             | 11    | Feb-06 | DQ BBK Coach Jeff Livingood - \$50 fine                                           |
| Bowling Green              | 11    | Sep-05 | DQ SO Coach Justin Wright - \$50 fine                                             |
| Bowling Green              | 11    | Sep-05 | DQ SO Coach Lisa Correa-\$50 fine                                                 |
| Boyd County                | 11    | Oct-05 | DQ SO Coach Todd Moore-\$50 fine                                                  |
| Boyle County               | 27    | Jan-06 | Medical symposium-Coach Rommie Bottoms & Coach Judie Mason-\$250 fine             |
| Breathitt County           | 11    | May-06 | DQ BA Coach Patrick Wootton - \$50 fine                                           |
| Breckinridge County        | 11    | May-06 | DQ BA Coach Brandon Ball - \$50 fine                                              |
| Bryan Station              | 9     | Sep-05 | Ineligible FB player-Thomas Miller-Hughes; forfeit game & \$300 fine              |
| Bryan Station              | 11    | Feb-06 | DQ BBK Coach Nimbo Hammons - \$50 fine                                            |
| Bryan Station              | 11    | May-06 | DQ BA Coach Shane Tyree - \$50 fine                                               |
| Buckhorn                   | 27    | Aug-05 | \$125 - Medical symposium fine - Coach Millie Stamper                             |
| Bullitt East               | 11    | Apr-06 | DQ BA Coach Jeff Bowles - \$50 fine                                               |
| Buller                     | 11    | May-06 | DQ SB Coach Rick Dotson - \$50 fine                                               |
| Butler County              | 11    | Aug-05 | Bylaw 11-Sportsmanship-SO coach ejection-\$50 fine                                |
| Caldwell County            | 5     | Aug-05 | Waiver granted for Luke Heaton                                                    |
| Calloway County            | 27    | Aug-05 | Medical symposium fine - \$125 - head coach                                       |
| Calloway County            | 27    | Oct-05 | WR Head Coach Dickie Walls - waiver granted                                       |
| Campbellsville             | 11    | Jun-06 | DQ BA Coach Phil Gowdy - \$50 fine                                                |
| Campbellsville             | 27    | Aug-05 | FB assistant coaches - waiver granted                                             |
| Campbellsville             | 27    | Aug-05 | Cheer coach-Kay Cox & FB coach Robby Durham-waiver granted                        |
| Carlisle County            | 11    | May-06 | DQ SB Coach Dub Dunning - \$50 fine                                               |
| Carroll County             | 11    | Jan-06 | DQ BBK Coach David Miller-\$50 fine                                               |
| Central Hardin             | 11    | Jan-06 | DQ BBK Coach J.C. Wright (12/20) - \$50 fine                                      |
| Central Hardin             | 11    | Jan-06 | DQ BBK Coach J.C. Wright (12/30) - \$50 fine                                      |
| Central Hardin             | 27    | Aug-05 | Medical symposium fine - \$300-Coach Geary Morton, duWayne Gant & Dennis Trammell |

| School Name                   | Bylaw | Date   | Explanation                                                                   |
|-------------------------------|-------|--------|-------------------------------------------------------------------------------|
| Christian Academy-Louisville  | 11    | Apr-06 | DQ BA Coach Dennis Stafford - \$50 fine                                       |
| Christian County              | 11    | Dec-05 | DQ GBK Coach Derrick Holman - \$50 fine                                       |
| Christian Fellowship          | 11    | Aug-05 | Bylaw 11-Sportsmanship-VB coach ejection-\$50 fine                            |
| Christian Fellowship          | 27    | Sep-05 | Bylaw 27-medical symposium fine \$250-Coaches Presswood & Solomon             |
| Clay County                   | 8     | Jan-06 | Outside league participation - three 9th grade players - sit out 3 games each |
| Clay County                   | 11    | Jan-06 | DQ BBK Coach Glenn Gray-\$50 fine                                             |
| Clay County                   | 11    | Feb-06 | DQ BBK Coach Jerry Combs - \$50 fine                                          |
| Corbin                        | 11    | Apr-06 | DQ SB Coach Gary Akins - \$50 fine                                            |
| Corbin                        | 11    | May-06 | DQ BA Coach Jeff Garmon - \$50 fine                                           |
| Cordia                        | 11    | May-06 | DQ SB Coach Deanna Martin - \$50 fine                                         |
| Covington Catholic            | 11    | May-06 | DQ BA Coach Drew Fahey - \$50 fine                                            |
| Covington Catholic            | 25    | Jul-05 | FB scrimmage violation-\$250 fine & reprimand                                 |
| Cumberland                    | 9     | Oct-05 | Robert Constant-ineligible FB player-forfeit one game & \$500 fine            |
| Cumberland                    | 11    | Dec-05 | DQ BBK Coach Derrick Akal - \$50 fine                                         |
| Danville                      | 9     | Aug-05 | 8th graders play on girls soccer team - #250 fine                             |
| Dayton                        | 11    | May-06 | DQ BA Coach Clay Osbourne - \$50 fine                                         |
| Deming                        | 11    | Jan-06 | DQ BBK Coach Aaron Massey-\$50 fine                                           |
| DeSales                       | 11    | Sep-05 | DQ SO Coach Chris Rayburn-\$50 fine                                           |
| DeSales                       | 11    | Feb-06 | DQ BBK Coach Wes Hinton - \$50 fine                                           |
| Dixie Heights                 | 11    | Aug-05 | Bylaw 11-Sportsmanship-SO coach ejection-\$50 fine                            |
| Dixie Heights                 | 11    | Dec-05 | DQ GBK Coach Tim Shields - \$50 fine                                          |
| Dupont Manual                 | 11    | Feb-06 | DQ GBK Coach Bill Jackson - \$50 fine                                         |
| Dupont Manual                 | 11    | May-06 | DQ SB Coach David Guild - \$50 fine                                           |
| East Carter                   | 11    | May-06 | DQ BA Coach Aaron Barnhill - \$50 fine                                        |
| East Carter                   | 11    | May-06 | DQ BA Coach Jason Davis - \$50 fine                                           |
| Eastern                       | 11    | Aug-05 | DQ SO coach-\$50 fine                                                         |
| Eastern                       | 11    | May-06 | DQ BA Coach Rick Drake - \$50 fine                                            |
| Elizabethtown                 | 27    | Jun-06 | Waiver for SO coach - John Russell granted                                    |
| Fairdale                      | 11    | Feb-06 | DQ BBK Coach Lloyd Gardner - \$50 fine                                        |
| Fairdale                      | 11    | May-06 | DQ SB Coach Larry Bruner - \$50 fine                                          |
| Fayette County Public Schools | 27    | Sep-05 | 8 FCPS coaches - 1 year waiver                                                |
| Fleming County                | 27    | Jan-06 | Medical symposium fine - \$125 SW coach                                       |
| Fort Campbell                 | 11    | Feb-06 | DQ WR Coach Clark Evans - \$50 fine                                           |
| Frankfort                     | 11    | Dec-05 | DQ BBK Coach Brad Mefford - \$50 fine                                         |
| Frankfort                     | 11    | May-06 | DQ SB Coach George Aldridge - \$50 fine                                       |
| Franklin County               | 11    | Aug-05 | Bylaw 11-Sportsmanship-SO coach ejection-\$50 fine                            |
| Franklin County               | 11    | Feb-06 | DQ WR Coach Zac Donnelly - \$50 fine                                          |
| Franklin Simpson              | 9     | Dec-05 | Rachel Swisher-VB ineligible-\$1500 fine & forfeit games                      |
| Franklin Simpson              | 11    | Apr-06 | DQ BA Coach Justin Chaffin - \$50 fine                                        |
| Franklin Simpson              | 11    | May-06 | DQ BA Coach Craig Dalk - \$50 fine                                            |
| Frederick Fraize              | 11    | Feb-06 | DQ BBK Coach Jeff LaGrange - \$50 fine                                        |
| Gallatin County               | 11    | Jan-06 | DQ GBK Coach Tim Browning-\$50 fine                                           |
| Gallatin County               | 11    | May-06 | DQ BA Coach Jon Jones - \$50 fine                                             |
| Garrard County                | 11    | Mar-06 | DQ BA Coach Brad Woods - \$50 fine                                            |
| Garrard County                | 11    | Apr-06 | DQ SB Asst. Coach Jeff - \$50 fine                                            |
| George Rogers Clark           | 11    | Apr-06 | DQ SB Coach Rick Mitchell - \$50 fine                                         |



| School Name                 | Bylaw | Date   | Explanation                                                                               |
|-----------------------------|-------|--------|-------------------------------------------------------------------------------------------|
| Grant County                | 8     | Oct-05 | Salena McIntosh & Sara Johnson play in 2 AAU BK games in Ohio-sit out first 2 BK games    |
| Graves County               | 11    | Feb-06 | DQ GBK Coach Coy Elliott - \$50 fine                                                      |
| Grayson County              | 11    | Apr-06 | DQ SB Coach Johnny Skaggs - \$50 fine                                                     |
| Green County                | 11    | May-06 | DQ BA Coach Mike Daniels - \$50 fine                                                      |
| Greenup County              | 11    | Sep-05 | DQ SO Coach Jeremy Grizzle - \$50 fine                                                    |
| Greenup County              | 11    | Sep-05 | DQ SO Coach David Deborde - \$50 fine                                                     |
| Greenup County              | 11    | Feb-06 | DQ BBK Coach Jim Hicks - \$50 fine                                                        |
| Greenup County              | 11    | May-06 | DQ BA Coach Aaron McGlone - \$50 fine                                                     |
| Greenup County              | 11    | Feb-06 | DQ BBK Coach Allen Frank - \$50 fine                                                      |
| Harrison County             | 11    | May-06 | DQ SB Coach Rodney Persinger - \$50 fine                                                  |
| Hazard                      | 11    | May-06 | DQ BA Coach John Meehan - \$50 fine                                                       |
| Hazard                      | 27    | Sep-05 | Medical symposium fine - Coach John Meehan-\$25 fine                                      |
| Hazard                      | 27    | Sep-05 | Medical symposium fine - Coach Paul Spare-\$125 fine                                      |
| Heath                       | 11    | Sep-05 | DQ SO Coach Gene Reaney-\$50 fine                                                         |
| Heath                       | 11    | Feb-06 | DQ GBK Coach Mary Hendrix - \$50 fine                                                     |
| Henderson County            | 3     | Sep-05 | Kelsey Dossett-19 yr. old - deny 2006-07                                                  |
| Henderson County            | 11    | Oct-05 | DQ CO Coach Brian Crafton-\$50 fine                                                       |
| Henry Clay                  | 11    | Jan-06 | DQ GBK Coach Scott Cromwell-\$50 fine                                                     |
| Henry Clay                  | 11    | Jan-06 | DQ BBK Coach Barry Bowman-\$50 fine                                                       |
| Henry County                | 11    | Mar-06 | DQ BA Coach Mike Thibodeaux - \$50 fine                                                   |
| Hickman County              | 11    | Sep-05 | DQ SO Coach Andy Floyd-\$50 fine                                                          |
| Hickman County              | 27    | Jul-05 | B&G SO coaches - 1 year waiver granted                                                    |
| Holmes                      | 11    | May-06 | DQ BA Coach Mumm - \$50 fine                                                              |
| Holmes                      | 33    | Jun-06 | Renisha Lanay Herndon - \$1,000 fine & 15 Slow Pitch games forfeited & probation 2006-07  |
| Holy Cross-Louisville       | 11    | Dec-05 | DQ BBK Coach Mike Durham - \$50 fine                                                      |
| Holy Cross-Louisville       | 27    | Jul-05 | Waiver for hiring golf coach                                                              |
| Hopkins County Central      | 33    | May-06 | Ineligible tennis player-\$1,000 fine & forfeit nine matches                              |
| Iroquois                    | 9     | Feb-06 | Ineligible FB player-Devron Moman-forfeit 5 games, \$1,000 fine & FB program on probation |
| Jackson County              | 11    | Jan-06 | DQ BBK Coach Dean Rader-\$50 fine                                                         |
| Jeffersonton                | 11    | May-06 | DQ BA Coach Scott Fuhr - \$50 fine                                                        |
| Jenkins                     | 9     | Aug-05 | Ineligible FB players - 1 game & 2 scrimmages - \$300 fine & FB program on probation      |
| John Hardin                 | 3     | Oct-05 | Tim Marcum-19 on 7/2/2008                                                                 |
| John Hardin                 | 11    | May-06 | DQ BA Coach Scott Mays - \$50 fine                                                        |
| John Hardin                 | 11    | May-06 | DQ BA Coach Kevin Oldham - \$50 fine                                                      |
| John Hardin                 | 11    | May-06 | DQ BA Coach Jason Frazier - \$50 fine                                                     |
| Knox Central                | 11    | Apr-06 | DQ BA Coach Tim Milton - \$50 fine                                                        |
| Knox Central                | 27    | Feb-06 | Medical symposium - 4 coaches - \$350 fine                                                |
| Lafayette                   | 11    | May-06 | DQ BA Coach Chris Langston - \$50 fine                                                    |
| Letcher County Central      | 11    | Sep-05 | DQ SO Coach Hillard Howard-\$50 fine                                                      |
| Letcher County Central      | 11    | Feb-06 | DQ BBK Coach Manis Blair - \$50 fine                                                      |
| Letcher County Central      | 11    | May-06 | DQ BA Coach Bryan Dean - \$50 fine                                                        |
| Lewis County                | 11    | Feb-06 | DQ BBK Coach James Silvey - \$50 fine                                                     |
| Lexington Catholic          | 10    | Nov-05 | \$30,849 fine & forfeit games & probation                                                 |
| Lexington Catholic          | 11    | May-06 | DQ BA Coach Mike Martin - \$50 fine                                                       |
| Lexington Catholic          | 27    | Sep-05 | \$125 medical symposium fine - Coach Greg Jacobelli                                       |
| Lexington Christian Academy | 11    | Sep-05 | DQ SO Coach Kyle Pasley - \$ 50 fine                                                      |

KHSAA SCHOOL FINES PENALTIES 2005-06 SCHOOL YEAR TO DATE

| School Name                | Bylaw | Date   | Explanation                                                                       |
|----------------------------|-------|--------|-----------------------------------------------------------------------------------|
| Livingston Central         | 11    | Feb-06 | DQ BBK Coach Matt Hargrove - \$50 fine                                            |
| Lloyd Memorial             | 11    | Sep-05 | DQ SO Coach Bobby Pifer - \$50 fine                                               |
| Madison Central            | 11    | Aug-05 | Bylaw 11-Sportsmanship-SO coach ejection-\$50 fine                                |
| Madison Central            | 11    | Dec-05 | DQ BBK Coach Allen Feldhaus - \$50 fine                                           |
| Madison Central            | 11    | Dec-05 | DQ BBK Coach Kenny Roberts - \$50 fine                                            |
| Madison Central            | 27    | Sep-05 | Medical symposium fine-Coach Kenny Turner-\$125 fine                              |
| Madison Southern           | 9     | Sep-05 | Ineligible TR player-Randall Kyle Alexander-\$1,000 fine & forfeit eight TR meets |
| Madison Southern           | 11    | Oct-05 | DQ SO Coach Ben Fritz-\$50 fine                                                   |
| Madisonville North Hopkins | 11    | May-06 | DQ BA Coach Scotty Vance - \$50 fine                                              |
| Mason County               | 27    | Aug-05 | SW coach waiver-Diana Mokler-with stipulations                                    |
| McCreary Central           | 9     | Jul-05 | Michael Roe - ineligible-FB forfeit & \$1000 fine                                 |
| McLean County              | 11    | Apr-06 | DQ SB Coach Kim Swift - \$50 fine                                                 |
| Menifee County             | 27    | Sep-05 | Medical symposium fine - \$125 - Coach Elizabeth Burton                           |
| Mercer County              | 11    | Sep-05 | DQ SO Coach Scott Dodson-\$50 fine                                                |
| Mercer County              | 11    | May-06 | DQ BA Coach Richie Bottoms - \$50 fine                                            |
| Metcalfe County            | 11    | Dec-05 | DQ BBK Coach Tim McMurtrey - \$50 fine                                            |
| Middlesboro                | 11    | Sep-05 | DQ SO Coach Greg Antonini-\$50 fine                                               |
| Model                      | 11    | Mar-06 | DQ BA Coach David Derringer - \$50 fine                                           |
| Model                      | 11    | May-06 | DQ BA Coach Don Richardson - \$50 fine                                            |
| Montgomery County          | 11    | Sep-05 | DQ SO Coach Rodney Miles & Mike Cole - \$100 fine                                 |
| Montgomery County          | 11    | Feb-06 | DQ BBK Coach Bart Rison - \$50 fine                                               |
| Morgan County              | 11    | May-06 | DQ BA Coach Randall Wood - \$50 fine                                              |
| Murry                      | 11    | Feb-06 | DQ BBK Coach Lannie Lancaster - \$50 fine                                         |
| Nelson County              | 11    | Jan-06 | DQ GBK Coach Chris Taylor-\$50 fine                                               |
| Nelson County              | 11    | Apr-06 | DQ BA Coach Kelly Wood - \$50 fine                                                |
| Newport                    | 11    | Jan-06 | DQ BBK Coach Aric Russell-\$50 fine                                               |
| North Hardin               | 11    | Sep-05 | DQ SO Coach Sonya Demasters-\$50 fine                                             |
| North Hardin               | 11    | Jan-06 | DQ GBK Coach Crad Jagers-\$50 fine                                                |
| North Hardin               | 11    | Feb-06 | DQ GBK Coach Crad Jagers-\$50 fine                                                |
| North Laurel               | 11    | Sep-05 | DQ SO Coach David Mosley-\$50 fine                                                |
| North Laurel               | 11    | Oct-05 | DQ SO Coach Brandon Hibbard-\$50 fine                                             |
| North Laurel               | 11    | May-06 | Medical symposium - 3 coaches - \$300 fine                                        |
| Notre Dame                 | 11    | May-06 | DQ SB Coach Charlie Meier - \$50 fine                                             |
| Ohio County                | 27    | Aug-05 | VB & FB assistant coaches - waiver granted                                        |
| Oldham County              | 27    | Aug-05 | BL27-medical symposium-Coach Dan Schulz - \$125 fine                              |
| Oldham County              | 27    | May-06 | Grant waiver for FP softball coach Dennis Summitt                                 |
| Oneida Baptist             | 11    | Sep-05 | DQ SO Coach Mike Waslewski-\$50 fine                                              |
| Owensboro Catholic         | 11    | Feb-06 | DQ BBK Coach Michael Orr - \$50 fine                                              |
| Owsley County              | 9     | Jan-06 | \$50 fine - ineligible BBK player-Robert Smith                                    |
| Owsley County              | 11    | May-06 | DQ SB Coach Tom Whitt - \$50 fine                                                 |
| Paul Dunbar                | 11    | Aug-05 | DQ SO Coach - \$50 fine                                                           |
| Paul Dunbar                | 11    | Jan-06 | DQ BBK Coach Carl Hutchinson-\$50 fine                                            |
| Paul Dunbar                | 11    | May-06 | DQ BA Coach Seth Knight - \$50 fine                                               |
| Paul Dunbar                | 11    | May-06 | DQ BA Coach Bart Roettger - \$50 fine                                             |
| Pikeville                  | 27    | Jul-05 | SO coach - George Childers one year only!                                         |
| Pikeville                  | 27    | Jul-05 | SO coach - Joe Dan Vanhoose waiver                                                |

KHSAA SCHOOL FINES PENALTIES 2005-06 SCHOOL YEAR TO DATE

| School Name          | Bylaw | Date   | Explanation                                                                                        |
|----------------------|-------|--------|----------------------------------------------------------------------------------------------------|
| Powell County        | 9     | Sep-05 | Ineligible VB player - Xylina Smith; forfeit game & \$300 fine                                     |
| Powell County        | 11    | Jan-06 | DQ GBK Coach Ken Jones - \$50 fine                                                                 |
| Prestonsburg         | 10    | May-06 | Bylaw 10 violation-\$3K fine & \$3,631 restitution; 2 year probation-all sports; appear before BOC |
| Prestonsburg         | 11    | Sep-05 | DQ FB Coach Chris Seth-\$50 fine                                                                   |
| Prestonsburg         | 11    | Dec-05 | DQ GBK Coach Jack Pack - \$50 fine                                                                 |
| Prestonsburg         | 11    | May-06 | DQ BA Coach Dwayne Rodebaugh - \$50 fine                                                           |
| Pulaski County       | 10    | Jul-05 | John Perkins, Jr. - \$1,000 fine                                                                   |
| Pulaski County       | 11    | Oct-05 | DQ SO Coach Craig Schroeder-\$50 fine                                                              |
| Pulaski County       | 11    | Jun-06 | FP Softball Coach Scott Taylor - suspended from 2 regular 2006-07 games                            |
| Pulaski Southwestern | 26    | Jul-05 | Mary Mayer-NO violation of dead period found                                                       |
| Reidland             | 9     | May-06 | Ineligible SB player-\$1,000 fine & forfeit 18 games                                               |
| Russell County       | 11    | Feb-06 | DQ GBK Coach Keith Elish - \$50 fine                                                               |
| Russell County       | 11    | Feb-06 | DQ BBK Coach Willie Feldhouse - \$50 fine                                                          |
| Sayre                | 11    | Sep-05 | DQ SO Coach James Rue-\$50 fine                                                                    |
| Sayre                | 11    | Jan-06 | DQ GBK Coach Scott Sutton-\$50 fine                                                                |
| Scott County         | 27    | Oct-05 | FB Coach James Scott one year waiver granted                                                       |
| Scott County         | 9     | Sep-05 | Ineligible VB player - \$1,000 fine & forfeit four matches                                         |
| Sheldon Clark        | 11    | Aug-05 | Bylaw 11-Sportsmanship-VB coach ejection-\$50 fine                                                 |
| Simon Kenton         | 11    | Sep-05 | DQ SO Coach Jeremy Wolfe-\$50 fine                                                                 |
| Somerset             | 27    | Aug-05 | Medical Symposium fine - \$125 - Coach David Head                                                  |
| South Oldham         | 27    | Sep-05 | Medical Symposium fine - \$125 - Coach Frank Wright                                                |
| Tates Creek          | 11    | May-06 | DQ BA Coach Dom Fucci - \$50 fine                                                                  |
| Taylor County        | 11    | Apr-06 | DQ SB Coach Ronnie Gupion - \$50 fine                                                              |
| Trigg County         | 11    | Sep-05 | DQ FB Coach Matt Boehman-\$50 fine                                                                 |
| Trimble County       | 11    | Feb-06 | DQ BBK Coach Greg Burton - \$50 fine                                                               |
| Trimble County       | 11    | May-06 | DQ SB Coach Walter McHargue - \$50 fine                                                            |
| Trinity (Louisville) | 25    | Apr-06 | Too many BA scrimmages - \$500 fine, no 2006-08 pre-season scrimmages & warning                    |
| University Heights   | 24    | Jul-05 | Denetria Leavell, ineligible BK player, \$1,500 fine & forfeit games                               |
| University Heights   | 27    | Jul-05 | GF Coach Frank Cross-1 year waiver with stipulations                                               |
| University Heights   | 27    | Jul-05 | Cheer Coach Shannon Brown waiver granted                                                           |
| University Heights   | 27    | Sep-05 | BA Coach Daniel Roberts-1 year waiver                                                              |
| University Heights   | 27    | Jun-06 | Deny 1 year waiver for SO coach Michael Parker                                                     |
| Villa Madonna        | 11    | Jan-06 | DQ BBK Coach Bob Starkey-\$50 fine                                                                 |
| Waggoner             | 11    | Sep-05 | DQ SO Coach Matt Latimer - \$50 fine                                                               |
| Walton-Verona        | 11    | May-06 | DQ BA Coach Brad Stevens - \$50 fine                                                               |
| Washington County    | 27    | Aug-05 | Coach J.T. Burton & Scott Schlosser-medical symposium fine - \$250                                 |
| Webster County       | 11    | Feb-06 | DQ GBK Coach Alan Vaughan - \$50 fine                                                              |
| West Carter          | 27    | Jan-06 | BA Coach Kenny Fankell - 1 year waiver granted                                                     |
| West Jessamine       | 9     | Apr-06 | Ineligible BK player - \$500 fine & forfeit 2 games                                                |
| Western Hills        | 9     | Oct-05 | JV FB game-ineligible player-forfeit game                                                          |
| Western Hills        | 11    | May-06 | DQ BA Coach Scott Cress - \$50 fine                                                                |
| Whitley County       | 11    | Apr-06 | DQ BA Coach John Smith - \$50 fine                                                                 |
| Woodford County      | 27    | Oct-05 | Medical symposium fine - \$125-Coach Rusty Parks                                                   |





## Kentucky High School Athletic Association

2280 Executive Drive ° Lexington, KY 40505  
www.khsaa.org ° (859)299-5472 (859)293-5999 (fax)

June 23, 2006

Ms. Lea Wise Prewitt  
426 North Maysville Street  
Mt. Sterling, KY 40353

Dear Lea:

Congratulations on your appointment by the Kentucky Board of Education as KHSAA's newest Board of Control member. Your previous involvement in high school sports as a player, along with your current role as a supportive parent of a high school sports participant will provide a great perspective for all of us. You will be an asset in making the Association a better organization.

On behalf of the KHSAA Board and Staff, welcome, and we look forward to working with you these next four years. I will give you a call after the 4<sup>th</sup> of July and go over the Board material with you.

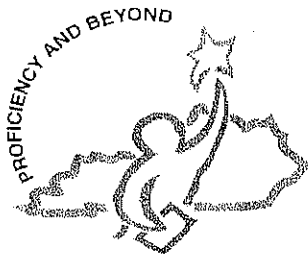
Again, congratulations!

Sincerely,

A handwritten signature in black ink, which appears to read "Brigid L. DeVries". The signature is fluid and cursive, with a long, sweeping line extending from the end of the name.

Brigid L. DeVries  
Commissioner

BD:dk



Kentucky Department of Education

JUN 20 2006

## KENTUCKY BOARD OF EDUCATION

Gene Wilhoit

Commissioner of Education

June 19, 2006

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Judy Gibbons  
Lakeside Park

EX-OFFICIO MEMBER  
Thomas Layzell

Ms. Lea Wise Prewitt  
426 N. Maysville St.  
Mt. Sterling, KY 40353

Dear Ms. Prewitt:

On behalf of the Kentucky Board of Education, I am pleased to notify you that the Board approved your appointment to fill an at-large seat on the KHSAA Board of Control at its June 13-14 meeting. The length of your appointment is for four years. It begins on July 1, 2006 and ends on June 30, 2010.

We were extremely pleased with your background and qualifications for this position. Your interest in serving is much appreciated.

I am copying Commissioner Brigid DeVries of the KHSAA on this letter and am asking that she be in touch with you about upcoming meetings.

Again, thank you for your willingness to serve on the Board of Control as the state board's representative.

Sincerely,

Keith Travis, Chair  
Kentucky Board of Education

Cc: Kentucky Board of Education members  
Kevin Noland  
Michael Dailey  
Brigid DeVries ✓  
Julian Tackett

KT:MAM:mam

JUL - 7 2006

July 5, 2006

Commissioner,

I write this letter to officially notify you of my retirement from the Pike County School System. It will be necessary for me to resign my position as a member of the K.H.S.A.A. Board Of Control.

As you can imagine this is a defining moment in my life. I have been directly involved with the K.H.S.A.A. since 1968. I have been blessed to meet and become very close to so many wonderful individuals through my association with the K.H.S.A.A. I will always cherish the memories while serving on the BOC.

Commissioner, I am very proud of your leadership and the work of your wonderful assistant commissioners. Keep up the good work!! I would hope that with my stand on some very difficult issues that the student athletes across the state will be the winners. May God bless you and each member of your staff.

Your friend,

A handwritten signature in cursive script that reads "Paul Dotson".

Paul Dotson

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# LEXINGTON CATHOLIC HIGH SCHOOL

JUN 26 2006

June 22, 2006

Commissioner Brigid DeVries  
Kentucky High School Athletic Association  
2800 Executive Drive  
Lexington, Kentucky, 40505

Dear Brigid,

Thank you very much for the opportunity to meet with you and the Board of Control on May 23, 2006. As you know, pursuant to your November 15, 2005, ruling, prior to the Board of Control meeting, Lexington Catholic High School submitted its Athletic Compliance Manual to the KHSAA staff for review. Thereafter, we met with the Board of Control to discuss this manual and to consider comments and suggested revisions to help ensure that Lexington Catholic High School had adequate institutional controls in place to avoid athletic infractions of the KHSAA bylaws. Pursuant to that meeting and the discussions from the Board of Control members and the KHSAA staff, we have revised this Manual to incorporate most of the Board's comments and the comments from Associate Commissioner Julian Tackett.

The Board of Control determined at the meeting that it would not formally approve the Manual by vote since it lacked the authority to approve a member school's policies. However the Board agreed to recommend at its July meeting that this Manual, if found to be adequate, does meet the requirements of your November 15, 2005, order by demonstrating that Lexington Catholic High School has adequate institutional controls as required by Bylaw 33. The very basis of the November penalties showed that "The financial aid violations coupled with this violation (ineligible player) demonstrate a lack of institutional control at LCHS. All Member schools are expected to maintain a level of institutional control to ensure that violations do not occur." This Manual adequately addresses that issue.

Accordingly, we are submitting this Manual demonstrating adequate institutional controls are in place at Lexington Catholic High School pursuant to all KHSAA Bylaws and we ask the Board to approve Lexington Catholic's application for renewal of membership for the 2006-2007 school year.

Sincerely,

Sally Stevens  
Principal

MIND • SPIRIT • BODY



# **Lexington Catholic High School Athletic Policies and Procedures**

## **Manual**

**(WORKING DRAFT FOR DISCUSSION PURPOSES ONLY  
NOT SUBJECT TO OPEN RECORDS)**

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    - 1. Athletic Inquiries
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    - 3. Transfer Students
    - 4. Existing Students
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      - b. Eligibility Physicals and Parents Consent Forms
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    - 5. Middle School Athletes
  - B. Recruiting and Tuition Assistance
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## **I. Mission Statement and Purpose**

We, Lexington Catholic High School (LCHS), serve as an integral part of the educational mission of the Roman Catholic Diocese of Lexington. We serve Catholic students and students of other faith traditions by providing a high quality secondary education that emphasizes the spiritual ideals and moral values of the Gospel. In this faith community, we form and develop the body, mind, and spirit of our students. We view athletic competition and training to be an integral component of that mission.

### **A. Introduction and Purpose**

As reflected in the foregoing mission statement, it is the fervent intent of LCHS to abide by all rules and regulations of the KHSAA in the governance of Athletics at LCHS. Accordingly, the purpose of this Manual is to establish Lexington Catholic High School's policy for institutional controls to assist the relevant constituents at LCHS and others directly connected with the athletic program or school in preventing any infraction of KHSAA bylaws (attached hereto and made a part of) and internal policies of LCHS by providing clear and direct guidelines for compliance. Lexington Catholic shall be the sole entity with responsibility for enforcing this policy as outlined in Section II D. below.

### **B. Effective Date**

These policies and procedures shall be effective as of the date of issuance and compliance by all administrators, coaches, parents, students, or others including but not limited to boosters or alumni, with a direct connection to the athletic program or the school is mandatory.

### **C. Applicability**

These policies and procedures (hereinafter referred to as "Manual") set forth herein apply to all administrators, coaches, parents, students, or others including, but not limited to, boosters or alumni, with a direct connection to the athletic program or the school for the purpose of ensuring compliance with the KHSAA bylaws.

Each person referenced above is responsible for his or her own actions and shall become intimately familiar with the policies contained herein and the KHSAA bylaws. LCHS will provide applicable training and monitoring to ensure that adequate institutional controls are in place to provide compliance with KHSAA rules and regulations.

## **D. Responsibility**

Although each person referenced above shall have responsibility for complying with these procedures and the bylaws of the KHSAA, LCHS recognizes and assumes the ultimate responsibility as a member of the KHSAA for compliance and thus designates the Principal (pursuant to Bylaw #1) as the party with direct responsibility in all matters in the school that concern compliance, including eligibility, and inter-school contests. The principal designates the Athletic Director as LCHS' KHSAA Designated Representative for the purpose of conducting the interscholastic program at LCHS and implementing all necessary institutional controls for compliance.

# **II. Policies and Procedures**

## **A. Athletic Eligibility and Participation**

### **1. Athletic Inquiries**

KHSAA Bylaw 10 expressly prohibits recruitment activities which influence any student to attend a particular school for participating in Athletics. Accordingly, any inquiry regarding participation in Athletics at LCHS and governed by KHSAA (hereinafter "Athletics") shall be directed to the Admissions Director or the Lexington Catholic website. If any prospective student or family contacts any coach, athletic director, school personnel, or any other person with a direct connection to the athletic department or school, they must be directed to the Admissions Director with a copy of the message forwarded to the Athletic Director. In addition, no staff member shall contact a student athlete outside of the feeder system in accordance with KHSAA Bylaw 10.

### **2. Incoming Freshmen**

All incoming freshmen shall complete the Electives and Activities Form (attached as Exhibit 1), the Parental Explanation Sheet (attached as Exhibit 2), and the Athletic Compliance Form (attached as Exhibit 3) before they are eligible to tryout, practice or participate in any manner for any athletic team. The purpose of these forms is to compile all necessary personal information to ensure compliance with KHSAA eligibility requirements. For example, if the student has repeated any grade including, but not limited to, the eighth grade, the Admissions Director shall obtain the documentation and transcripts documenting the details. One copy of each form is retained by the Admissions Director and the second copy is retained by the Athletic Department.

In addition to other KHSAA restrictions to player eligibility, prior to any eligibility or participation in Athletics, the Assistant Athletic Director shall review the Elective and Activities Form, the Parental Explanation Sheet, and the Athletic Compliance Form and acknowledge the eligibility of the participant pursuant to

the applicable bylaws. The form will then be submitted for review to the Athletic Director for compliance.

### **3. Transfer Students**

All transfer students shall also complete the Parental Explanation sheet (attached as Exhibit 2), and the Athletic Compliance Form (attached as Exhibit 3) before they are eligible to tryout, practice or participate in any manner for any athletic team. One copy of each form is retained by the Admissions Director and the second copy is retained by the Athletic Department.

The Admissions Director will identify all transfer students and notify the Athletic Director of their pending enrollment. **No transfer student is eligible to tryout or practice on any team until they meet with the Athletic Director and complete the appropriate KHSAA Transfer Forms (attached as Exhibit 4) and until the KHSAA approves the player's eligibility pursuant to KHSAA Bylaw 6.** If the student has repeated any grade, the Admissions Director will obtain the appropriate documentation and transcripts to provide to the Athletic Director. The Athletic Director will inform the coach that the student has complied with KHSAA eligibility transfer requirements prior to any athletic participation. Seniors who transfer will be ineligible unless they have a special waiver by the Athletic Director and Principal.

### **4. Existing Students**

#### **a. Eligibility Forms/Participation List**

Coaches shall submit rosters to the Athletic Director or his designee pursuant to the following schedule:

Fall Sports – August 1  
Winter Sports – November 1  
Spring Sports – March 1

The Athletic Director or designee shall ensure that each student athlete satisfies the requirements per the **KHSAA Certification of Eligibility Form and Participation List (attached as Exhibits 5 and 6)** prior to any participation in Athletics.

#### **b. Eligibility Physicals and Parents Consent Forms**

Pursuant to Bylaw 2, each year LCHS shall provide this form to all student athletes and their parents. Students must return their completed and signed Physical Form and Acknowledgment of Risk (**KHSAA Form GE04 attached as Exhibit 7**). The completed form must be submitted to the coach before the student is eligible to tryout/practice. All new athletes must complete this form before participating. Coaches must have copies of physicals in their possession at all times.

### **c. Transcript and Age Reviews**

LCHS will review and ensure compliance with Bylaw 5's transcript review requirements and ensure compliance with Bylaw 3's age requirements.

### **d. Athletic Facilities Use**

- i. Moderators of extra-curricular activities are to supervise the use of the facilities after school by the students involved in these activities. The same, of course, applies to the coaches in regard to the athletes in the gym section of the school.
- ii. The school buildings will be locked at 4:00 P.M. Students who have a reason to remain in the building on a particular day should check with the dean ahead of time about remaining after 4:00 P.M. and are not permitted under any circumstances to use the gym.
- iii. Field house regulations are developed and specified by the athletic department. For no reason whatsoever, may anyone be allowed in the locker room area of the opposite sex. The training area between the two locker room areas is open to students of both sexes who should come there in full athletic or school uniform.
- iv. Casual use of athletic facilities by non-students who are not in the LCCHS feeder system shall be prohibited without prior approval from the Athletic Director. Excepted from this prohibition are the paid uses of facilities per contract or agreement or the use of facilities by community groups provided by LCCHS with no intent whatsoever to induce those non-students to play Athletics at LCCHS, but to provide the facilities as a charitable or community service.

### **e. Prohibited Activities**

- i. LCCHS coaches, athletic directors, administrators, or others with a direct connection to the athletic program or school shall not exceed what is appropriate or normal by offering any inducement or incentive to a student with or without an athletic participation record.
- ii. Illegal contact with non-students not in the LCCHS feeder system shall be prohibited as that contact is addressed and regulated under Bylaw 10 & relevant case bylaws.
- iii. No LCCHS coach, athletic director, administrator or anyone else with a direct connection to the athletic program or school shall provide any special benefit, money or items of tangible benefit, other than equipment or uniforms as necessary for Athletic participation, to any student athlete including: money, free or reduced tuition, room and board, free text books, clothing, pay for work not performed or that is in excess of the amount regularly paid for those type of services, regular free transportation by anyone associated with the school, privileges not afforded non-student athletes, or special gifts.

- iv. Those with "a direct connection to the school" include: coaches, booster club parents and members, alumni, school board members & officers, parents of high school players, booster club representatives and students.

## **5. Middle School Student-Athletes**

Team members must be members of a Catholic elementary school or attend terminal schools such as The Lexington School, the Capital Day School, and Montessori Middle School of Kentucky. The head coach is responsible for completing a participation form, which includes the home school of each student. The Athletic Director shall verify student enrollment with the principal of each of the thirteen home schools. The LCHS middle school program will only accept students from our designated 13 "feeder" schools. These schools are Mary Queen, Christ The King, St. Peter & Paul, Seton Catholic School, Good Shepherd (Frankfort), St. Leo's (Versailles), St. Mark's (Richmond), St. John's (Georgetown), St. Agatha (Winchester), St. Mary's (Paris), The Lexington School, Montessori Middle School of Kentucky, and Capital Day (Frankfort). Policy will cover both the middle school programs and the summer AAU teams.

## **B. Recruiting and Tuition Assistance**

### **1. Recruiting**

KHSAA Bylaw 10 prohibits recruiting of any student athlete by undue influence, which includes, but is not limited to, providing scholarship or financial aid for which other members of the student body are not generally eligible.

### **2. Tuition Assistance**

It is LCHS policy to provide all tuition assistance purely on the basis of need without regard to students' grades, participation in school Athletics or any other judgment. This policy, which makes all tuition assistance generally available to the entire student body, is determined by a neutral evaluator pursuant to the guidelines of KHSAA Bylaw 10.

Families of all students at LCHS are given the opportunity to apply for assistance. Applications and instructions are distributed to all incoming freshmen students at the time they take their placement exams. In addition, registration packets containing the same application forms and instructions are also mailed home to parents of the entire student body enrolled at the school, and students may apply for tuition assistance mid-year through the same neutral evaluator.

The Business Office oversees this process. The completed application is sent directly to a KHSAA approved agency, pursuant to Bylaw 10. The independent agency calculates the suggested grant amount based on the budgeted amounts available and provides LCHS with a listing of all applicants and the suggested



grant amount. With the exception of nominal grants, awarded on the basis of academic achievement or other objective criteria, generally available to the entire student body, this shall be the only source of tuition assistance provided to ANY student by LCHS. If a student and/or family situation changes, this process of utilizing an independent KHSAA approved agency shall again be used to determine additional need.

There shall be no write-off adjustment to a tuition accounts receivable for a student athlete and LCHS will retain and not release the student's transcript until the account is paid in full.

The Board of Trustees will oversee the Tuition Assistance Board Subcommittee to ensure that there are no variances from this policy.

In addition, each year, the parent or guardian must sign an acknowledgement whereby he/she/they confirm that their child did not receive monetary assistance as an inducement to participate in Athletics at LCHS (Parental Explanation Sheet attached as Exhibit 2)

### **3. Donation of Lexington Catholic Properties**

Before a coach or an entire sports program decides to donate new or used uniforms, practice gear, warm-ups, sweat suits, hats, shirts, jackets, pants, shorts, etc, or any athletic equipment, you must first receive approval from the Athletic Director. Please use the Donation of Lexington Catholic Properties Form (attached as Exhibit 8) when seeking approval for the donation. If this procedure is not followed, you place yourself and the school in violation of KHSAA Bylaw 10.

## **C. Training**

### **1. Coaches' seminars**

The Principal and the Athletic Director shall host a compliance seminar twice a year for all coaches of LCHS Athletic programs (paid and volunteer) and Admission and Business Office personnel advising them of the requirement of strict compliance with KHSAA policy and this Manual.

### **2. Parents' meetings**

Prior to the beginning of each Athletic season, the head coach shall include a compliance information component to advise them of the requirement of strict compliance with KHSAA policy and this Manual.

LCHS will provide the KHSAA with minutes from both the coaches' seminar and the parents' meeting, as well as provide calendar notice to the KHSAA so that a representative may attend to answer questions or provide any other guidance as necessary.

#### **D. Enforcement**

The Principal and the Athletic Director will be held strictly responsible for the enforcement of the rules and regulations of the KHSAA and the internal policies and procedures of LCHS governing Athletics. These individuals shall also ensure that competent persons are in charge of each athletic (including Athletic) team, group, program, and/or activity, who are thoroughly knowledgeable of the rules and regulations of the KHSAA and this Manual. Contracts for employment for all individuals employed by LCHS, including, but not limited to, the Principal, Athletic Director, and coaches, shall contain a provision that requires compliance with all rules and regulations promulgated by LCHS regarding Athletics, including this Manual. Non-compliance of any of these rules or policies may result in the termination of any contract of employment or the non-renewal of said contract of employment for any contract employee found to have violated said Manual. In addition, in the event of non-compliance of any rule, regulation, policy or procedure by any non-employee of LCHS including, but not limited to, boosters and alumni, the Principal and Athletic Director are authorized to advise the offending non-employee in writing of their disassociation with Athletics at LCHS. LCHS shall strictly abide by all reporting requirements for all infractions of the rules and regulations of the KHSAA. Since compliance with these institutional controls and KHSAA rules and regulations is of the highest priority for the Athletics program at LCHS, and for LCHS as an educational institution generally, any person, either employed by LCHS or not employed, is encouraged to contact, anonymously or otherwise, the Athletic Director regarding any possible rules violation or in the event that person has any question regarding what is permissible under the applicable rules and regulations. The Athletic Director will then make a report to the LCHS Board of Trustees' Athletic Oversight Committee and the Principal of any reported incident or question.

The Athletic Oversight Committee is a standing Board Committee of the Lexington Catholic Board of Trustees composed of a Board of Trustee member who shall act as the Committee chair, the Principal, the Athletic Director, two (2) faculty members, and two Board members.

#### **E. Compliance**

Head coaches are expected to maintain discipline and resolve problems to the best of their ability relating to the situation. If an issue becomes serious enough, coaches needing assistance shall contact the Athletic Director. The chain of command for Athletics is Athletic Director → Principal → President and Superintendent of Schools. Any suspected violations of KHSAA Bylaws should be reported in writing through the chain of command. If any member of the chain of command is involved in the allegation, the report should go to the next person in the chain of command. The Principal will conduct an internal investigation in conjunction with the Athletic Office. Results of the investigation will be reported to the KHSAA.

# ELECTIVES AND ACTIVITIES FORM 2006-2007

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Parent(s)/Guardian(s) Name(s) \_\_\_\_\_

Home Phone: Area Code (    ) \_\_\_\_\_ Sex: M / F

Current School \_\_\_\_\_

Have you repeated the eighth grade? (Circle One)      Yes      No

*Please circle one of the following foreign languages that you would want to take next year. Your selection will simply be an indication of your interest prior to orientation in April. All students must take at least two years of the same foreign language. (Circle One)*

Latin                      Spanish                      French

*Do you anticipate being able to by-pass the first year of your high school level foreign language course because you have already had several years of foreign language? (Circle One)*

Yes                      No

*What Mathematics course are you currently taking? (Circle One)*

Pre-Algebra              Algebra I              Geometry

Other (specify) \_\_\_\_\_

*Athletic Programs: Place a check by any that may be of interest. (One Per Season)*

**Fall Sports**

Football \_\_\_\_\_  
Soccer \_\_\_\_\_  
Golf \_\_\_\_\_  
Cross Country \_\_\_\_\_  
Volleyball \_\_\_\_\_

**Winter Sports**

Basketball \_\_\_\_\_  
Swimming \_\_\_\_\_  
Hockey \_\_\_\_\_

**Spring Sports**

Baseball (boys) \_\_\_\_\_  
Softball (girls) \_\_\_\_\_  
Track \_\_\_\_\_  
Tennis \_\_\_\_\_  
Lacrosse \_\_\_\_\_

**Multiseason Sports**

Cheerleading \_\_\_\_\_  
Dance Team \_\_\_\_\_  
Ultimate Frisbee \_\_\_\_\_

Have you played any of these sports at the High School Level? (Circle One)      Yes      No

If yes, where \_\_\_\_\_ and what sport(s) \_\_\_\_\_.

*Special Interest Clubs: Place a check by any of these that may be of interest.*

Academic Team \_\_\_\_\_  
Art Club \_\_\_\_\_  
Environment Club \_\_\_\_\_  
French Club \_\_\_\_\_  
Y-Club \_\_\_\_\_  
Outdoor Club \_\_\_\_\_  
Teens Against Tobacco \_\_\_\_\_

Latin Club \_\_\_\_\_  
Drama Club \_\_\_\_\_  
Band \_\_\_\_\_  
Key Club \_\_\_\_\_  
Chess Club \_\_\_\_\_  
Mock Trial Team \_\_\_\_\_  
Fellowship of Christian Athletes \_\_\_\_\_

Spanish Club \_\_\_\_\_  
Math Club \_\_\_\_\_  
Pep Club \_\_\_\_\_  
Pro-Life Club \_\_\_\_\_  
Choir \_\_\_\_\_  
Student Publications \_\_\_\_\_

Student Council \_\_\_\_\_  
Speech Club \_\_\_\_\_

## Parental Explanation Sheet

Please tell us in your own words why and how you came to choose Lexington Catholic High School for your student.

Please circle the appropriate word.

I was/was not contacted or coerced by any member of the Lexington Catholic administration, faculty, staff, or coach to enroll my student for athletic reasons.

Please list who will be responsible for all fees and tuitions for the student while attending Lexington Catholic High School.

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I attest that I have completed this form accurately to the best of my ability.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

Please Print Signed Name: \_\_\_\_\_

\_\_\_\_\_  
Parent/Legal Guardian Signature

\_\_\_\_\_  
Date

Please Print Signed Name: \_\_\_\_\_

ATHLETIC COMPLIANCE FORM 2006-2007

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Parent(s)/Guardian(s) Name(s) \_\_\_\_\_

Home Phone: Area Code ( ) \_\_\_\_\_ Sex: M / F

Date of Birth: \_\_\_\_\_ Age as of August 1 of 2006: \_\_\_\_\_

Have you transferred to Lexington Catholic High School in the last 12 months? (Circle One) Yes No

If yes, please list your former high school: \_\_\_\_\_  
Name of High School

City and State of former high school: \_\_\_\_\_

Have you repeated any grade 8-12? (Circle One) Yes No

If you answered yes to the previous question, which grade did you repeat? \_\_\_\_\_

Where did you repeat this grade? \_\_\_\_\_

Why? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Did you play any sports at the high school level? (Circle One) Yes No

If yes, for what high school \_\_\_\_\_

What sport(s) \_\_\_\_\_

at which level (Circle One) Freshman Junior Varsity Varsity

I attest that I have completed this form accurately to the best of my ability.

\_\_\_\_\_  
Student Signature\_\_\_\_\_  
Date

Please print signed name: \_\_\_\_\_

\_\_\_\_\_  
Parent/Legal Guardian Signature\_\_\_\_\_  
Date

Please print signed name: \_\_\_\_\_



KENTUCKY HIGH SCHOOL ATHLETIC ASSOCIATION  
DOMESTIC STUDENT TRANSFER FORM

THIS FORM MAY NOT BE FAXED TO THE KHSAA. STUDENT IS NOT ELIGIBLE UNTIL RULING ISSUED BY COMMISSIONER. INCOMPLETE OR ILLEGIBLE FORMS WILL BE RETURNED WITHOUT PROCESSING.

KHSAA Form GE06  
Rev. 4/06

Page 1 of 4

**GENERAL INSTRUCTIONS FOR COMPLETION OF THE KHSAA TRANSFER FORM**

1. The **Receiving School** is the KHSAA member school in which the student is enrolled and for which he/she is requesting eligibility.
2. The **Sending School** is normally the most recent school in which this student was enrolled and participated in interscholastic athletics. For students who have attended multiple schools, this is the last school at which the student participated in varsity athletics.
3. Upon receipt, the form will be reviewed by the Commissioner's Office and a ruling will be issued.
4. For processing, allow a minimum of three (3) working days to ensure time for verification of the data and be mindful that in accordance with the Due Process Procedure, the Commissioner has thirty (30) days to rule, and additional time if investigation is necessary.
5. Only the Principal and/or Designated Representative of a member school may inquire as to the processing status of the form. Member schools will be given information as to the proper procedure for such verification.
6. The waiver of Bylaw 6 does not in and of itself declare the student eligible. It is the responsibility of the member school to verify that the student is eligible according to all other bylaws.

**SPECIFIC INSTRUCTIONS FOR THE RECEIVING SCHOOL**

1. This form is for use with domestic students enrolling in a KHSAA member school and is to be processed between school administrators and may not involve parental intervention at its delivery.
2. Complete this form for any student transferring into a school who has not been continually enrolled in the receiving school since ninth grade or if the student is below grade nine (9) and has already participated in sports during the current school year.
3. Students may not practice, scrimmage (inter or intra-school) or play in contests until being ruled eligible by the Commissioner's office if a ruling is required. Member school(s) will be penalized for such participation.
4. Verification as to a student not having participated in varsity athletics at his/her former school SHALL be in writing (using page two of this form) and kept on file until the student graduates. No ruling is necessary if the **Sending School** response indicates that the student athlete has not participated in varsity athletics.
5. The **Receiving School** may need to verify with multiple schools as to the participation history if the student has attended more than one high school after enrolling in grade nine.
6. The **Receiving School** shall complete page two of this form if there is doubt about the student's participation at the varsity level. This can then be sent to the **Sending School** to verify and determine if the completion of pages three and four are required.
7. If the **Sending School** verifies that there has been no varsity participation, and the student is deemed eligible by the **Receiving School** according to all other bylaws, the form (page two of this form), should be placed with the student's permanent record and no other action is necessary to allow the student to participate.
8. If the **Sending School** verifies that the student has participated, then the **Receiving School** shall complete all requested and required information on page three of the form and send the form in its entirety (pages two, three and four) to the **Sending School**.
9. The **Receiving School** should maintain a copy in case of problems with mail or other delivery.
10. After receiving the information on page four from the sending school, the **Receiving School** shall sign page three of the transfer form.
11. After signing the form, the **Receiving School** should collect any additional necessary documentation (custody orders, home sale verification), and should check the form to be sure all requested and required information has been properly completed.
12. Once verified, the **Receiving School** shall submit all three pages (pages two, three and four) to the KHSAA for an eligibility ruling.

**SPECIFIC INSTRUCTIONS FOR THE SENDING SCHOOL**

1. This form is for use with domestic students enrolling in a KHSAA member school AND IS to be processed between school administrators and may not involve parental intervention at its delivery.
2. If a **Sending School** receives only page two of the form, the **Sending School** shall verify whether or not the student has participated at the varsity level after enrolling in grade nine, sign the form, and return it to the receiving school.
3. If a **Sending School** receives the entire form, then the **Sending School** shall complete the relevant information on page two of the form, review the information on page three of the form submitted by the **Receiving School**, and then complete all requested and required information on page four of the form. The **Sending School** representative shall then sign the appropriate lines on the form and send the form in its entirety back to the **Receiving School**.
4. If desired, the **Sending School** should maintain a copy in case of problems with mail or other delivery.
5. KHSAA member schools will be penalized in accordance with Bylaw 33 for failing within fifteen (15) days to return the transfer form to the **Receiving School**.
6. Non-KHSAA members will be referred to the appropriate State High School Association for assistance if there is delay in the processing of this form.
7. Member schools are reminded that the **Sending School** has no authority in making the eligibility determination, but must simply report the facts according to the permanent record and other verified data on the form.



KENTUCKY HIGH SCHOOL ATHLETIC ASSOCIATION  
DOMESTIC STUDENT TRANSFER FORM

KHSAA Form GE06  
Rev. 8/05

THIS FORM MAY NOT BE FAXED TO THE KHSAA. STUDENT IS NOT ELIGIBLE UNTIL RULING  
ISSUED BY COMMISSIONER. INCOMPLETE OR ILLEGIBLE FORMS WILL BE RETURNED  
WITHOUT PROCESSING.

Page 2 of 4

USE THIS FORM TO DETERMINE IF THE STUDENT HAS PREVIOUSLY PARTICIPATED AT THE  
VARSITY LEVEL, AND IF SUCH PARTICIPATION IS VERIFIED, THE REMAINING TWO PAGES  
MUST BE COMPLETED

**This information is to be completed by the Receiving School (KHSAA school  
desiring eligibility for the student.**

NOTE: If the response to 1 and 2 are both No, no ruling will be necessary by the KHSAA in this case and the form is to  
be placed on file at the RECEIVING school until the student graduates. If this is the case, DO NOT SEND this form to  
the KHSAA.

|                                                                      |                                                                       |                       |               |
|----------------------------------------------------------------------|-----------------------------------------------------------------------|-----------------------|---------------|
| Information Needed                                                   | These lines are to be completed by the <b>Receiving (new)</b> school. |                       |               |
| Student Name                                                         |                                                                       |                       |               |
| Date of Enrollment at Receiving School                               |                                                                       |                       |               |
| Name of Receiving School                                             |                                                                       |                       |               |
| Current Grade in school                                              |                                                                       |                       |               |
| Birth Date                                                           |                                                                       | Age (as of this date) |               |
| Print Name of Person Signing this Form<br>and Position at the school |                                                                       |                       |               |
| Date                                                                 |                                                                       | Signature             | Daytime Phone |

NOTE: THIS FORM IS NOW TO BE SENT TO THE SENDING SCHOOL AFTER COMPLETION OF THE ABOVE SECTION TO  
DETERMINE IF ADDITIONAL INFORMATION IS NECESSARY.

**This information is to be completed by the Sending School (Student's last  
school or school where student last attended and participated in interscholastic  
athletics)**

NOTE: If the response to 1 and 2 are both No, no ruling will be necessary by the KHSAA in this case and the form is to  
be placed on file at the RECEIVING school until the student graduates. If this is the case, DO NOT SEND this form to  
the KHSAA.

|                                                                                   |                                                                                                                                 |                    |               |
|-----------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------|--------------------|---------------|
| Information Needed                                                                | These lines are to be completed by the <b>Sending (former)</b> school.                                                          |                    |               |
| Name of Sending School (last school at<br>which student played varsity athletics) |                                                                                                                                 |                    |               |
| Complete Address of Sending School                                                |                                                                                                                                 |                    |               |
| Phone Number of Sending School                                                    |                                                                                                                                 |                    |               |
| 1                                                                                 | Has this student participated in VARSITY athletics representing this school after<br>enrolling in grade 9? (check response)     | YES                | NO            |
| 2                                                                                 | Has this student participated in VARSITY athletics representing this school during<br>the current school year? (check response) | YES                | NO            |
| Print Name of Person Signing this<br>Form                                         |                                                                                                                                 | Position in School |               |
| Date                                                                              |                                                                                                                                 | Signature          | Daytime Phone |

NOTE: THIS FORM IS NOW TO BE SENT BACK TO THE RECEIVING SCHOOL

NOTE: IF THE RESPONSE TO 1 AND 2 ARE BOTH NO, NO RULING WILL BE NECESSARY BY THE KHSAA IN THIS CASE  
AND THE FORM IS TO BE PLACED ON FILE AT THE RECEIVING SCHOOL UNTIL THE STUDENT GRADUATES. IF THIS  
IS THE CASE, DO NOT SEND THIS FORM TO THE KHSAA.

IF THE ANSWER TO 1 OR 2 IS YES, THEN COMPLETE THE REMAINDER OF THE FORM (PAGES 3 AND 4) AND FOLLOW  
THE SUBMISSION INSTRUCTIONS ON PAGE 1

The complete text of Bylaw 6, Transfer Rule, is contained in the KHSAA Handbook as well as interpretations that have established  
enforcement precedents. Rulings are issued based solely on the issue of Bylaw 6, Transfer Rule. No verbal statement in addition or in  
contradiction to these materials shall apply.



# KENTUCKY HIGH SCHOOL ATHLETIC ASSOCIATION DOMESTIC STUDENT TRANSFER FORM

THIS FORM MAY NOT BE FAXED TO THE KHSAA. STUDENT IS NOT ELIGIBLE UNTIL RULING  
ISSUED BY COMMISSIONER. INCOMPLETE OR ILLEGIBLE FORMS WILL BE RETURNED  
WITHOUT PROCESSING.

KHSAA Form GE06  
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## TRANSFER FORM - RECEIVING SCHOOL SUPPLEMENTAL INFORMATION

THIS FORM IS TO BE COMPLETED BY THE RECEIVING SCHOOL. IT IS TO BE USED TO SUPPLEMENT THE INFORMATION ON THE TRANSFER FORM. IT IS TO BE USED TO PROVIDE ADDITIONAL INFORMATION ON THE TRANSFER FORM. IT IS TO BE USED TO PROVIDE ADDITIONAL INFORMATION ON THE TRANSFER FORM.

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |           |                    |    |  |    |  |    |  |                        |     |    |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|--------------------|----|--|----|--|----|--|------------------------|-----|----|
| Student Name                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |           |                    |    |  |    |  |    |  |                        |     |    |
| 3                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Student's Enrollment History (list school attended)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Grade     | School             |    |  |    |  |    |  | Varsity Play (Yes/No)? |     |    |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | 9         |                    |    |  |    |  |    |  |                        |     |    |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | 10        |                    |    |  |    |  |    |  |                        |     |    |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | 11        |                    |    |  |    |  |    |  |                        |     |    |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | 12        |                    |    |  |    |  |    |  |                        |     |    |
| 4                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Sport(s) in which student desires to participate (Check applicable)<br>BA-Baseball, BK-Basketball, XC-Cross Country, FB-Football, GF-Golf, SO-Soccer<br>FP-Fast Pitch, SW-Swimming, TN-Tennis, TR-Track, VB-Volleyball, WR-Wrestling                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |           |                    | BA |  | BK |  | XC |  | FB                     |     |    |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |           |                    | GF |  | SO |  | FP |  | SW                     |     |    |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |           |                    | TN |  | TR |  | VB |  | WR                     |     |    |
| 5                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Name of Custodial Parent (NOTE: Guardianship is NOT custody).                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |           |                    |    |  |    |  |    |  |                        |     |    |
| 6                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Who has legal custody (care and support) of this student (Mother, Father, Other).<br><b>Response should include the name of the individual and the relationship to the student.</b> Enclose custody order if this request is based on a change in custody.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |           |                    |    |  |    |  |    |  |                        |     |    |
| 7                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Street Address of this student and family while attending the receiving school ( <u>use 911 address, do not use PO Box</u> )                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |           |                    |    |  |    |  |    |  |                        |     |    |
| 8                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Date that the student and family moved into the address listed in Question 7?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |           |                    |    |  |    |  |    |  |                        |     |    |
| 9                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Phone number (day and night) of student and family according to school records.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |           |                    |    |  |    |  |    |  |                        |     |    |
| 10                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Who owns/leases/rents the residence listed in the Question 7? (parents, etc)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |           |                    |    |  |    |  |    |  |                        |     |    |
| 11                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | What specific public/independent school district includes the address listed in Question 7 above (list specific public school not school system, in the case of multiple schools, list the "resides" or assigned school).                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |           |                    |    |  |    |  |    |  |                        |     |    |
| 12                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Status of former residence listed in Question 32? (SOLD, SALE PENDING, LEASED/RENTED TO ANOTHER PARTY, STILL OWNED/MAINTAINED BY FAMILY)<br>RECEIVING SCHOOL MAY NEED TO WAIT TO COMPLETE THIS INFORMATION UNTIL SENDING SCHOOL PORTION IS COMPLETE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |           |                    |    |  |    |  |    |  |                        |     |    |
| 13                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | If the Status in line 12 IS STILL OWNED/MAINTAINED, is the residence occupied by a member of the student's family?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |           |                    |    |  |    |  |    |  |                        |     |    |
| 14                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | For purposes of this bylaw, a bonafide change of residence means the moving of the student and his/her custodial parents from one school district defined school attendance area into another school district or defined school attendance area prior to a change in enrollment of the student. A student who becomes emancipated does not have a bona fide change of residence by virtue of his/her emancipation and change of residence for purposes of this bylaw. <b>According to this definition, has this student and his/her custodial family had a bonafide change in residence? IF ANSWER IS YES, ADDITIONAL DOCUMENTATION MAY BE REQUESTED/REQUIRED TO VERIFY THE SALE OF THE FORMER RESIDENCE OR INFORMATION REGARDING OCCUPANCY</b> |           |                    |    |  |    |  |    |  |                        | YES | NO |
| 15                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Has there been dissolution of marriage followed by a court order granting custody of the student to the parent with whom the student resides? <b>IF ANSWER IS YES, ENCLOSE A COPY OF THE DATED CUSTODY ORDER</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |           |                    |    |  |    |  |    |  |                        | YES | NO |
| 16                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Is this student a ward of the state or court and changing schools due to that order or due to a change in the original parental custody order? <b>IF ANSWER IS YES, ENCLOSE A COPY OF THE DATED COURT ORDER</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |           |                    |    |  |    |  |    |  |                        | YES | NO |
| 17                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Is this transfer due to the death of one or more of the student's custodial parents? <b>IF ANSWER IS YES, GIVE DETAILS IN COMMENT BOX 22</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |           |                    |    |  |    |  |    |  |                        | YES | NO |
| 18                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Is this student entering or coming from a Boarding school where attendance was required by order of the courts or by recommendation of the Principal of the school attended immediately prior to attendance at the Boarding school? <b>IF ANSWER IS YES, PROVIDE COPY OF ORDER/LETTER FROM COURT/PRINCIPAL</b>                                                                                                                                                                                                                                                                                                                                                                                                                                  |           |                    |    |  |    |  |    |  |                        | YES | NO |
| 19                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Is this student transferring schools after having a complete school year (first semester through second semester) without participation in interscholastic athletics at any level (grades 9-12)?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |           |                    |    |  |    |  |    |  |                        | YES | NO |
| 20                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Is this student transferring from a non-member school in Kentucky whose sole participation has been against other non-member schools?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |           |                    |    |  |    |  |    |  |                        | YES | NO |
| 21                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Is this student transferring from a member school in Kentucky due to action of the local Board of Education? <b>IF ANSWER IS YES, GIVE DETAILS IN COMMENT BOX 22 AND ATTACH A LETTER FROM BOARD PERSONNEL</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |           |                    |    |  |    |  |    |  |                        | YES | NO |
| 22                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | COMMENTS. Please record any notes concerning school change ( <i>attach additional letter if necessary or if more space is needed</i> )                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |           |                    |    |  |    |  |    |  |                        |     |    |
| <b>RECEIVING SCHOOL VERIFICATION AND SIGNATURES - As Principal or Designated Representative of the RECEIVING school, I certify that the above information is correct to the best of my knowledge and based on all available facts. NOTE: The Principal's signature does not represent a recommendation or the final ruling in the case. Disagreements as to material facts in the case or verification of evidence shall be resolved by the Commissioner's Office.</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |           |                    |    |  |    |  |    |  |                        |     |    |
| Print Name of Person Signing this Form                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |           | Position in School |    |  |    |  |    |  |                        |     |    |
| Date                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Signature | Daytime Phone      |    |  |    |  |    |  |                        |     |    |





KENTUCKY HIGH SCHOOL ATHLETIC ASSOCIATION  
DOMESTIC STUDENT TRANSFER FORM

THIS FORM MAY NOT BE FAXED TO THE KHSAA. STUDENT IS NOT ELIGIBLE UNTIL RULING  
ISSUED BY COMMISSIONER. INCOMPLETE OR ILLEGIBLE FORMS WILL BE RETURNED  
WITHOUT PROCESSING.

KHSAA Form GE06  
Rev. 8/05

Page 4 of 4

**TRANSFER FORM - SENDING SCHOOL SUPPLEMENTAL INFORMATION**  
TO BE COMPLETED IF THE STUDENT HAS PARTICIPATED AT THE VARSITY LEVEL AFTER ENROLLING IN GRADE NINE, OR  
IF A STUDENT HAS PLAYED VARSITY DURING THE CURRENT SCHOOL YEAR AND THEREAFTER CHANGES SCHOOLS  
THE FOLLOWING INFORMATION IS TO BE COMPLETED BY THE SENDING SCHOOL

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                |                |                    |                |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|----------------|--------------------|----------------|
| Student Name                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                |                |                    |                |
| 23                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Date of first entry into Sending school                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                |                |                    |                |
| 24                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Grade level of first entry into Sending school (check one)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | 9              | 10             | 11                 | 12             |
| 25                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Date of Withdrawal from Sending School                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                |                |                    |                |
| 26                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Date of Last Varsity Participation in Any Sport                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                |                |                    |                |
| 27                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Sport(s) in which student participated on the varsity level after enrollment in grade nine (Check applicable)- BA-Baseball, BK-Basketball, XC-Cross Country, FB-Football, GF-Golf, SO-Soccer, FP-Fast Pitch, SW-Swimming, TN- Tennis, TR-Track, VB-Volleyball, WR-Wrestling                                                                                                                                                                                                                                                                                                           | BA<br>GF<br>TN | BK<br>SO<br>TR | XC<br>FP<br>VB     | FB<br>SW<br>WR |
| 28                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | According to permanent records, Name of Custodial Parent (NOTE: Guardianship is NOT custody).                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                |                |                    |                |
| 29                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Role of person with legal custody (person listed in 28, residential custodian charged with care and support) of this student (Mother, Father, Other)                                                                                                                                                                                                                                                                                                                                                                                                                                  |                |                |                    |                |
| 30                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Street Address of this student and family while attending the sending school (use 911 address, do not use PO Box)                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                |                |                    |                |
| 31                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Who owns/leases/rents/owned/leased/rented the residence listed in the Question 30? (parents, etc)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                |                |                    |                |
| 32                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Status of former residence listed in Question 30 (SOLD, SALE PENDING, LEASED/RENTED TO ANOTHER PARTY, STILL OWNED/MAINTAINED BY FAMILY)                                                                                                                                                                                                                                                                                                                                                                                                                                               |                |                |                    |                |
| 33                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | If the Status in line 32 IS STILL OWNED/MAINTAINED, Is the residence occupied by a member of the student's family?                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                |                |                    |                |
| 34                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Has the student and his/her entire custodial family completely vacated the residence listed in question 30 above?                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                |                |                    |                |
| 35                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Phone number (day and night) of student and family at this address according to school records.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                |                |                    |                |
| 36                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | What specific public/independent school district includes the address listed in Question 30 above (list specific public school not school system, in the case of multiple schools, list the "resides" or assigned school).                                                                                                                                                                                                                                                                                                                                                            |                |                |                    |                |
| 37                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | For purposes of this bylaw, a bonafide change of residence means the moving of the student and his/her custodial parents from one school district defined school attendance area into another school district or defined school attendance area prior to a change in enrollment of the student. A student who becomes emancipated does not have a bona fide change of residence by virtue of his/her emancipation and change of residence for purposes of this bylaw. According to this definition, has this student and his/her custodial family had a bonafide change in residence? | YES            | NO             |                    |                |
| 38                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Has there been dissolution of marriage followed by a court order granting custody of the student to the parent with whom the student resides?                                                                                                                                                                                                                                                                                                                                                                                                                                         | YES            | NO             |                    |                |
| 39                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Is this student a ward of the state or court and changing schools due to that order or due to a change in the original parental custody order? (check response, give details on line 45 if YES and include court order)                                                                                                                                                                                                                                                                                                                                                               | YES            | NO             |                    |                |
| 40                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Is this transfer due to the death of one or more of the student's custodial parents?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | YES            | NO             |                    |                |
| 41                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Is this student entering or coming from a Boarding school where attendance was required by order of the courts or by recommendation of the Principal of the school attended immediately prior to attendance at the Boarding school?                                                                                                                                                                                                                                                                                                                                                   | YES            | NO             |                    |                |
| 42                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Is this student transferring schools after having a complete school year (first semester through second semester) without participation in interscholastic athletics at any level?                                                                                                                                                                                                                                                                                                                                                                                                    | YES            | NO             |                    |                |
| 43                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Is this student transferring from a non-member school in Kentucky whose sole participation has been against other non-member schools?                                                                                                                                                                                                                                                                                                                                                                                                                                                 | YES            | NO             |                    |                |
| 44                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Is this student transferring from a member school in Kentucky due to action of the local Board of Education?                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | YES            | NO             |                    |                |
| 45                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | COMMENTS. Please record any notes concerning school change (attach additional letter if necessary or if more space is needed)                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                |                |                    |                |
| <b>SENDING SCHOOL VERIFICATION AND SIGNATURES - As Principal or Designated Representative of the SENDING school, I certify that the above information is correct to the best of my knowledge and based on all available facts. NOTE: The Principal's signature does not represent a recommendation or the final ruling in the case. Disagreements as to material facts in the case or verification of evidence shall be resolved by the Commissioner's Office.</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                |                |                    |                |
| Print Name of Person Signing this Form                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                |                | Position in School |                |
| Date                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Signature      |                | Daytime Phone      |                |





## KENTUCKY HIGH SCHOOL ATHLETIC ASSOCIATION ANNUAL INTERSCHOLASTIC ATHLETICS PARTICIPATION LIST

### INSTRUCTIONS AND GUIDELINES

1. This important form is turned in annually by the member schools of the KHSAA. This form serves several purposes –
  - a. This form identifies those students who are insured under the KHSAA Catastrophic Insurance Plan.
  - b. This form totals the number of participants in the Association for purposes of determining the rate and benefit structure for KHSAA insurance provisions.
  - c. This form is the binding verification as to whether or not a student has played in varsity athletics at a member school.
2. It is imperative that you file this Annual Participation List with the KHSAA prior to your last day of school and June 30 at the latest. Failure to do so could result in sanctions and/or penalties against the school athletic program and may result in students not being covered by this important insurance policy.
3. Each school is required to maintain a participation list of all athletes who play in a KHSAA sanctioned sport, as well as maintaining this list to include cheerleading.
4. Each coach should be consulted to ensure the accuracy of the varsity/non-varsity designation, as this is critical should the student athlete change schools during his/her high school career.
5. Each athlete should be listed only once. It may be necessary to consolidate lists for several coaches into one list. **DO NOT DOUBLE LIST AN ATHLETE AND DO NOT SUBMIT SEPARATE LISTS PER SPORT.**
6. Electronically prepared listings may substitute for this form, provided all the necessary information is present.

### SPECIFIC INSTRUCTIONS

- ❖ Column 1 – List the student's first and last name. This may be last name first, or first name first, but should be consistent on all pages.
- ❖ Column 2 – List the student's birth date.
- ❖ Column 3 – List the student's gender.
- ❖ Column 4 – List the student's year in school. This should be in the form of 9, 10, 11 or 12, not the number of semesters or Freshman, Sophomore, Junior, Senior.
- ❖ Column 5 – List the student's year of first **promotion** from grade eight. In other words, what was the eighth grade year that started their Bylaw 4 count of semesters / years. (i.e. a student was in grade 8 in 2002-2003 and then in grade 9 in 2003-2004, enter 2002-2003 in this box)
- ❖ Column 6 – Place an "X" in this column if this student is enrolled in grades 9-12 and has participated in at least one varsity contest in any sport after enrolling in grade nine (do not mark if the student played in no contests, but participated in scrimmages) at any level grade 9-12. Place a "C" in this column if the student's sole participation is in cheerleading at any level grade 9-12 and the student did not play in a KHSAA sport.

*If you have a student-athlete who has participated at the varsity level in some sports, and the non-varsity level in others, only check column 6.*

- ❖ Column 7 – Place an "X" in this column if this student is enrolled in grades 9-12 and has not participated in at least one varsity contest in any sport since enrolling in grade nine.
- ❖ Column 8 – Place an "X" in this column if this student is enrolled below grade 9 and has participated in at least one varsity contest in any sport at any time for this school.

### FINAL COMPILATION

1. On each page, count the total number of columns with an entry in columns 6, 7, 8 and 9 and enter column totals at the bottom of the page. (There are twenty (20) blank lines per page).
2. On the top page (or on a blank form if this attaches to an electronic printout), enter the sum totals of the columns (add all column 6 page totals together and enter the total on blank C, column 7 goes in D, column 8 goes in E and column 9 goes in F)

KHSAA Form GE03  
Rev. 04/06



## KHSAA Eligibility Rules and Parental Permission Form

### Bylaw References as of April 30, 2006

#### Dear Parent or Guardian:

Kentucky High School Athletic Association (KHSAA) rules require all participants in interscholastic athletics and parents/guardian to acknowledge receipt of the eligibility rules as promulgated by this Association and the Kentucky Board of Education Regulations. If you have questions concerning these regulations, please direct them to your high school principal. This form is for information only. For the full text of any KHSAA Bylaws, consult the KHSAA Handbook or web site (<http://www.khsaa.org>). Please continue to support your child and your local high school by attending and supporting high school activities, "An Integral Part of Education".

#### STATEMENT OF HAZARDS IN PARTICIPATION IN ATHLETICS

Playing, practicing to play, helping with, or participating in any manner in any sport can be a dangerous activity involving many risks of injury. Because of the dangers of participating in sports, the student should recognize the importance of following the coaches' instructions regarding playing techniques, training and other team rules and obey such instruction.

#### CATASTROPHIC INSURANCE COVERAGE

The KHSAA provides excess catastrophic insurance coverage for all student athletes of no cost to member schools. This plan has a \$25,000.00 deductible. Your child will be covered under this plan during the prescribed dates and activities, effective the date you complete and return the attached acknowledgment form to the school principal. This is an "excess" policy, meaning personal insurance and other school insurance policies are to be exhausted before this plan is implemented. The plan provides coverage for students who meet all eligibility requirements while engaging in, practicing for, or traveling to or from, all activities under the jurisdiction of the KHSAA and the direct supervision of a school employee, and has many other provisions and benefits. For KHSAA sanctioned postseason play, the deductible amount is reduced to \$0.

No pupil shall be eligible to represent his/her high school in any interscholastic athletic event (practice or play) unless he/she has been examined by a Health Care Provider as detailed in Bylaw 2 and has proof of insurance to the \$25,000 catastrophic floor. Parents should present this form to your Health Care Provider for his/her signature following his/her examination of your child. The physical examination is valid for participation in athletics for one year from the date signed. Return completed form to your high school Principal to be maintained by the school.

#### Bylaw 2. Physician's Certificate and Parent's Consent

The Superintendent or Principal shall have each student who is trying for a place as a participant on an athletic team or cheerleading squad present a physician's certificate certification signed by a physician, physician's assistant, advanced registered nurse practitioner, or chiropractor if performed in the scope of practice (as defined in KRS Chapter 312) which shall state that he/she is physically fit to participate without undue risk. The parent's consent for the child's participation and acknowledgment of receipt of the eligibility rules as promulgated by the Association and Kentucky Board of Education regulations in writing shall also be required.

Any student, prior to participation or trying for a place on an athletic team or cheerleading squad shall have in place medical insurance with coverage limits up to the deductible of the KHSAA Catastrophic Insurance program and such insurance shall remain in force throughout participation. It is the responsibility of each member school to ensure and certify that each student has insurance coverage throughout the school year.

#### Bylaw 3. Age

A student who becomes nineteen (19) years old before August 1 shall be ineligible for interscholastic athletic competition. A student who becomes nineteen (19) on or after August 1 shall remain eligible for the entire school year. The Board of Control and the Commissioner may not adopt administrative procedures that allow for waiver of this rule under any condition.

#### Bylaw 4. Enrollment

##### Sec. 1) Maximum Number of Semesters

- a) Students promoted from grade eight (8) to grade nine (9) shall have four (4) consecutive calendar years of eligibility from the date of first such promotion by the school provided the student is eligible according to this and all other Association bylaws. Such eligibility shall conclude with the completion of the spring sports season following the fourth year.
- b) The Commissioner or Board of Control through the Due Process Procedure, may grant additional eligibility in the case where it has been documented by the attending physician, Principal and Superintendent that severe illness or injury has prevented the student from receiving necessary education services and the right to an education has therefore been impacted rather than simply the loss of athletic privilege. Such grant of eligibility may only be made in the cases in which the student-athlete would remain eligible by all other Association bylaws. Nothing about this provision shall include additional eligibility strictly for loss of participation due to sports related injuries.
- c) No student having been enrolled in the fourth (4th) grade or in any grade through twelfth (12th) shall be eligible for interscholastic athletics at the high school level (grades 9 through 12) for more than a total of one (1) year in each grade and applicable eligibility shall begin in the first year enrolled in that grade. Students repeating a grade for any reason are ineligible to participate in interscholastic athletics at the high school level (grades 9 through 12) during the second year in that grade. The penalty for violation of this rule shall be the loss of one of the four years of eligibility after being promoted from grade nine (9). Policies regarding the participation of repeating students at the levels of play below high school interscholastic athletics shall be determined by the school council pursuant to KRS 160.345 (2) (i).
- d) Pupils in grades 1-8 may play on the high school team if such participation is not in conflict with Section (c) above, and the time so played shall not be counted on the eight (8) semester limit. EXCEPTION: Students below grade nine (9) may not participate on the varsity team in contests in the sports of football or soccer, and students enrolled below grade seven (7) may not participate on the varsity level in wrestling. The provisions of this restriction shall not apply to non-varsity teams participating in these sports.

##### Sec. 2) Responsible Parties

Any public elementary or secondary school or school employee or official who knowingly allows participation of an ineligible player under the provisions of this bylaw, or who, through reasonable diligence, should have known of such ineligibility, shall be considered in noncompliance with state accreditation standards or guilty of willful neglect of duty or breach of contract. Such shall apply not only to coaches, but also to personnel supervising

coaches; such as, but not limited to an athletic director, an assistant principal, a principal, an assistant superintendent, a superintendent, or a school board member.

##### Sec. 3) Deadline for Enrollment

On Friday of each grading period, a student in grades nine (9) through twelve (12) must be enrolled as a full-time student according to regulations promulgated by the Kentucky Board of Education at the member school he/she desires to represent in order to be eligible for athletics.

A student must have enrolled as a bona fide full-time undergraduate student no later than twenty (20) school days after the beginning of the semester to be eligible during that semester.

##### Sec. 4) Enrollment Elsewhere

No student who is enrolled or connected with any other school than the one he/she represents shall take part in any contest. In the case of an all-boys high school, girl cheerleaders from affiliated neighboring girls school may be accepted.

#### Bylaw 5. Minimum Academic Requirement

##### Sec. 1) Proper Grade Level Requirement for Students in All School Districts

On the first day of each school year, a student must be at his/her proper grade level. To be considered to be at the proper grade level, a student must have been enrolled during the previous grading period, and must be on schedule to graduate on the first day of school. For the verification of this provision, all course work, including summer and correspondence work, must be complete by the first day of the school year for the student body.

##### a) Eligibility During First Year Following Initial Enrollment in Grade Nine (9)

For a student in the ninth grade to be considered to be on schedule to graduate, that student must have been promoted from grade eight (8) to grade nine (9), and be in compliance with all other bylaws.

##### b) Eligibility During Second Year Following Initial Enrollment in Grade Nine (9)

For a student in the second year following initial enrollment in grade nine (9) (normally grade 10) to be on schedule to graduate, that student must have received twenty (20) percent of the requirements of the school/district for graduation prior to the first day of the second year following initial enrollment in grade nine (9), and be in compliance with all other bylaws.

##### c) Eligibility During Third Year Following Initial Enrollment in Grade Nine (9)

For a student in the third year following initial enrollment in grade nine (9) (normally grade 11) to be on schedule to graduate, that student must have received forty-five (45) percent of the requirements of the school/district for graduation prior to the first day of the third year following initial enrollment in grade nine (9), and be in compliance with all other bylaws.

##### d) Eligibility During Fourth Year Following Initial Enrollment in Grade Nine (9)

For a student in the fourth year following initial enrollment in grade nine (9) (normally grade 12) to be on schedule to graduate, that student must have received seventy (70) percent of the requirements of the school/district for graduation prior to the first day of the fourth year following initial enrollment in grade nine (9), and be in compliance with all other bylaws.

##### Sec. 2) One-time Reinstatement of Students Failing to Meet Normal Progress Requirements

The eligibility of a student failing to meet the provisions of subsections (a) through (d) above may be reinstated a maximum of one time. This reinstatement is possible by the student passing twenty-five (25) percent of the requirements of the district for graduation during the year he/she is ineligible. He/she, upon reinstatement, shall remain eligible as long as he/she passes twenty-five (25) percent of the requirements of the district for graduation during each subsequent year.

##### Sec. 3) Continual Progress During the School Year

On a weekly basis, a student shall also be passing (cumulatively for the credit period) in at least four hours of instruction as defined by Kentucky Board of Education regulations (of the six hours of instruction required) or the equivalent of four hours of instruction acceptable to graduation in order to be eligible to participate in athletics during the subsequent week (Monday through Sunday period) and through the next opportunity to examine grades in this manner. On its membership form, each member school shall designate the day of the week, approved and documented through local policies, that the grades shall be examined for the student-athletes within that school in order to make this determination. Absent any other determination, this weekly check of grades shall be conducted on each Friday of each grading period or on the last day of classes preceding that particular Friday if no classes are conducted on that particular Friday. No special tests or recitations are to be given for the purpose of making the student eligible.

##### Sec. 4) Pre-Secondary School Students

Pre-secondary school students (grades 1-8) participating in athletics representing a KHSAA member school shall be passing in at least two-thirds of the subjects in which they are currently enrolled in order to be eligible.

#### Bylaw 6. Transfer Rule

##### Sec. 1) Domestic Students

Any student who has been enrolled in grades nine (9) through twelve (12) and has participated in any varsity game in any sport at any school following enrollment in grade nine (9) who transfers schools shall be ineligible for interscholastic athletics for one year from the date of enrollment in the new school.

The Commissioner has discretion (but is not required) to waive the period of ineligibility set forth above if one of the following exceptions has been met. Determinations of whether a student shall be granted a waiver pursuant to this rule shall be based on the circumstances existing as of the date of enrollment at the new school. The KHSAA shall not recognize as grounds for a waiver of the period of ineligibility an argument that the educational needs of the transferring students would be better served through a transfer.

##### a) BONA FIDE CHANGE IN RESIDENCE - If there has been a bona fide change in residence by the parents and student that precedes a student's change of schools.

For purposes of this bylaw, a bona fide change of residence means changing of the permanent residence of the student and the student's entire immediate family from one school district or defined school attendance area into another school district or defined school attendance area prior to a change in enrollment of the student. A student who becomes emancipated does not have a bona fide change of residence by virtue of his/her emancipation and change of residence for purposes of this bylaw.

##### b) DIVORCE - The KHSAA will not recognize a legal separation as grounds for waiver of the provisions of this bylaw. The Commissioner may waive the provisions of this bylaw



**KHSAA Eligibility Rules and Parental Permission Form**  
**Bylaw References as of April 30, 2006**

KHSAA Form GE04  
Rev. 4/06

in the event of a dissolution of marriage (i.e. a final and legally binding divorce decree from a court of competent jurisdiction) of the parents and a change in the residence of the student pursuant to a court order granting custody of the child to one of the parents with whom the student shall reside. In the event joint custody is awarded to both parents, for purposes of this bylaw, the student shall be deemed to reside at his or her previous residence if one parent retains this residence. If neither parent retains the former residence, the parents shall designate one of their new residences (mother or father) for the purpose of this bylaw, such designation to be reviewed and approved by the Commissioner.

- c) **GUARDIANSHIP/CHANGE OF CUSTODY** - The KHSAA shall not recognize guardianship or similar arrangements made, for purposes of this bylaw. The Commissioner shall have authority to waive the provisions of this bylaw where it is shown that custody of the student has been taken from one or both parents and given to a third person by a court of competent jurisdiction and under circumstances indicating: (1) the parent(s) is/are unfit or (2) the court finds that the health and welfare of the student would be better served by the change in custody.
- d) **DEATH** - In the event the death of one or both of the student's custodial parents creates such circumstances that the transfer to another secondary school is deemed appropriate.
- e) **BOARDING SCHOOLS** - The Commissioner may waive the period of ineligibility on a one-time basis for students entering a boarding school on a full time basis as a boarding school student.
- f) **NON ATHLETIC PARTICIPATION FOR AN ENTIRE SCHOOL YEAR** - In the event that the transferring student did not participate in an interscholastic contest at any level in any sport while enrolled at the sending school during the entire academic school year immediately preceding the change in schools.
- g) **REASSIGNMENT BY BOARD OF EDUCATION** - Through a properly documented reassignment of the Board of Education to another school in the district. To meet this exception for a reassignment, reasons for the assignment may include, but are not limited to, the closing or opening of a school due to consolidation, merger, opening of a new school, or another type of opening or closing or assignment through KRS 158.6455 or other applicable adopted regulation. Such assignment may be to the public school district should a private, parochial or independent school close.
- h) **TRANSFER FROM NON-MEMBER SCHOOL** - Any student transferring from a non-member school located in Kentucky whose athletic participation has been limited primarily to other non-member schools may have the period of ineligibility waived.

Satisfying one of the exceptions (a through h) will not be considered valid and a waiver of the period of ineligibility shall not be granted—

- 1) If the change in schools is to nullify or circumvent the actions of representatives or rules of the previous school or if the student left the sending school under penalty which would have resulted in their ineligibility at the sending school;
- 2) If the satisfying of one of the exceptions occurs after the enrollment at the new school;
- 3) If the change in schools is motivated in whole or part by a desire to participate in athletics at the new school;
- 4) If the satisfying of one of the exceptions is used or manipulated for the purpose of gaining athletic eligibility;
- 5) If the satisfying of one of the exceptions by the student and the parent(s) does not reasonably precipitate a transfer to the new school.

The Commissioner may, as he/she deems necessary, appoint or hire a committee or investigator to conduct any inquiry or investigation concerning any issues arising under this bylaw or any other bylaw.

If any member school files a written objection to the factual validity of the certification before the conclusion of the period of time to which the period of ineligibility would normally apply, along with the specific, detailed basis for such, then a complete investigation shall be conducted by the KHSAA and a ruling shall be issued through the Commissioner's office.

No student enrolled in grades 4-12 who has participated in a first team game shall be eligible to represent a second member school during that school year unless that student would qualify for a waiver of the period of ineligibility in accordance with provisions (a) through (f) above.

**Sec. 2) Non-Domestic Students**

- a) Foreign exchange students attending school in Kentucky shall be considered ineligible for the first calendar year following enrollment.
- i) If placed in a KHSAA member school under the auspices of approved student exchange programs or in other circumstances approved by the Board of Control within Board policy, these students may be declared eligible and not be subject to the initial one-year period of ineligibility.
- ii) In order to be considered for a waiver, the following conditions shall exist:
  - 1) The student shall be in compliance with all U.S. Immigration and Naturalization Service regulations;
  - 2) The student shall be in the first and only year as an exchange student;
  - 3) The student shall not be a graduate of a 12th or terminating grade or its equivalent in either the U.S. or his/her home country;
  - 4) The student shall be in possession of a complete transcript of records that has been translated into English prior to the request for eligibility;
  - 5) The student shall be in possession of a J-1 student education visa issued by the U.S. Immigration and Naturalization Service;
  - 6) The student's placement shall not have been a "direct placement" into a KHSAA member school;
  - 7) The student's host family shall not pay any tuition or fee normal to the attendance at the KHSAA member school, and all such fees shall be paid by the student's family;
  - 8) All travel fees shall be paid by the student's family; and
  - 9) The student's host family shall not include members of the coaching staff at the KHSAA member school at which participation is desired.
- iii) To be considered for approval by the Board of Control, a foreign exchange program shall assign students to schools by a method that ensures that no student, school or interested party may influence the assignment for athletic or other purposes.
- iv) The student, the principal or designated representative of the member school, and a representative of the placement agency shall sign and attest to certification that the athlete complies with the eligibility rules of the KHSAA and shall not be eligible under any circumstances for more than one year of athletic participation if the first year period of ineligibility is waived.

- b) Any student having made election to apply for the waiver of the first year of ineligibility and having been granted a waiver of the normal period of ineligibility under subse (a) above shall not be eligible, under any circumstances, for more than one (1) school year while enrolled in grades 9-12 in Kentucky.
- c) Any student desiring to participate in athletics who does not meet the criteria listed in Bylaw 6, Sec. 2 may seek a waiver of the one-year ineligibility period through the KHSAA Due Process Procedure.

**Sec. 3) Permanent Ineligibility**

A student is ineligible for athletics in this state if he/she transfers from another state if he/she was or would have become ineligible in the state from which he/she transfers.

**Bylaw 7. Conduct - Student or Other Representative Under Penalty**

Any student, contest official or other official school representative who is under penalty or discipline or whose conduct is such as to reflect discredit upon the school or the KHSAA is not eligible.

**Bylaw 8. Contestant On Other Teams, Post Season and All-Star Games**

Any student who after enrolling in grade nine (9) has been a contestant in football or basketball at any level (grades 9-12) and has eligibility remaining in that sport may not participate on any non-school sponsored team or in any all-star game in that sport or any variation of that sport from the first day of school through the last scheduled contest played in that sport (including KHSAA sanctioned post-season) by that school unless it has been sanctioned by the Board of Control. Following the team's last scheduled game (including post season), there are no restrictions on play in that specific sport for the student-athletes.

**Bylaw 9. Other Eligibility Requirements and Regulations**

**Sec. 1) Graduates and College Students**

Any student who has graduated from a secondary school, or who has ever played on a college team, is thereafter ineligible to play on a high school team.

**Sec. 2) Practice of Ineligible Students**

Unless ineligible due to the provisions of Bylaw 11 (Sportsmanship, having been ejected from a contest), any student who is not eligible for competition during a team's next contest/meet/match/game shall not practice with the team.

**Bylaw 10. Recruitment**

**Sec. 1) Foreword**

Pupils (both domestic and foreign) at any grade level shall not be recruited to a member school of the KHSAA for the purpose of participating in athletics, including recruitment under the guise of academics.

**Sec. 2) Definition**

- a) Recruiting is defined as an act, on behalf of or for the benefit of, a school, which attempts to influence a student to transfer to a member school for the purpose of participating in athletics. Such also includes influencing a student to remain at a school. A school official utilizing an intermediary, such as, but not limited to a peer, another school employee, a student, a parent or a citizen, for the purpose of recruiting a student athlete shall be in noncompliance.
- b) An athletic coach or any other member of the school staff shall not influence a student even if the student, his/her parents or any intermediary from another school makes initial contact. In this situation, a coach or staff member (paid or unpaid) should immediately refer the person(s) to the school principal.
- c) Influencing a student shall include, but shall not be limited to the promise or instilling the expectation of an athletic advantage, playing time, employment of the student or his/her parents or relatives, housing for the student or his/her parents, scholarships or financial aid for which other members of the student body are not generally eligible, or any other material or athletic reward for which other members of the student body are not generally eligible.

**Sec. 3) Penalty**

Any representative of a member school knowingly allowing the recruitment of a student for the purpose of participating in athletics or who should have known of such recruitment shall be guilty of willful neglect of duty, misconduct, and/or breach of contract. Such shall apply not only to coaches, but also to personnel supervising coaches, such as, but not limited to an athletic director, an assistant principal, a principal, an assistant superintendent, a superintendent or a school board member. This regulation shall also apply to students or their parents.

**Bylaw 11. Practice of Sportsmanship**

It is the clear obligation of principals, coaches, faculty members, boards of education, and all official representatives of member schools to practice the highest principles of sportsmanship and the ethics of competition in all interscholastic relationships with fans, officials, players, coaches, official representatives of member schools, and the general public. The Commissioner and the Board of Control shall have the full authority to suspend the coach, student, or any member school whose representatives may be convicted on competent evidence of the violation of this obligation. Any violation of this rule in any interscholastic contest shall be immediately reported to the Commissioner by the principal(s) of the school(s) involved, and by the game officials who work in the contest.

It shall also be considered a violation of this rule if any school or school representatives uses or allows the use of illegal equipment which gains a competitive advantage in the contest and which is expressly prohibited by the rules adopted for that sport. Violations of this particular provision may result in penalization by the Commissioner in accordance with the provisions of this bylaw and in accordance with KHSAA Bylaw 30, Penalties.

Any student, coach, or official team representative ejected from an interscholastic contest due to a violation of this obligation must be reinstated by a member of the Commission prior to returning to interscholastic contests. Any student or coach using insulting language to another player or coach or to any official in any interscholastic contest, or who has been ruled out of such a contest because of unsportsmanlike tactics, shall be disqualified from athletic competition until reinstated by the Commissioner.

The name of the student or coach shall be reported to the Commissioner by the principal of the school that that student attends. When an official disqualifies a student or coach, he/she shall report the disqualification to the principal or his/her representative and to the KHSAA office. If the Commissioner finds upon investigation that the offense was sufficiently serious, the offender shall be permanently disqualified.

**KENTUCKY HIGH SCHOOL ATHLETIC ASSOCIATION**

2280 Executive Drive, Lexington, Kentucky 40505  
Athletic Participation/Physical Examination Form/Consent and Release



**PART I - ATHLETE INFORMATION**

(This part must be completed by the student)

Name (Last, First, Initial) \_\_\_\_\_  
Home Address (Street, City, State, Zip) \_\_\_\_\_  
Date of Birth: \_\_\_\_\_ Birth Place (County, State): \_\_\_\_\_  
Attendance History: \_\_\_\_\_  
Grade \_\_\_\_\_ School Name \_\_\_\_\_ School Year \_\_\_\_\_  
Varsity Play - (Yes/No)? \_\_\_\_\_

| Grade | School Name | School Year | Varsity Play - (Yes/No)? |
|-------|-------------|-------------|--------------------------|
| 9     |             |             |                          |
| 10    |             |             |                          |
| 11    |             |             |                          |
| 12    |             |             |                          |

I am planning to participate in the following (circle all you might try to play):

- Baseball Cross Country Golf Softball Tennis Volleyball  
Basketball Football Soccer Swimming Track Wrestling  
Cheerleading Field Hockey Other:

**PART II - MEDICAL HISTORY**

This part must be completed by parent and student and presented to the authorized health care provider before the physical.

**CHECK THE APPROPRIATE RESPONSE TO EACH ITEM:**

- Have you ever been hospitalized? YES ☐ NO ☐
- Have you ever had surgery of any kind (e.g., tonsillectomy)? YES ☐ NO ☐
- Are you presently taking any medications or pills? YES ☐ NO ☐
- Do you have any allergies (medicine, bees, or other insects)? YES ☐ NO ☐
- Have you ever passed out during exercise? YES ☐ NO ☐
- Have you ever been dizzy during or after exercise? YES ☐ NO ☐
- Have you ever had chest pain during or after exercise? YES ☐ NO ☐
- Have you ever had high blood pressure? YES ☐ NO ☐
- Have you ever been told you have a heart murmur? YES ☐ NO ☐
- Have you ever had racing of your heart? YES ☐ NO ☐
- Has anyone in your family died of heart problems before 50? YES ☐ NO ☐
- Do you have any skin problems? (itching, rashes, acne) YES ☐ NO ☐
- Have you ever had a head injury? YES ☐ NO ☐
- Have you ever been knocked out or unconscious? YES ☐ NO ☐
- Have you ever had a seizure or suffer from epilepsy? YES ☐ NO ☐
- Have you ever had a slinger, burner or pinched nerve? YES ☐ NO ☐
- Have you ever had heat related problems? YES ☐ NO ☐
- Have you ever been dizzy or passed out in the heat? YES ☐ NO ☐
- Do you cough heavily, or breath heavily during activity? YES ☐ NO ☐
- Do you use any special equipment (e.g., knee brace)? YES ☐ NO ☐
- Have you had any problems with your eyes or vision? YES ☐ NO ☐
- Have you ever sprained/strained, dislocated, fractured, broken or had repeated swelling or other injuries of any bones? YES ☐ NO ☐
- Are you missing one of any paired organs (e.g., eyes)? YES ☐ NO ☐
- Have you ever been diagnosed with any form of asthma? YES ☐ NO ☐
- Are you using an inhaler for asthma? YES ☐ NO ☐
- Are you diabetic? YES ☐ NO ☐
- Do you administer insulin to yourself? YES ☐ NO ☐
- Are you presently using tobacco in any form? YES ☐ NO ☐
- Do you have a history of sickle-cell anemia in your family? YES ☐ NO ☐
- Have you had any other medical problems? YES ☐ NO ☐
- Have you had a medical problem or injury within the last year? YES ☐ NO ☐
- Can you swim? YES ☐ NO ☐
- When was your last tetanus shot? \_\_\_\_\_

Please explain any YES answers from questions 1-31.

**PART III - PHYSICAL EXAMINATION**

This part must be completed by the authorized health care provider named in Bylaw 2.

NAME: \_\_\_\_\_ SEX: \_\_\_\_\_  
SCHOOL: \_\_\_\_\_ GRADE: \_\_\_\_\_  
HEIGHT: \_\_\_\_\_ WEIGHT: \_\_\_\_\_ BP: \_\_\_\_\_ / \_\_\_\_\_ PULSE: \_\_\_\_\_  
VISION: R: 20/ \_\_\_\_\_ L: 20/ \_\_\_\_\_ BOTH: 20/ \_\_\_\_\_ CORRECTED? Y N

|                            | Normal | Abnormal | Comment |
|----------------------------|--------|----------|---------|
| HEART                      |        |          |         |
| Rhythm (Regular/Irregular) |        |          |         |
| Murmur (supine)            |        |          |         |
| Murmur (standing)          |        |          |         |
| ENT                        |        |          |         |
| Lungs                      |        |          |         |
| Skin                       |        |          |         |
| Abdominal                  |        |          |         |
| Genitalia                  |        |          |         |
| Musculoskeletal            |        |          |         |
| Neck                       |        |          |         |
| Shoulder                   |        |          |         |
| Elbow                      |        |          |         |
| Wrist                      |        |          |         |
| Hand                       |        |          |         |
| Back                       |        |          |         |
| Knee                       |        |          |         |
| Ankle                      |        |          |         |
| Foot                       |        |          |         |
| Dental                     |        |          |         |
| Other                      |        |          |         |

After having reviewed the data above and the student's medical history, I make the following recommendations on participation in athletics:

- Cleared
  - Cleared after additional evaluation for
  - Restricted from participating in the sports of
  - Cleared only to participate in the sports of
- Recommendations/Restriction (attach additional if necessary)

In accordance with KHSAA Bylaws, I have examined the physical condition of the student and find the said student to be physically fit to practice for and participate in interscholastic athletic contests.

Authorized Signature \_\_\_\_\_ Date \_\_\_\_\_  
Authorized Provider's Name (please print) \_\_\_\_\_  
Address \_\_\_\_\_ Phone \_\_\_\_\_  
City, State, Zip \_\_\_\_\_  
Date \_\_\_\_\_  
This Physical Examination is valid for one year from date administered.



**PART IV - EMERGENCY PERMISSION FORM**

(This part must be completed by student and custodial parent / guardian)

STUDENT NAME \_\_\_\_\_  
SOC. SEC. NO. \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
CITY/STATE/ZIP \_\_\_\_\_  
SCHOOL \_\_\_\_\_  
BIRTH DATE \_\_\_\_\_  
PHONE \_\_\_\_\_

**PERSON TO CONTACT IN CASE OF MEDICAL EMERGENCY:**

NAME \_\_\_\_\_  
RELATION \_\_\_\_\_  
ADDRESS \_\_\_\_\_  
CITY/STATE/ZIP \_\_\_\_\_  
DAYTIME PHONE \_\_\_\_\_  
EVENING PHONE \_\_\_\_\_

Please list any health problems/concerns your child may have, including allergies (medications / others) and any medications presently being used: \_\_\_\_\_

*Students desiring to participate in Wrestling must also complete KHSAA Form WR101 and required attachments between October 15 and the first contest.*

*This form must be reproduced to travel with respective athlete.*

**PART V - CONSENT TO PARTICIPATE, ACKNOWLEDGMENT OF RISK, ACKNOWLEDGEMENT OF ELIGIBILITY RULES, LIABILITY WAIVER AND CONSENT AND RELEASE**

*The student and parent/guardian must read this statement carefully. This form must be completed before the student participates (hereinafter including try out for practice and/or compete) in interscholastic athletics.*

As parent/legal guardian, I agree to allow my child to participate in interscholastic athletics. The student and parent/legal guardian recognize that participation in interscholastic athletics involves inherent risks of potentially severe injuries, including but not limited to death, serious neck, head and spinal injuries which may result in complete or partial paralysis, brain damage, serious injury to virtually all internal organs, serious injury to virtually all bones, joints, ligaments, muscles, tendons, and other aspects of the muscular skeletal system, and serious injury or impairment to other aspects of the body, general health and well being. Because of these inherent risks, the student and parent/legal guardian recognize the importance of the student obeying the coaches' instructions regarding playing techniques, training and other team rules. By signing this form, the student and parent/legal guardian acknowledge that the student's participation is wholly voluntary and to having read and understood this provision.

The student and parent/legal guardian individually and on behalf of the student, hereby irrevocably, and unconditionally release, acquit, and forever discharge the KHSAA and its officers, agents, attorneys, representatives and employees (collectively, the "Releasees") from any and all losses, claims, demands, actions and causes of action, obligations, damages, and costs or expenses of any nature (including attorney's fees) that the student and/or parent/legal guardian incur or sustain to person, property or both, which arise out of, result from, occur during or are otherwise connected with the student's participation in interscholastic athletics if due to the ordinary negligence of the Releasees.

**PART V - CONSENT TO PARTICIPATE, ACKNOWLEDGMENT OF RISK, ACKNOWLEDGEMENT OF ELIGIBILITY RULES, LIABILITY WAIVER AND CONSENT AND RELEASE (continued)**

*The student and parent/guardian must read this statement carefully. This form must be completed before the student participates (hereinafter including try out for practice and/or compete) in interscholastic athletics.*

The student and parent/legal guardian acknowledge that they have received, read and understood the document entitled KHSAA Eligibility Rules and Parental Permission Form Bylaw References as of April 30, 2006.

The student and parent/legal guardian agree to abide by the KHSAA Bylaws and Due Process Procedure as now enacted or later amended. The student and parent/legal guardian further acknowledge that they agree to abide by the rulings of the Commissioner, Assistant Commissioner, Hearing Officer and Board of Control.

The student and parent/legal guardian acknowledge that the student must have insurance coverage up to a limit of \$25,000 in order to be eligible to participate in interscholastic athletics.

The student and parent/legal guardian consent to this student receiving a physical examination as required by the KHSAA.

The student and parent/legal guardian, individually and on behalf of this student, give the high school, the KHSAA and their representatives permission to release this student's demographic information and participation statistics and other information as may be requested, and agree that the student may be photographed or otherwise digitally or electronically captured during competition and such image or other report may be used without permission or compensation.

The student and parent/legal guardian, individually and on behalf of this student, consent to the high school and the KHSAA and their representatives to use and disclose the necessary personally identifiable information from the student's education records including, but not limited to, academic, financial and health care information, to third parties including, but not limited to, school representatives, coaches, athletic trainers, medical facilities, medical staffs, KHSAA legal counsel and the media, for the purpose of receiving proper/necessary medical care and complying with the KHSAA bylaws, including, but not limited to, making determinations regarding eligibility to participate in interscholastic athletics and any administrative or legal proceedings resulting from participation or attempted participation in interscholastic athletics, without such disclosure constituting a violation of my rights under the Family Educational Rights and Privacy Act. I further release the high school, the KHSAA and their representatives from any and all claims arising out of the use and disclosure of said necessary personally identifiable information. I also agree to release to the high school, the KHSAA, and their representatives, upon request, the detailed and completed application for financial aid.

The student and parent/legal guardian, individually and on behalf of the student, hereby consent to allow the student to receive medical treatment that may be deemed advisable by the high school, the KHSAA, and their representatives in the event of injury, accident or illness while participating in interscholastic athletics, including, but not limited to, transportation of the student to a medical facility.

Students' Name (please print)

School

Student and Parent/Guardian Address

Signature of Student

Date

Name of Parent(s)/Guardian(s) who has/have custody of this student (please print)

Emergency Phone Number

Signature of Parent(s)/Guardian(s) who has/have custody of this student

Date

Insurance Carrier

Policy Number



LEXINGTON CATHOLIC HIGH SCHOOL  
KNIGHTS ATHLETIC DEPARTMENT

DONATION OF LEXINGTON CATHOLIC HIGH SCHOOL  
PROPERTIES FORM

To: \_\_\_\_\_  
(Athletic Director)

\_\_\_\_\_ is seeking permission to donate the following item(s)  
(Coach/Team)

\_\_\_\_\_ to \_\_\_\_\_ of \_\_\_\_\_ on \_\_\_\_\_  
(person receiving donation) (team/organization/business) (date)

The purpose of this donation is for \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ (signature of coach) \_\_\_\_\_ (date)

\_\_\_\_\_ Approved

\_\_\_\_\_ Denied

\_\_\_\_\_ (signature of Athletic Director) \_\_\_\_\_ (date)

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## **BOARD OF CONTROL OVERVIEW/ORIENTATION**

**MONDAY, JULY 10, 2006**

**8:30 A.M.-11:30 A.M-CT**

1. Welcome and Discussion on General Responsibilities of Board of Control Members and Commissioner (Brigid DeVries)
2. Executive Staff Discuss Primary Job Descriptions (Larry Boucher, Julian Tackett, Roland Williams, Butch Cope)
3. General Instructions for Expense Vouchers, Lodging Obligations and Board Agenda Copying (Darlene Koszenski)
4. President's Perspective and Meeting Protocol (Gary Dearborn)
  - a. Board Meeting Dialogue
  - b. Cell Phones/Pagers
  - c. Attendance at Events
  - d. Dress Code at Meetings
  - e. Other
5. Parliamentary Procedure (Ted Martin)
6. Due Process (Greenebaum, Doll & McDonald Representative)
  - a. Ex parte communications
  - b. E-mail
  - c. Meetings on Eligibility/Vote Required
  - d. Recusal
  - e. Files
  - f. Open Records/Open Meetings
7. Media Releases and Crisis Plan (Butch Cope/Brigid DeVries)
8. Officials Brochure (Larry Boucher)
9. Legislative Process; KDE/KBE etc. (Julian Tackett)
10. Personnel/Policy Manual
11. State Events
  - a. Tickets/Accommodations
  - b. Trophy presentations
12. The Board of Control Experience (Roland Williams)



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KENTUCKY HIGH SCHOOL ATHLETIC ASSOCIATION  
POSITION DESCRIPTION  
**BRIGID DEVRIES**  
*COMMISSIONER*

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The Responsibilities and specified assignments for the *COMMISSIONER* are:

Perform the Duties Set Forth in The KHSAA Constitution, including:

1. Serve as the Chief Executive Officer for the Kentucky High School Athletic Association, an unincorporated non-profit entity headquartered in Lexington, Kentucky and act as the secretary-treasurer of the organization.
  2. Serve as Chief Executive Officer for the Kentucky High School Athletic Association Museum and Hall of Fame Foundation.
  3. Employ personnel deemed necessary including those required by statute or decree.
  4. Prepare and receive reports and keep all records as directed by the Board of Control as outlined in the Constitution, Bylaws, and Tournament Regulations. Provide a quarterly report of eligibility rulings to the Board of Control and Kentucky Board of Education.
  5. Interpret the Constitution, Bylaws, and Tournament Regulations.
  6. Enforce all penalties provided for and fix penalties for violations for which no penalties are prescribed.
  7. Have the authority to suspend offending schools for the violation of regulations prescribed in the Bylaws and Tournament Regulations (The Board of Control through its own initiative or on appeal from a suspended school may sustain or set aside the action of the Commissioner).
  8. Make arrangements for and conduct the management of all state tournaments after consulting the Board of Control as to the site and proposed plan of management. Have authority to contract with appropriate entities to manage all postseason contests.
  9. Be responsible for editing and publishing the "High School Athlete", and shall cause to be published in the "Athlete" the complete record of the minutes of each regular and called meeting of the Board of Control, said minutes to appear in the next issue of the "Athlete" immediately following the meeting of the Board of Control.
  10. Arrange a series of baseball, basketball, football, golf, soccer, softball, swimming, track, volleyball and wrestling rules interpretation clinics before the beginning of the respective seasons.
  11. Promote sportsmanship among schools, athletes, and the general public.
  12. Submit an annual report through the Commissioner of Kentucky Department of Education to the Kentucky Board for Elementary and Secondary Education in compliance with approved KARs relating to finances and programs for the preceding year, and planned programs for the current year. Advise the Kentucky Department of Education legal counsel of all legal action brought against the Association.
  13. Be responsible for the KHSAA Strategic Plan & Policy & Procedure manual.
- ❖ In addition, the Commissioner shall be responsible for the following other Administrative Duties
- Serve as publisher of all KHSAA publications.
  - Novelties and Licensing
    - Coordinate and supervise the sale of novelties at various state events.
    - Coordinate Marketing and licensing program for gift shop.
    - Coordinate legal aspects of all registered KHSAA trademarks.
  - Coordinate development of KHSAA museum.
  - Serve as Association Rules Interpreter in Track and Field
  - Serve as Association Rules Interpreter in Swimming
  - Coordinate advance basketball ticket assignment and distribution.
- ❖ Spirit
- Serve as Association Rules Interpreter in Spirit.
  - Serve as liaison with Kentucky Association of Pep Organization Sponsors for their cooperative activity with the Association.
  - Prepare material for any education workshop, seminar or meeting to facilitate safety emphasis in spirit.
- ❖ Title IX Education Program Responsibilities
- Serve as KHSAA primary point of contact with the Kentucky Department of Education for Title IX Educational Material.
  - Work with KDE assigned staff to ensure dissemination of information and handling of inquiries.
  - Field investigative work and audits as necessary to help determine needs and assess compliance standards within member schools in accordance with accepted procedures.
  - Assist in maintaining reporting information to be provided to Board of Control, Kentucky Department of Education, Kentucky Board of Education, Office of Civil Rights and other entities as may be requested.
  - Attend meetings of Title IX Audit Team members when possible.
  - Answer telephone and other inquiries on the Title IX project.
  - Review all communication (internal and external), correspondence and publications necessitated by the Association's efforts to educate the membership on Title IX.
  - Review all forms necessary for this program including progress reports on compliance.

- Review visitation logs for Executive staff and for contracted persons who visit KHSAA member schools to assist with Title IX education.
- Work with designated Executive staff to ensure the development of quality instruments to be used when conducting workshops, clinics and seminars.
- Review all reports and information necessary to adhere to the requirements of the Kentucky Board of Education and Kentucky Department of Education including recap listings, Staff Notes, and other correspondence.
- Serve as secondary contact for Basketball Tournament arrangements and Football, performing duties as listed on primary contact job description as necessary.
- Assist as needed in all sanctioned sports.
- KHSAA Web Site
  - Responsible for maintaining working knowledge of all content on KHSAA web site.
  - Work with designated support staff member to ensure that all tournament material including participant and manager instructions, is posted on the KHSAA web site in a timely manner.
  - Assist in the identification of additional material to be added to the KHSAA web site.
- Supervise specific assignments and activities of the high school intern program.
- Supervise specific assignments and activities of the college intern program.
- Work with Director of Promotions and Media Relations to help identify venue and corporate partners.

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KENTUCKY HIGH SCHOOL ATHLETIC ASSOCIATION  
POSITION DESCRIPTION  
**LARRY BOUCHER**  
*ASSISTANT COMMISSIONER*

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The Responsibilities and specified assignments for this *ASSISTANT COMMISSIONER* are:

- ❖ **Basketball**
  - Serve as the association's rules interpreter, including review of film, rules questions, and serving as a liaison between the coaches, officials and the association.
  - Arrange a series of rules clinics for coaches and officials
  - Prepare material for rules clinics for coaches and officials.
  - Assign all district, region and state tournament officials for boys and girls.
  - Coordinate statewide evaluation system for basketball officials.
  - Assist with staffing and management of state tournament headquarters during boys' and girls' tournament.
- ❖ **Golf**
  - Serve as the association's rules interpreter, including review of film, rules questions, and serving as a liaison between the coaches, officials and the association.
  - Arrange a series of rules clinics for coaches
  - Align schools where changes become necessary through consolidation, or discontinuance of sport or expiration of alignment.
  - Determine sites for all postseason play at all levels.
  - Prepare and make ready for distribution, all instructions and logistics for the conducting of postseason play
  - Coordinate the administrative tasks for the State Championship to include -- Securing site for the state tournament; Work as liaison with host site manager and Tournament Managers; Coordinate concessions; Hiring auxiliary officials; Preparing the official tournament program with Director of Promotions and Media Relations; Helping identify advertisers for the program; Oversee expenses for schools, officials, and other personnel
  - Conduct state committee meetings to handle the concerns related to this sport.
  - Work with All-State Selection Committee.
- ❖ **Volleyball**
  - Serve as the association's rules interpreter, including review of film, rules questions, and serving as a liaison between the coaches, officials and the association.
  - Arrange a series of rules clinics for coaches and officials
  - Prepare material for rules clinics for coaches and officials.
  - Align schools where changes become necessary through consolidation, or discontinuance of sport or expiration of alignment.
  - Determine sites for all postseason play at all levels.
  - Prepare and make ready for distribution, all instructions and logistics for the conducting of postseason play
  - Coordinate the administrative tasks for the State Championship to include -- Securing site for the state tournament; Assignment and evaluation of officials; Work as liaison with host site manager and Tournament Managers; Coordinate concessions; Hiring auxiliary officials; Preparing the official tournament program with Director of Promotions and Media Relations; Helping identify advertisers for the program; Oversee expenses for schools, officials, and other personnel.
  - Conduct state committee meetings to handle the concerns related to this sport.
- ❖ **Tennis**
  - Serve as the association's rules interpreter, including review of film, rules questions, and serving as a liaison between the coaches, officials and the association.
  - Determine sites for all postseason play at all levels.
  - Prepare and make ready for distribution, all instructions and logistics for the conducting of postseason play
  - Coordinate the administrative tasks for the State Championship to include -- Securing site for the state tournament; Assignment and evaluation of officials; Work as liaison with host site manager and Tournament Managers; Coordinate concessions; Hiring auxiliary officials; Preparing the official tournament program with Director of Promotions and Media Relations; Helping identify advertisers for the program; Oversee expenses for schools, officials, and other personnel; Organizing the seeding committee for both Boys' and Girls' State Tournaments; Direct preparation of draw sheets and the official programs and work with Director of Promotions and Media Relations to assemble results for publication; Coordinate the selection of the All State Tennis Team, and the "Prince" All American Team.
  - Conduct state committee meetings to handle the concerns related to this sport.

- ❖ Other Sports:
  - Serve as secondary contact for Baseball, Soccer, Fast Pitch Softball, Slow Pitch Softball and Swimming, performing duties as listed on primary contact job description as necessary.
  - Assist in the administrative tasks for the State Track Meet.
  - Assist as needed in other sanctioned sports.
  - Assist with staffing and management of state football championships as requested.
- ❖ Officials' Division:
  - Serve as Supervisor of officials in all high school sponsored athletic programs.
  - Coordinate all facets of registration of officials in all sports.
  - Coordinate the assignment of all officials to post season contests in assigned sports.
  - Coordinate recruitment of officials including printed material, public service announcements, videotape and other recruiting and training material.
  - Conduct regular meetings of assigning secretaries for interacting, sharing of ideas and setting uniform statewide policies and procedures.
  - Study feasibility for conducting statewide clinics in all sports as a means of training and retaining currently registered officials.
  - Identify and implement policies aimed at the recruitment, training, development and retention of officials.
  - Maintain official records as required.
  - Act as liaison with all local policy boards.
  - Revise Policy Boards Manual
- ❖ Perform the following Title IX Education Program Responsibilities under the direction of the Commissioner:
  - Serve as KHSAA primary point of contact for Title IX Educational Material.
  - Compile and maintain active file of information relative to publications and other materials to assist member schools with Title IX assessment and compliance.
  - Work with KDE assigned staff to ensure dissemination of information and handling of inquiries.
  - Field investigative work and audits as requested by Commissioner to help determine needs and assess compliance standards within member schools in accordance with accepted procedures.
  - Maintain reporting information to be provided to Board of Control, Kentucky Department of Education, Kentucky Board of Education, Office of Civil Rights and other entities as may be requested.
  - Attend and produce minutes for all meetings of Title IX Audit Team members.
  - Answer telephone and other inquiries on the Title IX project.
  - Ensure preparation and dissemination of all correspondence related to this project.
  - Produce, edit, duplicate and disseminate all communication (internal and external), correspondence and publications necessitated by the Association's efforts to educate the membership on Title IX.
  - Produce, edit, duplicate and disseminate all publications and forms related to this project.
  - Work with designated Executive staff to ensure timely distribution and maintenance of Title IX material.
  - Review all forms necessary for this program including progress reports on compliance.
  - Review visitation logs for Executive staff and for contracted persons who visit KHSAA member schools to assist with Title IX education.
  - Work with designated Executive staff to ensure the development of quality instruments to be used when conducting workshops, clinics and seminars.
  - Compile and maintain all reports and information necessary to adhere to the requirements of the Kentucky Board of Education and Kentucky Department of Education including recap listings, Staff Notes, and other correspondence.
- ❖ Other Administrative Duties
  - KHSAA Web Site
    - Responsible for maintaining working knowledge of all content on KHSAA web site.
    - Work with designated support staff member to ensure that all tournament material including participant and manager instructions, is posted on the KHSAA web site in a timely manner.
    - Assist in the identification of additional material to be added to the KHSAA web site.
  - Supervise specific assignments and activities of the high school intern program.
  - Supervise specific assignments and activities of the college intern program.
  - Work with Director of Promotions and Media Relations to help identify venue and corporate partners related to the assigned sports.
  - Assist with group ticket sales
  - Make presentations and solicit input from professional meetings throughout the state including Principals, Superintendents, and Athletic Directors.
  - Attend regional meetings to share current events with member schools.
  - Supervise receipt and disbursement of funds necessary to manage for the assigned sports.
  - Assist with the identification of potential advertisers in state event programs.
  - Assist in editing all KHSAA publications.
  - Review KHSAA Constitution & Bylaws, including those subject to KAR 7:065.
  - Conduct eligibility investigations as requested by the Commissioner.

- Participate in the development of the budget process and periodic budget review, and advise Commissioner and staff on policy issues involved.
- Assist Commissioner and staff on recommendations regarding Association policies and procedures.
- Assist in interpretation and enforcement of Association Constitution, Bylaws, policies and procedures.
- Assist in ongoing review of court decisions, legal opinions, regulations, current statutes, and proposed legislation and regulations at Federal and State level to determine long-range impact on association programs.
- Assist in review of KHSAA Policies & Procedures manual.
- Attend National Federation meetings when feasible according to Association budget and needs in order to better serve these areas.
- Participate as feasible, as a member of National Federation, Kentucky Department of Education, or Board of Control directed committees, Task Forces, and / or Focus Groups.
- Assist with inventory of all KHSAA equipment
- ❖ Other duties as assigned by the Commissioner.

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KENTUCKY HIGH SCHOOL ATHLETIC ASSOCIATION  
POSITION DESCRIPTION  
**ROLAND WILLIAMS**  
ASSISTANT COMMISSIONER

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The Responsibilities and specified assignments for this *ASSISTANT COMMISSIONER* are:

- ❖ Swimming Serve as the association's rules interpreter, including review of film, rules questions, and serving as a liaison between the coaches, officials and the association.
  - Arrange a series of rules clinics for coaches and officials
  - Prepare material for rules clinics for coaches and officials.
  - Align schools where changes become necessary through consolidation, or discontinuance of sport or expiration of alignment.
  - Determine sites for all postseason play at all levels.
  - Prepare and make ready for distribution, all instructions and logistics for the conducting of postseason play
  - Coordinate the administrative tasks for the State Championship to include -- Securing site for the state tournament; Assignment and evaluation of officials; Work as liaison with host site manager and Tournament Managers; Coordinate concessions; Hiring auxiliary officials; Preparing the official tournament program with Director of Promotions and Media Relations; Helping identify advertisers for the program; Oversee expenses for schools, officials, and other personnel
  - Conduct state committee meetings to handle the concerns related to this sport.
- ❖ Soccer
  - Serve as the association's rules interpreter, including review of film, rules questions, and serving as a liaison between the coaches, officials and the association.
  - Arrange a series of rules clinics for coaches and officials
  - Prepare material for rules clinics for coaches and officials.
  - Align schools where changes become necessary through consolidation, or discontinuance of sport or expiration of alignment.
  - Determine sites for all postseason play at all levels.
  - Prepare and make ready for distribution, all instructions and logistics for the conducting of postseason play
  - Coordinate the administrative tasks for the State Championship to include -- Securing site for the state tournament; Assignment and evaluation of officials; Work as liaison with host site manager and Tournament Managers; Coordinate concessions; Hiring auxiliary officials; Preparing the official tournament program with Director of Promotions and Media Relations; Helping identify advertisers for the program; Oversee expenses for schools, officials, and other personnel
  - Conduct state committee meetings to handle the concerns related to this sport.
- ❖ Softball (Slow Pitch and Fast Pitch)
  - Serve as the association's rules interpreter, including review of film, rules questions, and serving as a liaison between the coaches, officials and the association.
  - Arrange a series of rules clinics for coaches and officials
  - Prepare material for rules clinics for coaches and officials.
  - Align schools where changes become necessary through consolidation, or discontinuance of sport or expiration of alignment.
  - Determine sites for all postseason play at all levels.
  - Prepare and make ready for distribution, all instructions and logistics for the conducting of postseason play
  - Coordinate the administrative tasks for the State Championship to include -- Securing site for the state tournament; Assignment and evaluation of officials; Work as liaison with host site manager and Tournament Managers; Coordinate concessions; Hiring auxiliary officials; Preparing the official tournament program with Director of Promotions and Media Relations; Helping identify advertisers for the program; Oversee expenses for schools, officials, and other personnel
  - Conduct state committee meetings to handle the concerns related to this sport.
- ❖ Basketball
  - Assist with the planning of boys' and girls' basketball tournaments along with facilities management
  - Assist with the assignment of advance ticket orders.
  - Assist with staffing and management of state tournament headquarters during boys' and girls' tournament.
- ❖ Other Sports
  - Serve as secondary contact for Cross Country, Golf, Track, Volleyball and Wrestling, performing duties as listed on primary contact job description as necessary.
  - Assist with staffing and management of state football championships as requested.
  - Assist in the administrative tasks for the State Track Meet.
  - Assist as needed in other sanctioned sports.



- ❖ Title IX Education Program Responsibilities
  - Field investigative work and audits as requested by Commissioner to help determine needs and assess compliance standards within member schools in accordance with accepted procedures.
  - Attend all meetings of Title IX Audit Team members.
  - Answer telephone and other inquiries on the Title IX project.
  - Assist with compilation and maintenance of all reports and information necessary to adhere to the requirements of the Kentucky Board of Education and Kentucky Department of Education including recap listings, Staff Notes, and other correspondence.
- ❖ Coaching Education Program
  - Serve as liaison and contact for the National Federation Interscholastic Coaches Education certification program.
- ❖ Medical Symposium
  - Serve as liaison for the member schools as to the tracking and compliance with the required attendance at KHSAA Medical Symposiums.
- ❖ Other Administrative Duties
  - Serve as primary KHSAA liaison with Kentucky High School Athletic Directors and National Federation Interscholastic Athletic Administrators Associations.
  - Assist Direction of Promotions and Media Relations with the National High School Activities Week Promotional Program
  - Assist the Department of Education and The Division of Substance Abuse in the "Target" program when necessary.
  - Be the primary contact to include the development of the "Make the Point" program
  - KHSAA Web Site
    - Responsible for maintaining working knowledge of all content on KHSAA web site.
    - Work with designated support staff member to ensure that all tournament material including participant and manager instructions, is posted on the KHSAA web site in a timely manner.
    - Assist in the identification of additional material to be added to the KHSAA web site.
  - Supervise specific assignments and activities of the high school intern program.
  - Supervise specific assignments and activities of the college intern program.
  - Work with Director of Promotions and Media Relations to help identify venue and corporate partners related to the assigned sports.
  - Assist with the group ticket sales program
  - Make presentations and solicit input from professional meetings throughout the state including Principals, Superintendents, and Athletic Directors.
  - Attend individual regional meetings to share current events with member schools.
  - Supervise receipt and disbursement of funds necessary to manage for the assigned sports.
  - Assist with the identification of potential advertisers in state event programs.
  - Assist in editing all KHSAA publications.
  - Review KHSAA Constitution & Bylaws, including those subject to KAR 7:065.
  - Conduct eligibility investigations as requested by the Commissioner.
  - Participate in the development of the budget process, and advise Commissioner and staff on policy issues involved.
  - Assist Commissioner and staff on recommendations regarding Association policies and procedures.
  - Assist in interpretation and enforcement of Association Constitution, Bylaws, policies and procedures.
  - Assist in ongoing review of court decisions, legal opinions, regulations, current statutes, and proposed legislation and regulations at Federal and State level to determine long-range impact on association programs.
  - Attend National Federation meetings when feasible according to Association budget and needs in order to better serve these areas.
  - Participate as feasible, as a member of National Federation, Kentucky Department of Education, or Board of Control directed committees, Task Forces, and / or Focus Groups.
  - Assist with the inventory of all KHSAA equipment on an Annual Basis
- ❖ Other duties as assigned by the Commissioner.

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KENTUCKY HIGH SCHOOL ATHLETIC ASSOCIATION  
POSITION DESCRIPTION  
**JULIAN TACKETT**  
*ASSISTANT COMMISSIONER*

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The Responsibilities and specified assignments for the *ASSISTANT COMMISSIONER* are:

- ❖ Football
  - Serve as the association's rules interpreter, including review of film, rules questions, and serving as a liaison between the coaches, officials and the association.
  - Arrange a series of rules clinics for coaches and officials
  - Prepare material for rules clinics for coaches and officials.
  - Align schools where changes become necessary through consolidation, or discontinuance of sport or expiration of alignment.
  - Prepare and make ready for distribution, all instructions and logistics for the conducting of postseason play
  - Coordinate assignment of officials for all playoff contests.
  - Coordinate the administrative tasks for the State Championship to include -- Securing site for the state tournament; Distribution of order forms, and filling of advance ticket sales; Assignment and evaluation of officials; Work as liaison with host site manager and Tournament Managers; Coordinate concessions; Hiring auxiliary officials; Preparing the official tournament program with Director of Promotions and Media Relations; Helping identify advertisers for the program; Oversee expenses for schools, officials, and other personnel.
  - Conduct state committee meetings to handle the concerns related to this sport.
- ❖ Basketball
  - Determine sites for all postseason play at all levels.
  - Prepare and make ready for distribution, all instructions and logistics for the conducting of postseason play
  - Coordinate the administrative tasks for the State Championship to include -- Securing site for the state tournament; Assignment and evaluation of officials; Work as liaison with host site manager and Tournament Managers; Coordinate concessions; Hiring auxiliary officials; Preparing the official tournament program with Director of Promotions and Media Relations; Helping identify advertisers for the program; Oversee expenses for schools, officials, and other personnel; managing auxiliary usage areas; handle team lodging assignments; working with Director of Promotions and Media Relations on courtside press row setup.
  - Oversee the business portion of KHSAA Radio Network.
  - Assist with pre-sale of state tournament tickets in all sports
    - Handle Ticket Distribution (Boys and Girls).
    - Compose, proof and order the tickets.
    - Produce ticket order forms, supervise entry, ensure production of all advance listings and items needed to fill orders.
    - Reconcile on site sales with host arenas, arrange for settlement delivery.
  - Assist in staffing tournament headquarters.
- ❖ Baseball
  - Serve as the association's rules interpreter, including review of film, rules questions, and serving as a liaison between the coaches, officials and the association.
  - Arrange a series of rules clinics for coaches and officials
  - Prepare material for rules clinics for coaches and officials.
  - Align schools where changes become necessary through consolidation, or discontinuance of sport or expiration of alignment.
  - Determine sites for all postseason play at all levels.
  - Prepare and make ready for distribution, all instructions and logistics for the conducting of postseason play
  - Coordinate the administrative tasks for the State Championship to include -- Securing site for the state tournament; Assignment and evaluation of officials; Work as liaison with host site manager and Tournament Managers; Coordinate concessions; Hiring auxiliary officials; Preparing the official tournament program with Director of Promotions and Media Relations; Helping identify advertisers for the program; Oversee expenses for schools, officials, and other personnel.
  - Conduct state committee meetings to handle the concerns related to this sport.
- ❖ Cross Country
  - Serve as the association's rules interpreter, including review of film, rules questions, and serving as a liaison between the coaches, officials and the association.
  - Arrange a series of rules clinics for coaches and officials (combined with Track).
  - Prepare material for rules clinics for coaches and officials.
  - Align schools where changes become necessary through consolidation, or discontinuance of sport or expiration of alignment.

- Determine sites for all postseason play at all levels.
- Prepare and make ready for distribution, all instructions and logistics for the conducting of postseason play
- Coordinate the administrative tasks for the State Championship to include -- Securing site for the state tournament; Assignment and evaluation of officials; Work as liaison with host site manager and Tournament Managers; Coordinate concessions; Hiring auxiliary officials; Preparing the official tournament program with Director of Promotions and Media Relations; Helping identify advertisers for the program; Oversee expenses for schools, officials, and other personnel
- Conduct state committee meetings to handle the concerns related to this sport.
- ❖ Wrestling
  - Serve as the association's rules interpreter, including review of film, rules questions, and serving as a liaison between the coaches, officials and the association.
  - Arrange a series of rules clinics for coaches and officials
  - Prepare material for rules clinics for coaches and officials.
  - Align schools where changes become necessary through consolidation, or discontinuance of sport or expiration of alignment.
  - Determine sites for all postseason play at all levels.
  - Prepare and make ready for distribution, all instructions and logistics for the conducting of postseason play
  - Coordinate the administrative tasks for the State Championship to include -- Securing site for the state tournament; Assignment and evaluation of officials; Work as liaison with host site manager and Tournament Managers; Coordinate concessions; Hiring auxiliary officials; Preparing the official tournament program with Director of Promotions and Media Relations; Helping identify advertisers for the program; Oversee expenses for schools, officials, and other personnel
  - Conduct state committee meetings to handle the concerns related to this sport.
- ❖ Track and Field
  - Serve as the association's rules interpreter, including review of film, rules questions, and serving as a liaison between the coaches, officials and the association. (transition from DeVries during 2002-2003)
  - Arrange a series of rules clinics for coaches and officials (combined with Cross Country).
  - Prepare material for rules clinics for coaches and officials.
  - Align schools where changes become necessary through consolidation, or discontinuance of sport or expiration of alignment.
  - Determine sites for all postseason play at all levels.
  - Prepare and make ready for distribution, all instructions and logistics for the conducting of postseason play
  - Coordinate the administrative tasks for the State Championship to include -- Securing site for the state tournament; Assignment and evaluation of officials; Work as liaison with host site manager and Tournament Managers; Coordinate concessions; Hiring auxiliary officials; Preparing the official tournament program with Director of Promotions and Media Relations; Helping identify advertisers for the program; Oversee expenses for schools, officials, and other personnel;
  - Conduct state committee meetings to handle the concerns related to this sport.
- ❖ Other Sports
  - Serve as secondary contact for Basketball Rules and Tennis, performing duties as listed on primary contact job description as necessary.
  - Assist as needed in other sanctioned sports.
- Title IX Education Program Responsibilities
  - Conduct field investigative work and audits as requested by Commissioner to help determine needs and assess compliance standards within member schools in accordance with accepted procedures.
  - Attend all meetings of Title IX Audit Team members.
  - Answer telephone and other inquiries on the Title IX project.
  - Assist with compilation and maintenance of all reports and information necessary to adhere to the requirements of the Kentucky Board of Education and Kentucky Department of Education including recap listings, Staff Notes, and other correspondence.
- ❖ Business Affairs
  - Responsible for maintenance of KHSAA Policies and Procedures Manual.
  - Coordinate production of all KHSAA forms including production of KHSAA Forms Manual.
  - Work with Commissioner and staff on development of an office procedures manual for the execution of office functions including the conducting of the sports championships.
  - Coordinate and supervise KHSAA Physical Plant operations including working with the Physical Plant Director on these needs.
  - Serve as State Association's Business officer.
    - Draft initial budget of receipts and expenditures, and prepare final budget for the Commissioner and Board of Control and include a regular update for the Board of Control and staff.

- First line approval of expenses for basketball and football championships, including workers, team and tournament expenses, prior to submission to Commissioner. Work with other administrators on team and tournament expenses for other championships as requested.
- Work with Office Manager to ensure compliance with audit standards and on Association investment options.
- Under the direction of the Commissioner and with assistance from appropriate assistant commissioner(s), prepare financial reconciliation reports for auditor and Board of Control concerning all state championships.
- Coordinate acquisition and monitoring of KHSAA Catastrophic, General Liability and Directors and Officers Insurance programs.
- Supervise and manage accounting aspects of KHSAA business affairs, including any required adjusting, correcting or auditor-directed entries.
- Set up a computer program for the inventory of office equipment
- Order and determine need for tickets to all KHSAA events.
- Board of Control
  - Ensure that Board of Control meetings are accurately recorded.
  - Facilitate Final Preparation of agenda for Board meetings for Office Manager.
  - Assist Commissioner in preparation of advance and current meeting agenda and topics.
- Computer and technical assistance for office staff
  - Maintenance of all data base files including school data, official data, ticket sales and others as requested.
  - Training and support of users and maintenance of equipment as needed.
  - Maintain the computer system as current relative to the marketplace and applications desired.
  - Make certain that all office equipment is current, operational, and in the best interest of the Association to maintain.
- ❖ Other Administrative Duties
  - Coordinate for review by the Commissioner and Executive Staff the compilation of those sections of the Handbook subject to 702 KAR 7:065 (Constitution, Bylaws, Tournament Rules and Due Process Procedure).
  - Order trophies, medals and ribbons for district, regional and state events in all sports.
  - Responsible for coordinating arrangements and production of material for Annual Meeting of Schools and New Administrators Workshop.
  - Serve as KHSAA liaison to Kentucky Medical Association Committee on Medical Aspects of Sports.
  - Shall coordinate, along with the Director of Promotions and Media Relations, the day-to-day coordination of brick placement in the Court of Support.
  - KHSAA Web Site
    - Responsible for maintaining working knowledge of all content on KHSAA web site.
    - Work with designated support staff member to ensure that all tournament material including participant and manager instructions, is posted on the KHSAA web site in a timely manner.
    - Assist in the identification of additional material to be added to the KHSAA web site.
    - Coordinate technical design for production of site.
    - Assist with maintenance KHSAA Internet site.
    - Assist with technical support and information for publication of web site information.
  - Assist with specific assignments and activities of the high school intern program.
  - Assist with specific assignments and activities of the college intern program.
  - Work with Director of Promotions and Media Relations to help identify venue and corporate partners related to the assigned sports.
  - Make presentations and solicit input from professional meetings throughout the state including Principals, Superintendents, and Athletic Directors.
  - Attend individual regional meetings to share current events with member schools.
  - Supervise receipt and disbursement of funds necessary to manage for the assigned sports.
  - Assist with the identification of potential advertisers in state event programs.
  - Assist in editing all KHSAA publications.
  - Conduct eligibility investigations as requested by the Commissioner.
  - Participate in the development of the budget process, and advise Commissioner and staff on policy issues involved.
  - Assist Commissioner and staff on recommendations regarding Association policies and procedures.
  - Assist in interpretation and enforcement of Association Constitution, Bylaws, policies and procedures.
  - Assist in ongoing review of court decisions, legal opinions, regulations, current statutes, and proposed legislation and regulations at Federal and State level to determine long-range impact on association programs.
  - Attend National Federation meetings when feasible according to Association budget and needs in order to better serve these areas.

- Participate as feasible, as a member of National Federation, Kentucky Department of Education, or Board of Control directed committees, Task Forces, and / or Focus Groups.
- ❖ Other duties as assigned by the Commissioner

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KENTUCKY HIGH SCHOOL ATHLETIC ASSOCIATION  
POSITION DESCRIPTION

**BUTCH COPE**  
*DIRECTOR OF PROMOTIONS AND MEDIA RELATIONS*

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The Responsibilities and specified assignments for the *DIRECTOR OF PROMOTIONS AND MEDIA RELATIONS* are:

- ❖ Sports Information Director
  - Primary Media contact for Association.
    - Responsible for dissemination of information to media on regular basis.
    - Responsible for press credentials for all sports.
    - Responsible for approval and issuance of press credentials to all KHSAA events.
    - Responsible for layout and security of press access areas at all KHSAA events.
    - Maintain mailing list and contact with over 400 outlets in Kentucky and other areas that are interested in Kentucky High School sports.
    - Responsible for the flow of communication from the Kentucky High School Athletic Association to the public via the news media through news releases, and phone and personal contact with representatives of the media.
    - Establish television and radio broadcasting rights fees.
    - Coordinate special media functions and news releases upon request of the Commissioner or Executive Staff.
  - Videotaping/Archives
    - Enforce the Association videotape policy.
    - Recommend the use of personnel to assist in the taping of the events of the Association; and for the production and orders of tapes purchased from prior events by patrons of the Association
    - Take responsibility for the in-house film and video library and maintaining a current list of available items.
    - Maintain records of all Kentucky High School Athletic Association activities including the various sports championships
  - All KHSAA Sports
    - Assist staff in release of tournament information
    - Assist staff in planning areas where able and/or asked to help.
- ❖ Publications
  - All KHSAA Publications
    - Responsible for cover design, layout, content and production of all KHSAA publications.
    - Assist in editing all KHSAA publications.
    - Page layout composition on publications as requested.
  - State Tournament Programs
    - Responsible for the production of all state programs produced by this office, including distribution.
    - Assist in the sales of advertisements in the program.
    - Responsible for page layout including communication with all persons involved in ad sales to ensure commitments are met.
    - Responsible for overseeing production and page proof layout for all state event programs.
  - Specific Programs and Publications
    - Athlete Magazine
      - Coordinate distribution and fulfillment of subscriptions including maintenance of the mailing list.
      - Produce feature articles on request.
    - Handbook
      - Supervise and coordinate production including adherence to deadlines, of the Association Handbook that combines the Constitution, Bylaws, Directory, and Officials Handbook, in conjunction with the other members of the Executive staff.
      - Coordinate the final compilation and production of all sections of the Handbook.
    - Maintain and make ready for production, the Memorandum Calendar of the Association in conjunction with the other members of the Executive staff.
    - Coordinate production of Officials Division Regulations section of KHSAA Policy and Procedure manual for distribution to Assigning Secretaries
- ❖ Corporate Partners
  - Supervise retained Consultant for Corporate Partners ensuring that all aspects of contract are fulfilled. Primary emphasis on professional production of any material distributed by KHSAA and coordinating all fund raising efforts.
  - Serve as contact for KHSAA contract with Ihigh, Inc. to solicit Corporate Partners.
  - Hotel / Motel Contact
    - Responsible for the reservations and confirmations for official KHSAA lodging needs, including Board meetings, tournaments, etc.

- Responsible for reciprocal arrangements with hotels in collaboration with Consultant for Corporate Sponsors.
- Coordinate contracts and obligations to Corporate Sponsors working with Consultant for Corporate Sponsors to ensure compliance.
- Ensure fulfillment of all advertising and event pass/ticket obligations
- Ensure fulfillment of banner and other display advertising commitments.
- ❖ KHSAA Web Site
  - Responsible for maintaining working knowledge of all content on KHSAA web site.
  - Assist in the identification of additional material to be added to the KHSAA web site.
  - Responsible for instruction and demonstration of site to staff.
  - Assist with technical support and information for publication of web site information.
  - Coordinate selection of content and production for site.
  - Coordinate production of content for site in conjunction with Executive Staff.
  - Assist with maintenance KHSAA Internet site.
- ❖ Public Relations
  - Serve as primary public relations officer for Association. Involves speaking, interviews, answering inquiries, serving as buffer to public as well as answering general information questions about the Association and its operations.
  - Prepare correspondence and informational material involved in letters and other communiqué to the member schools and/or officials.
  - Assist Commissioner with public relations activities.
- ❖ Special Programs
  - Hall of Fame
    - Maintain Hall of Fame nominee database and material for Screening and Selection Committee.
    - Keep files and records and coordinate meeting for selection of inductees.
    - Solicit nominations from all public resources and solicit biographical information for worthy candidates.
    - Collect and maintain records, pictures of those selected for induction.
    - Write plaque inscriptions and work with vendor to get plaques delivered.
    - Ensure solicitations of sponsors for each inductee.
    - Select banquet sites and menu and ensure setup of banquet room.
    - Prepare banquet program in conjunction with Commissioner and consultant.
    - Identify and coordinate Master of ceremonies for banquet.
    - Serve as primary liaison with inductees ensuring that the video segments of the induction ceremony are compiled.
    - Ensure that the induction ceremony is archived and made available.
  - KHSAA Sportsmanship Scholarship Program
    - Ensure that information concerning nomination procedures is sent to all schools.
    - Coordinate selection of regional winners.
    - Coordinate state recognition dinner for winners.
  - Hall of Fame Golf Tournament
    - Coordinate Hall of Fame Golf Tournament for member school superintendents, principals and athletic directors, Hall of Fame members, and other invited guests.
    - Ensure receipt of prizes and corporate support including donation of funds for meal for participants.
    - Coordinate invitations to special selected celebrities.
  - Academic All State
    - Responsible for the Academic All State program that recognizes athletes in Kentucky who have maintained a 3.25 g.p.a. while participating high school athletics.
    - Accept responsibility for mailing and maintaining of nominations forms and certificates.
- ❖ Other Assignments
  - Consider for approval, all requests for interstate and foreign game/tournament sanction of contests between the invited/participating states, the KHSAA and the National Federation, including all necessary steps to ensure compliance with National Federation policy.
  - Monitor archive & historical presentation & storage of KHSAA schools, etc.
  - National Federation Activities
    - Coordinate Kentucky State Student Leadership Conference.
    - Coordinate activities related to Kentucky's participation in the NFHS Student Leadership Conference
    - Coordinate along with designated Executive Staff member, the recognition of National High School Activities Week
  - Coordinate sales of advertising for state championship programs.
  - Serve as Association's statistics interpreter for all sports as applicable and requested.
  - Maintain and release weekly individual and team statistics during the sports seasons.
  - Coordinate the acquisition of schedules from member schools in various sports.
  - Serve as primary contact for KHSAA Game Guy Award.

- Coordinate college intern program including application screening and development of a job description and initial assignments.
  - Coordinate high school intern program including application screening and assignment.
  - Make presentations and solicit input from professional meetings throughout the state including Principals, Superintendents, and Athletic Directors.
  - Attend individual regional meetings to share current events with member schools.
  - Assist with the identification of potential advertisers in state event programs.
  - Participate in the development of the budget process, and advise Commissioner and staff on policy issues involved.
  - Assist Commissioner and staff on recommendations regarding Association policies and procedures.
  - Assist in ongoing review of court decisions, legal opinions, regulations, current statutes, and proposed legislation and regulations at Federal and State level to determine long-range impact on association programs.
  - Attend National Federation meetings when feasible according to Association budget and needs in order to better serve these areas.
  - Participate as feasible, as a member of National Federation, Kentucky Department of Education, or Board of Control directed committees, Task Forces, and / or Focus Groups.
  - Assist with group ticket sales for all state events
- ❖ Other duties as assigned by Commissioner or other members of the staff.



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KENTUCKY HIGH SCHOOL ATHLETIC ASSOCIATION

POSITION DESCRIPTION

**DARLENE KOSZENSKI**

OFFICE MANAGER / ADMINISTRATIVE ASSISTANT TO THE COMMISSIONER

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The responsibilities and specified assignments are:

❖ ADMINISTRATIVE ASSISTANT TO THE COMMISSIONER

- Ensure that scheduled deadline dates provided by supervising administrators are followed and that Association material is distributed in a timely fashion.
- Answer and screen Commissioner's telephone calls as requested.
- Arrange conference and other calls as requested.
- Filing as necessary, assist with coordination of office filing and records system.
- Take dictation in shorthand or by machine and transcribe notes on computer or transcribes from voice recordings as requested.
- Final preparation and dissemination of all correspondence for Commissioner.
- Arrange and coordinate Commissioner's travel schedules and reservations as requested.
- Other typing and duties as requested.
- Assist in drafting Policies & Procedures manual upon request.

❖ OFFICE MANAGEMENT/GENERAL OFFICE FUNCTIONS

- Ensure that proper office hours are maintained and operated by the support staff and that all clerical and support staff personnel adhere to the policies of the association regarding leave, office hours and other activity areas.
- Oversee the day-to-day operations of the physical plant functions related to the administrative support staff.
- Develop and implement a relief schedule which ensures that the receptionist station is occupied at any time the office is open, using all members of the support staff.
- Plan office activities and work projects and assigns responsibility projects for carrying out and completion of assignments which are of a "pool" nature and not directly assigned within responsibilities of specific job descriptions.
- Confer with administrative support staff and read staff reports and records to obtain data such as status of on-going work or projects, cases and other pending activities and reports same at regular staff meeting.
- Regularly and systematically evaluate the inventory of supplies on hand including an active examination of the quantities available and order replacement items as necessary. Specific emphasis on such items as copier toner, ribbon, envelopes and other general office supplies wherein a shortage would curtail office production and efficiency. Such maintenance shall be in written format with instructions to all staff on the reordering of depleted supplies.
- Responsible for coordination and assignment of all outgoing mass mailings to ensure proper distribution to all target audiences including schools, officials and the general public.
- Prepare activities report for guidance of Executive staff as needed.
- Prepare agenda and summary minutes of formal actions at all staff meetings.
- Negotiate purchase of office supplies, order and maintain supplies and supervise receiving and shipping confirmations of such items.
- Issues appropriate purchase requisitions and assist with negotiation of contracts for maintenance of office equipment.
- Call for repair service on office machinery and computer equipment as needed and/or requested.
- Coordinate the establishment of uniform correspondence procedures and style practices including font, paper and format selection. Research and develop resources that create timely and efficient workflow.
- Analyze and help organize office operations and procedures such as bookkeeping, preparation of payrolls, personnel, information management, filing systems, requisitioning of supplies and other clerical services to ensure maximum efficiency.
- Review and maintain clerical and personnel records to ensure completeness, accuracy and timeliness.
- Ensure that all leave records are kept accurately and that all leave time for all personnel is properly recorded.
- Prepare report of advance leave requests for dissemination to all staff.
- Ensure proper training of all other administrative support staff with respect to duties that are assigned including all office machinery.
- Coordinate support staff adherence to the approved Records Retention schedule.

❖ OFFICE COMPUTER SYSTEM

- Prepare and analyze all accounting records as described elsewhere in this description through approved software for review by the Commissioner or Executive Staff.

- Ensure staff wide emphasis on communication within the office through electronic mail, other electronic methods and all other traditional communication methods.
  - In dealing with communication, remind all staff as to the need for safe and legal use of the world wide web.
  - Ensure adherence to all office policies regarding the use of the computer system by members of the support staff.
- ❖ **TRANSFER AND APPEALS HEARINGS**
- Enter all Domestic Transfer Form (GE6) and Foreign Student Transfer Forms (GE7) Records, and all other eligibility rulings into centralized database for reference and for submission of reports to Kentucky Board of Education.
  - Distribute all transfer related correspondence.
  - Facilitate all queuing needs for KHSAA eligibility appeals, arriving a minimum of one-half hour before first appeal is scheduled.
  - Coordinate, schedule and facilitate student eligibility hearings in accordance with KRS Chapter 13B and the KHSAA Due Process Procedure.
  - Assist with establishment of standard hearing dates.
  - Prepare and mail all correspondence related to the hearing of eligibility appeals before the Hearing Officer.
  - Coordinate communication with the Hearing Officer and confirmation of schedule and the regular and orderly transfer of information between the Hearing Officer and the Association.
  - Maintain an updated file of all eligibility appeals and assist with providing of this information to legal counsel.
  - Ensure the proper preparation of the Hearing Officer's Finding of Fact Report on each case and its timely distribution.
  - Mail findings to all parties and coordinate all aspects of filings related to exceptions to the findings.
  - Distribute all information concerning eligibility cases to the Board of Control on a regular basis and to the Department of Education as requested.
  - Process all requests submitted to the Association in accordance with Chapter 13B for information regarding an eligibility hearing including the official record and video/audio records.
- ❖ **BOOKKEEPING/ACCOUNTING**
- Under the direction of the designated Executive staff member, perform functions related to the accounting and bookkeeping responsibilities of the Association.
  - Maintain bank accounts and record cash transactions.
  - Reconcile General Fund checking, investment and other secured instruments, Retirement Trust Fund / Accumulated Sick Leave and Building Memorial Fund Raising Accounts.
  - Record all deposits and reconcile bank statements each month.
  - Ensure that deposits are prepared on a not less than weekly basis by each support staff member charged with a particular financial responsibility.
  - Coordinate electronic records of the daily KHSAA bookkeeping functions including Payroll; Accounts Payable; Accounts Receivable with the General Fund, Fund Raising/Museum Development and Retirement/Accrued Sick Leave Trust Fund.
  - Coordinate and routinely report on the Accounts Receivable of the Association including preparation of all invoices to customers for advertising, promotions, special programs and assessment of fines to the membership.
  - Produce periodic reports and accounting requirements such as monthly, quarterly, yearly payroll reports and W-2's.
  - Coordinate relay of information between the office and its outside payroll vendor.
  - Produce necessary documentation for long term debt requirements as requested.
  - Work under direction of designated Executive staff member to ensure proper compliance with auditing standards, accounting rules and proper preparation of requested reports by the Board of Control including assistance as requested with the Association audit and preparation of the budget.
  - Maintain all internal petty cash funds including coke fund, petty cash fund and if applicable, stamp fund.
  - Monitor general association activities to better inform other staff members as to the potential effect of these activities on the Associations budget and financial status as well as being alert for any action which may serve to jeopardize the non-profit status of the Association.
  - Responsible for ensuring that adequate postage is supplied on the machine for normal operations, responsible for replenishing machine when necessary.
- ❖ **BOARD OF CONTROL**
- Assist Commissioner and Executive Staff with compilation of agenda items and support material prior to each meeting.
  - Final duplication and mailing of agenda materials not later than seven to ten days prior to the meeting.

- Coordinate logistics of the Board of Control meetings including housing of Board members, room and amenity arrangements and the scheduling of regular and special sessions.
- Record minutes at full Board of Control meetings and prepare for the Minutes Book within ten days of the completion of the meeting.
- Coordinate timely distribution of the minutes to all necessary parties.
- Maintain permanent file records of all meetings with pertinent materials.
- Coordinate, with assistance from the Executive Staff, the preparation of materials relative to the election of members to the Board of Control including notice of vacancy, receipt and validation of letters of nomination, distribution of ballots and assistance with the certification of results.

❖ GENERAL OFFICE AND OTHER FUNCTIONS

- KHSAA Web Site
  - Responsible for maintaining working knowledge of all content on KHSAA web site.
  - Assist in the identification of additional material to be added to the KHSAA web site.
- Adhere to all finance and accounting standards in the performance of duties related to the finances of the KHSAA. This shall include but not be limited to the proper standards for counting, wrapping, bundling and depositing of cash, check or credit card charges.
- Maintain a satisfactory level of all supplies necessary for nightly deposits during KHSAA events.
- Facilitate specific assignments and activities of the high school intern program.
- Facilitate specific assignments and activities of the college intern program.
- Process all requests submitted to the Association in accordance with the Open Records and/or Open Meetings laws after consultation with appropriate Executive staff members.
- Maintain pre-event "change fund" for each event manager including the start-up money, supplies necessary for counting the proceeds of the event, deposit verification, and other items necessary to ensure an accurate and secure count of patrons.
- Maintain a satisfactory level of all supplies necessary for nightly deposits during KHSAA events.
- Assist with ensuring that nightly deposits are made during events.
- Ensure according with all adopted policies, that accurate ticket records are maintained and balanced for each event.
- Order general admission roll tickets and other supplies to all KHSAA events as requested after taking regular inventory and following Executive staff authorization.
- Monitor main office equipment and advise the appropriate Executive staff member when maintenance or supply orders are necessary.
- Assist with telephone order for all event tickets including boys and girls basketball.
- Assist with proper filing of reference material.
- Assist with mailing of responses to member schools and relevant constituencies.
- Provide editorial assistance with Athlete magazine and event programs as requested.
- Assist with phone answering during intervals when the receptionist station is not staffed or when the demands on the receptionist force additional assistance to be needed.
- Assist with all mass mailings and other projects as requested.
- Assist with all KHSAA events (on-site) as needed and requested including state championship events, Annual Meeting of Schools, Hall of Fame banquet and events, and the Hall of Fame Golf outing. Such assistance may be in the form of ticket sales, media relations tasks, staffing of event headquarters, general event work or other duties as assigned by the staff member supervising the event.
- Other duties as assigned by the Commissioner and/or other personnel with specifically assigned supervisory responsibilities.

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**KENTUCKY HIGH SCHOOL ATHLETIC ASSOCIATION**

GENERAL FUND EXPENSE VOUCHER

2280 EXECUTIVE DRIVE

LEXINGTON, KY 40505

KHSAA Form GE10  
Rev. 9/05

NAME (please print) \_\_\_\_\_

Date: \_\_\_\_\_

PLEASE ATTACH RELEVANT RECEIPTS TO THIS FORM AND ATTACH GE17 FOR DETAIL

| Travel Expenses  | Purpose |   |          | see rates  | Total |
|------------------|---------|---|----------|------------|-------|
|                  |         | # | miles @  | @ \$0.____ |       |
| Gasoline         |         |   |          |            |       |
| Highway Tolls    |         |   |          |            |       |
| Plane Fare       |         |   |          |            |       |
| Car Storage      |         |   |          |            |       |
| Taxi Fare        |         |   |          |            |       |
| Lodging          |         | # | nights @ |            |       |
| Subsistence      |         |   |          |            |       |
| Days             |         | # | days @   | \$ _____   |       |
| Individual Meals |         |   |          |            |       |
| Breakfast        |         | # | meals @  | \$ _____   |       |
| Lunch            |         | # | meals @  | \$ _____   |       |
| Dinner           |         | # | meals @  | \$ _____   |       |
| Telephone        |         |   |          |            |       |
| Other            |         |   |          |            |       |

| Tournament / Meet Reimbursement |                          |  |
|---------------------------------|--------------------------|--|
| Event/Meeting                   |                          |  |
| Official                        | # _____ contests @ _____ |  |
| Tournament Worker               |                          |  |
| Other                           |                          |  |

|                      |  |
|----------------------|--|
| Other (Give Details) |  |
|                      |  |
|                      |  |
| GRAND TOTAL          |  |

## Allowable Reimbursement

|         |                 |         |
|---------|-----------------|---------|
| Mileage | BOC/Exec. Staff | .37     |
|         | Support Staff   | .30     |
| Meals   | Breakfast       | \$7.00  |
|         | Lunch           | \$8.00  |
|         | Dinner          | \$15.00 |

Please contact the Administrative Assistant to the Commissioner for information on reimbursement in a higher subsistence area.

PLEASE PRINT

(SIGNATURE)

(NAME)

(ADDRESS)

(CITY, STATE, ZIP)

(SOCIAL SECURITY NUMBER, IF APPLICABLE)



**KENTUCKY HIGH SCHOOL ATHLETIC ASSOCIATION**  
**GENERAL FUND EXPENSE VOUCHER CONTINUATION**  
 2280 EXECUTIVE DRIVE - LEXINGTON, KY 40505  
 (ATTACH TO FORM GE10 WHEN SUBMITTED)

KHSAA Form GE17  
Rev. 4/03

| MO          | DAY | LOCATION AND PURPOSE | MILEAGE | TOLLS | PARKING |   | MEALS |
|-------------|-----|----------------------|---------|-------|---------|---|-------|
|             |     |                      |         |       |         | B |       |
|             |     |                      |         |       |         | L |       |
|             |     |                      |         |       |         | D |       |
| MO          | DAY | LOCATION AND PURPOSE | MILEAGE | TOLLS | PARKING |   | MEALS |
|             |     |                      |         |       |         | B |       |
|             |     |                      |         |       |         | L |       |
|             |     |                      |         |       |         | D |       |
| MO          | DAY | LOCATION AND PURPOSE | MILEAGE | TOLLS | PARKING |   | MEALS |
|             |     |                      |         |       |         | B |       |
|             |     |                      |         |       |         | L |       |
|             |     |                      |         |       |         | D |       |
| MO          | DAY | LOCATION AND PURPOSE | MILEAGE | TOLLS | PARKING |   | MEALS |
|             |     |                      |         |       |         | B |       |
|             |     |                      |         |       |         | L |       |
|             |     |                      |         |       |         | D |       |
| MO          | DAY | LOCATION AND PURPOSE | MILEAGE | TOLLS | PARKING |   | MEALS |
|             |     |                      |         |       |         | B |       |
|             |     |                      |         |       |         | L |       |
|             |     |                      |         |       |         | D |       |
| MO          | DAY | LOCATION AND PURPOSE | MILEAGE | TOLLS | PARKING |   | MEALS |
|             |     |                      |         |       |         | B |       |
|             |     |                      |         |       |         | L |       |
|             |     |                      |         |       |         | D |       |
| MO          | DAY | LOCATION AND PURPOSE | MILEAGE | TOLLS | PARKING |   | MEALS |
|             |     |                      |         |       |         | B |       |
|             |     |                      |         |       |         | L |       |
|             |     |                      |         |       |         | D |       |
| MO          | DAY | LOCATION AND PURPOSE | MILEAGE | TOLLS | PARKING |   | MEALS |
|             |     |                      |         |       |         | B |       |
|             |     |                      |         |       |         | L |       |
|             |     |                      |         |       |         | D |       |
| MO          | DAY | LOCATION AND PURPOSE | MILEAGE | TOLLS | PARKING |   | MEALS |
|             |     |                      |         |       |         | B |       |
|             |     |                      |         |       |         | L |       |
|             |     |                      |         |       |         | D |       |
| MO          | DAY | LOCATION AND PURPOSE | MILEAGE | TOLLS | PARKING |   | MEALS |
|             |     |                      |         |       |         | B |       |
|             |     |                      |         |       |         | L |       |
|             |     |                      |         |       |         | D |       |
| MO          | DAY | LOCATION AND PURPOSE | MILEAGE | TOLLS | PARKING |   | MEALS |
|             |     |                      |         |       |         | B |       |
|             |     |                      |         |       |         | L |       |
|             |     |                      |         |       |         | D |       |
| MO          | DAY | LOCATION AND PURPOSE | MILEAGE | TOLLS | PARKING |   | MEALS |
|             |     |                      |         |       |         | B |       |
|             |     |                      |         |       |         | L |       |
|             |     |                      |         |       |         | D |       |
| PAGE TOTALS |     |                      | MILEAGE | TOLLS | PARKING |   | MEALS |
|             |     |                      |         |       |         | B |       |
|             |     |                      |         |       |         | L |       |
|             |     |                      |         |       |         | D |       |



**KENTUCKY HIGH SCHOOL ATHLETIC ASSOCIATION**  
**APPLICATION FOR RENEWAL OF MEMBERSHIP**  
**2006-2007 ACADEMIC SCHOOL YEAR**

KHSAA Form GE01  
Rev. 4/06

\_\_\_\_\_  
(Name of school) High School, located in \_\_\_\_\_ Kentucky,  
(City)

By signing this application on behalf of this school, I acknowledge that the local Board of Education and/or Site Based Decision Making Body has given the undersigned Principal authorization to apply for renewal of membership in the Kentucky High School Athletic Association ("KHSAA") for the 2006-2007 Academic School Year.

I further acknowledge that this school is a voluntary member of the KHSAA and is in compliance with all KHSAA Bylaws.

I further acknowledge that I have read, understood and agree to abide by the KHSAA Constitution, Bylaws, Tournament Rules and Due Process Procedure as now enacted or later amended.

I further acknowledge that this school will abide by any and all of the rulings of the Commissioner, Assistant Commissioners, Hearing Officer and Board of Control.

I further acknowledge that this school will self-report all violations of any KHSAA Bylaw, rule or regulation, and any ruling by the KHSAA and its Commissioner, Assistant Commissioners, Hearing Officer and Board of Control.

I further acknowledge that, to the fullest extent of law, this school knowingly, intelligently and with sufficient awareness of the relevant circumstances and likely consequences hereby waives any and all state and federal constitutional rights with respect to any action taken by the KHSAA and its Commissioner, Assistant Commissioners, Hearing Officer and Board of Control relating to interscholastic athletics in Kentucky.

I further acknowledge that, under KHSAA Bylaw 33 and the KHSAA's interpretations thereof, the KHSAA may impose penalties including, but not limited to, forfeit, warning, reprimand, probation, suspension, restitution and payment of a fine, against this school for violation of any KHSAA Bylaw, rule or regulation.

I further acknowledge that this school will comply with the principles of institutional control as defined by KHSAA Bylaw 33 and the KHSAA's interpretations thereof.

I further acknowledge that the KHSAA may impose restitutionary penalties including, but not limited to, forfeit, warning, reprimand, probation, suspension and payment of a fine, against this school if an ineligible student-athlete participates under a subsequently-vacated court order, even if that court order requires this school to allow the student-athlete to participate.

I further acknowledge that the KHSAA may toll a period of ineligibility after the anticipated expiration date in an amount of time equal to the time the student-athlete participated while ineligible.

I further acknowledge that the venue for any legal action brought on behalf of this school against the KHSAA and/or any of its officials including, but not limited to, its Commissioner, Assistant Commissioners, Hearing Officer and Board of Control members shall be in Fayette County, Kentucky.

*I have read and understood the provisions of page one of the membership application.*

\_\_\_\_\_  
Principal Name                      Principal Signature                      (Date)



**KENTUCKY HIGH SCHOOL ATHLETIC ASSOCIATION**  
**APPLICATION FOR RENEWAL OF MEMBERSHIP**  
**2006-2007 ACADEMIC SCHOOL YEAR**

KHSAA Form GE01  
Rev. 4/06

I further acknowledge that this school will comply in a timely manner with any and all requests by the KHSAA and its officials for information and reports.

I further acknowledge that all records of the school, both financial and otherwise, are open and available for inspection by the KHSAA and its officials.

I further acknowledge 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.

I further acknowledge 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.

I further acknowledge 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.

I further acknowledge 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.

In compliance with KHSAA Bylaw 5, I acknowledge that this school will perform its weekly grade check on (check one):

☐ Monday    ☐ Tuesday    ☐ Wednesday    ☐ Thursday    ☐ Friday

of each week for the subsequent seven day period, 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.

In compliance with KHSAA Bylaw 10, I acknowledge that this school's records are available for inspection and that this school has the financial aid need analysis for its student-athletes performed by the following agency (check one):

- ☐ FACTS Grant in Aid Assessment (Lincoln, NE)
- ☐ Financial Aid Independent Review (Rosemount, MN)
- ☐ Family Financial Needs Assessment (Hernando, MS)
- ☐ Private School Aid Service (Lakewood, OH)
- ☐ School and Student Service for Financial Aid (Princeton, NJ)
- ☐ Tuition Aid Data Services (St. Paul, MN)
- ☐ N/A (School does not award financial aid)

In Witness Whereof, the undersigned has caused this application to be submitted on behalf of this school.

\_\_\_\_\_  
Principal Name

\_\_\_\_\_  
Principal Signature

\_\_\_\_\_  
(Date)





**KENTUCKY HIGH SCHOOL ATHLETIC ASSOCIATION**  
**APPLICATION FOR RENEWAL OF MEMBERSHIP**  
**2006-2007 ACADEMIC SCHOOL YEAR**

KHSAA Form GE01  
Rev. 4/06

\_\_\_\_\_, High School, located in \_\_\_\_\_, Kentucky,  
(Name of school) (City)

By signing this application on behalf of this school, I acknowledge that the local Board of Education and/or Site Based Decision Making Body has given the undersigned Principal authorization to apply for renewal of membership in the Kentucky High School Athletic Association ("KHSAA") for the 2006-2007 Academic School Year.

I further acknowledge that this school is a voluntary member of the KHSAA and is in compliance with all KHSAA Bylaws.

I further acknowledge that I have read, understood and agree to abide by the KHSAA Constitution, Bylaws, Tournament Rules and Due Process Procedure as now enacted or later amended.

I further acknowledge that this school will abide by any and all of the rulings of the Commissioner, Assistant Commissioners, Hearing Officer and Board of Control.

I further acknowledge that this school will self-report all violations of any KHSAA Bylaw, rule or regulation, and any ruling by the KHSAA and its Commissioner, Assistant Commissioners, Hearing Officer and Board of Control.

I further acknowledge that, to the fullest extent of law, this school knowingly, intelligently and with sufficient awareness of the relevant circumstances and likely consequences hereby waives any and all state and federal constitutional rights with respect to any action taken by the KHSAA and its Commissioner, Assistant Commissioners, Hearing Officer and Board of Control relating to interscholastic athletics in Kentucky.

I further acknowledge that, under KHSAA Bylaw 33 and the KHSAA's interpretations thereof, the KHSAA may impose penalties including, but not limited to, forfeit, warning, reprimand, probation, suspension, restitution and payment of a fine, against this school for violation of any KHSAA Bylaw, rule or regulation.

I further acknowledge that this school will comply with the principles of institutional control as defined by KHSAA Bylaw 33 and the KHSAA's interpretations thereof.

I further acknowledge that the KHSAA may impose restitutionary penalties including, but not limited to, forfeit, warning, reprimand, probation, suspension and payment of a fine, against this school if an ineligible student-athlete participates under a subsequently-vacated court order, even if that court order requires this school to allow the student-athlete to participate.

I further acknowledge that the KHSAA may toll a period of ineligibility after the anticipated expiration date in an amount of time equal to the time the student-athlete participated while ineligible.

I further acknowledge that the venue for any legal action brought on behalf of this school against the KHSAA and/or any of its officials including, but not limited to, its Commissioner, Assistant Commissioners, Hearing Officer and Board of Control members shall be in Fayette County, Kentucky.

*I have read and understood the provisions of page one of the membership application.*

\_\_\_\_\_  
Principal Name

\_\_\_\_\_  
Principal Signature

\_\_\_\_\_  
(Date)



**KENTUCKY HIGH SCHOOL ATHLETIC ASSOCIATION**  
**APPLICATION FOR RENEWAL OF MEMBERSHIP**  
**2006-2007 ACADEMIC SCHOOL YEAR**

KHSAA Form GE01  
Rev. 4/06

I further acknowledge that this school will comply in a timely manner with any and all requests by the KHSAA and its officials for information and reports.

I further acknowledge that all records of the school, both financial and otherwise, are open and available for inspection by the KHSAA and its officials.

I further acknowledge 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.

I further acknowledge 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.

I further acknowledge 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.

I further acknowledge 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.

In compliance with KHSAA Bylaw 5, I acknowledge that this school will perform its weekly grade check on (check one):

☐ Monday    ☐ Tuesday    ☐ Wednesday    ☐ Thursday    ☐ Friday

of each week for the subsequent seven day period, 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.

In compliance with KHSAA Bylaw 10, I acknowledge that this school's records are available for inspection and that this school has the financial aid need analysis for its student-athletes performed by the following agency (check one):

- ☐ FACTS Grant in Aid Assessment (Lincoln, NE)
- ☐ Financial Aid Independent Review (Rosemount, MN)
- ☐ Family Financial Needs Assessment (Hernando, MS)
- ☐ Private School Aid Service (Lakewood, OH)
- ☐ School and Student Service for Financial Aid (Princeton, NJ)
- ☐ Tuition Aid Data Services (St. Paul, MN)
- ☐ N/A (School does not award financial aid)

In Witness Whereof, the undersigned has caused this application to be submitted on behalf of this school.

\_\_\_\_\_  
Principal Name

\_\_\_\_\_  
Principal Signature

\_\_\_\_\_  
(Date)



# KENTUCKY HIGH SCHOOL ATHLETIC ASSOCIATION APPLICATION FOR NEW MEMBERSHIP

KHSAA Form GE02  
Rev. 4/06

## PAGE TWO - IMPORTANT NOTIFICATIONS AND CERTIFICATIONS

By signing this application on behalf of this school, I acknowledge that the local Board of Education and/or Site Based Decision Making Body has given the undersigned Principal authorization to apply for renewal of membership in the Kentucky High School Athletic Association ("KHSAA") for the 2006-2007 Academic School Year.

I further acknowledge that this school is a voluntary member of the KHSAA and is in compliance with all KHSAA Bylaws.

I further acknowledge that I have read, understood and agree to abide by the KHSAA Constitution, Bylaws, Tournament Rules and Due Process Procedure as now enacted or later amended.

I further acknowledge that this school will abide by any and all of the rulings of the Commissioner, Assistant Commissioners, Hearing Officer and Board of Control.

I further acknowledge that this school will self-report all violations of any KHSAA Bylaw, rule or regulation, and any ruling by the KHSAA and its Commissioner, Assistant Commissioners, Hearing Officer and Board of Control.

I further acknowledge that, to the fullest extent of law, this school knowingly, intelligently and with sufficient awareness of the relevant circumstances and likely consequences hereby waives any and all state and federal constitutional rights with respect to any action taken by the KHSAA and its Commissioner, Assistant Commissioners, Hearing Officer and Board of Control.

I further acknowledge that, under KHSAA Bylaw 33 and the KHSAA's interpretations thereof, the KHSAA may impose penalties including, but not limited to, forfeit, warning, reprimand, probation, suspension, restitution and payment of a fine, against this school for violation of any KHSAA Bylaw, rule or regulation.

I further acknowledge that this school will comply with the principles of institutional control as defined by KHSAA Bylaw 33 and the KHSAA's interpretations thereof.

I further acknowledge that the KHSAA may impose restitutionary penalties including, but not limited to, forfeit, warning, reprimand, probation, suspension and payment of a fine, against this school if an ineligible student-athlete participates under a subsequently-vacated court order, even if that court order requires this school to allow the student-athlete to participate.

I further acknowledge that the KHSAA may toll a period of ineligibility after the anticipated expiration date in an amount of time equal to the time the student-athlete participated while ineligible.

I further acknowledge that the venue for any legal action brought on behalf of this school against the KHSAA and/or any of its officials including, but not limited to, its Commissioner, Assistant Commissioners, Hearing Officer and Board of Control members shall be in Fayette County, Kentucky.

I further acknowledge that this school will comply in a timely manner with any and all requests by the KHSAA and its officials for information and reports.

I further acknowledge that all records of the school, both financial and otherwise, are open and available for inspection by the KHSAA and its officials.

I further acknowledge 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.

I further acknowledge 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.

I further acknowledge 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.

I further acknowledge 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.

In compliance with KHSAA Bylaw 5, I acknowledge that this school will perform its weekly grade check on (check one):

☐ Monday      ☐ Tuesday      ☐ Wednesday      ☐ Thursday      ☐ Friday  
of each week for the subsequent seven day period, 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.

In compliance with KHSAA Bylaw 10, I acknowledge that this school's records are available for inspection and that this school has the financial aid need analysis for its student-athletes performed by the following agency (check one):

- ☐ FACTS Grant in Aid Assessment (Lincoln, NE)
- ☐ Financial Aid Independent Review (Rosemount, MN)
- ☐ Family Financial Needs Assessment (Hemando, MS)
- ☐ Private School Aid Service (Lakewood, OH)
- ☐ School and Student Service for Financial Aid (Princeton, NJ)
- ☐ Tuition Aid Data Services (St. Paul, MN)
- ☐ N/A (School does not award financial aid)

In Witness Whereof, the undersigned has caused this application to be submitted on behalf of this school.

Principal Name

Principal Signature

(Date)



# KENTUCKY HIGH SCHOOL ATHLETIC ASSOCIATION APPLICATION FOR NEW MEMBERSHIP

KHSAA Form GE02  
Rev. 4/06

## PAGE ONE - BACKGROUND INFORMATION AND INFORMATION

### SCHOOL BACKGROUND INFORMATION

|                               |
|-------------------------------|
| School Name                   |
| Mailing Address               |
| Street Address (if different) |
| City, Zip -                   |
| Main Phone -                  |
| Athletic Department Phone -   |
| Fax Machine Phone -           |

### SUPERINTENDENT INFORMATION

|                   |
|-------------------|
| Name -            |
| School System -   |
| Mailing Address - |
| City/Zip -        |
| Email:            |
| Business Phone -  |
| Fax Phone -       |

### PRINCIPAL INFORMATION

|                   |
|-------------------|
| Name -            |
| Email:            |
| Business Phone -  |
| Residence Phone - |
| Email Address:    |

### ATHLETIC DIRECTOR INFORMATION

|                   |
|-------------------|
| Name -            |
| Email:            |
| Business Phone -  |
| Residence Phone - |
| Email Address:    |

### DESIGNATED REPRESENTATIVE INFORMATION

|            |
|------------|
| Name -     |
| Position - |
| Email:     |

### OTHER IMPORTANT INFORMATION

|                           |
|---------------------------|
| Counselor Name -          |
| Email:                    |
| Cheerleading Coach -      |
| Email:                    |
| Certified Trainer Name -  |
| Email:                    |
| Certified Trainer Phone - |

### MISCELLANEOUS INFORMATION

|                   |
|-------------------|
| School Colors -   |
| Boys' Nickname -  |
| Girls' Nickname - |

### PRIOR YEAR ENROLLMENT INFORMATION

|       | 9 | 10 | 11 | 12 | SpEd | Ttl |
|-------|---|----|----|----|------|-----|
| Boys  |   |    |    |    |      |     |
| Girls |   |    |    |    |      |     |

### TEAM AND COACHING INFORMATION

Please indicate the KHSAA sanctioned sports in which you will sponsor a team for your first year of membership. If the coach's name is unknown, leave blank, and notify the KHSAA as soon as the vacancy is filled.

Each person employed as a Head Coach must comply with Bylaw 27, including but not limited to -

- A member of the faculty or an approved non-faculty coach with a minimum of 64 college credit hours;
- Must complete the Kentucky Coaches Education program within one year of first hire as a coach, or be ineligible for reemployment as a coach,
- Be currently certified in CPR and maintain current certification, and
- Must attend a Medical Symposium on a bi-annual basis.

| "X" if have team | SPORT                 | COACH NAME |
|------------------|-----------------------|------------|
|                  | Baseball              |            |
|                  | Basketball (Boys)     |            |
|                  | Basketball (Girls)    |            |
|                  | Cross Country (Boys)  |            |
|                  | Cross Country (Girls) |            |
|                  | Football              |            |
|                  | Golf (Boys)           |            |
|                  | Golf (Girls)          |            |
|                  | Soccer (Boys)         |            |
|                  | Soccer (Girls Fall)   |            |
|                  | Softball (Fast Pitch) |            |
|                  | Softball (Slow Pitch) |            |
|                  | Swimming              |            |
|                  | Tennis (Boys)         |            |
|                  | Tennis (Girls)        |            |
|                  | Track (Boys)          |            |
|                  | Track (Girls)         |            |
|                  | Volleyball            |            |
|                  | Wrestling             |            |

|                   |  |
|-------------------|--|
| Stadium Name:     |  |
| Stadium Capacity: |  |
| Gym. Name:        |  |
| Gym Capacity:     |  |

### DUES STRUCTURE FOR MEMBERSHIP

Members of the KHSAA pay a fee based on enrollment totals in grades 9-12. The current dues structure is as follows -

- 0-400 students - \$800 per year
- 401-610 students - \$1,000 per year
- 611-899 students - \$1,200 per year
- Over 899 students - \$1,400 per year



**KENTUCKY HIGH SCHOOL ATHLETIC ASSOCIATION  
ANNUAL INTERSCHOLASTIC ATHLETICS PARTICIPATION LIST**

KHSAA Form GE03  
Instructions  
Rev. 04/06

**INSTRUCTIONS AND GUIDELINES**

1. This important form is turned in annually by the member schools of the KHSAA. This form serves several purposes –
  - a. This form identifies those students who are insured under the KHSAA Catastrophic Insurance Plan.
  - b. This form totals the number of participants in the Association for purposes of determining the rate and benefit structure for KHSAA insurance provisions.
  - c. This form is the binding verification as to whether or not a student has played in varsity athletics at a member school.
2. It is imperative that you file this Annual Participation List with the KHSAA prior to your last day of school and June 30 at the latest. Failure to do so could result in sanctions and/or penalties against the school athletic program and may result in students not being covered by this important insurance policy.
3. Each school is required to maintain a participation list of all athletes who play in a KHSAA sanctioned sport, as well as maintaining this list to include cheerleading.
4. Each coach should be consulted to ensure the accuracy of the varsity/non-varsity designation, as this is critical should the student athlete change schools during his/her high school career.
5. Each athlete should be listed only once. It may be necessary to consolidate lists for several coaches into one list. **DO NOT DOUBLE LIST AN ATHLETE AND DO NOT SUBMIT SEPARATE LISTS PER SPORT.**
6. Electronically prepared listings may substitute for this form, provided all the necessary information is present.

**SPECIFIC INSTRUCTIONS**

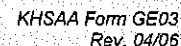
- ❖ Column 1 – List the student's first and last name. This may be last name first, or first name first, but should be consistent on all pages.
- ❖ Column 2 – List the student's birth date.
- ❖ Column 3 – List the student's gender.
- ❖ Column 4 – List the student's year in school. This should be in the form of 9, 10, 11 or 12, not the number of semesters or Freshman, Sophomore, Junior, Senior.
- ❖ Column 5 – List the student's year of first **promotion** from grade eight. In other words, what was the eighth grade year that started their Bylaw 4 count of semesters / years. (i.e. a student was in grade 8 in 2002-2003 and then in grade 9 in 2003-2004, enter 2002-2003 in this box)
- ❖ Column 6 – Place an "X" in this column if this student is enrolled in grades 9-12 and has participated in at least one varsity contest in any sport after enrolling in grade nine (do not mark if the student played in no contests, but participated in scrimmages) at any level grade 9-12. Place a "C" in this column if the student's sole participation is in cheerleading at any level grade 9-12 and the student did not play in a KHSAA sport.

*If you have a student-athlete who has participated at the varsity level in some sports, and the non-varsity level in others, only check column 6.*

- ❖ Column 7 – Place an "X" in this column if this student is enrolled in grades 9-12 and has not participated in at least one varsity contest in any sport since enrolling in grade nine.
- ❖ Column 8 – Place an "X" in this column if this student is enrolled below grade 9 and has participated in at least one varsity contest in any sport at any time for this school.

**FINAL COMPILATION**

1. On each page, count the total number of columns with an entry in columns 6, 7, 8 and 9 and enter column totals at the bottom of the page. (There are twenty (20) blank lines per page)
2. On the top page (or on a blank form if this attaches to an electronic printout), enter the sum totals of the columns (add all column 6 page totals together and enter the total on blank C, column 7 goes in D, column 8 goes in E and column 9 goes in F)



E. Total below Grade 9 (grand total of column 8 of all pages)

Date \_\_\_\_\_

KENTUCKY HIGH SCHOOL ATHLETIC ASSOCIATION

2280 Executive Drive, Lexington, Kentucky 40505  
Athletic Participation/Physical Examination Form/Consent and Release

PART I - ATHLETE INFORMATION

(This part must be completed by the student)



Name (Last, First, Initial) \_\_\_\_\_  
Home Address (Street, City, State, Zip) \_\_\_\_\_  
Date of Birth: \_\_\_\_\_ Birth Place (County, State): \_\_\_\_\_  
Attendance History: \_\_\_\_\_ School Year \_\_\_\_\_  
School Year \_\_\_\_\_

| Grade | School Name | School Year | Varsity Play - (Yes/No)? |
|-------|-------------|-------------|--------------------------|
| 9     |             |             |                          |
| 10    |             |             |                          |
| 11    |             |             |                          |
| 12    |             |             |                          |

I am planning to participate in the following (circle all you might try to play):

- Baseball Cross Country Golf Softball Tennis Volleyball  
Basketball Football Soccer Swimming Track Wrestling  
Cheerleading Field Hockey Other: \_\_\_\_\_

PART II - MEDICAL HISTORY

This part must be completed by parent and student and presented to the authorized health care provider before the physical.

CHECK THE APPROPRIATE RESPONSE TO EACH ITEM:

- |                                                                                                                             |                              |                             |
|-----------------------------------------------------------------------------------------------------------------------------|------------------------------|-----------------------------|
| 1. Have you ever been hospitalized?                                                                                         | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| 2. Have you ever had surgery of any kind (e.g., tonsillectomy)?                                                             | <input type="checkbox"/>     | <input type="checkbox"/>    |
| 3. Are you presently taking any medications or pills?                                                                       | <input type="checkbox"/>     | <input type="checkbox"/>    |
| 4. Do you have any allergies (medicine, bees, or other insects)?                                                            | <input type="checkbox"/>     | <input type="checkbox"/>    |
| 5. Have you ever passed out during exercise?                                                                                | <input type="checkbox"/>     | <input type="checkbox"/>    |
| 6. Have you ever been dizzy during or after exercise?                                                                       | <input type="checkbox"/>     | <input type="checkbox"/>    |
| 7. Have you ever had chest pain during or after exercise?                                                                   | <input type="checkbox"/>     | <input type="checkbox"/>    |
| 8. Have you ever had high blood pressure?                                                                                   | <input type="checkbox"/>     | <input type="checkbox"/>    |
| 9. Have you ever been told you have a heart murmur?                                                                         | <input type="checkbox"/>     | <input type="checkbox"/>    |
| 10. Have you ever had racing of your heart?                                                                                 | <input type="checkbox"/>     | <input type="checkbox"/>    |
| 11. Has anyone in your family died of heart problems before 50?                                                             | <input type="checkbox"/>     | <input type="checkbox"/>    |
| 12. Do you have any skin problems? (itching, rashes, acne)                                                                  | <input type="checkbox"/>     | <input type="checkbox"/>    |
| 13. Have you ever had a head injury?                                                                                        | <input type="checkbox"/>     | <input type="checkbox"/>    |
| 14. Have you ever been knocked out or unconscious?                                                                          | <input type="checkbox"/>     | <input type="checkbox"/>    |
| 15. Have you ever had a seizure or suffer from epilepsy?                                                                    | <input type="checkbox"/>     | <input type="checkbox"/>    |
| 16. Have you ever had a stinger, burner or pinched nerve?                                                                   | <input type="checkbox"/>     | <input type="checkbox"/>    |
| 17. Have you ever had heat related problems?                                                                                | <input type="checkbox"/>     | <input type="checkbox"/>    |
| 18. Have you ever been dizzy or passed out in the heat?                                                                     | <input type="checkbox"/>     | <input type="checkbox"/>    |
| 19. Do you cough heavily, or breathe heavily during activity?                                                               | <input type="checkbox"/>     | <input type="checkbox"/>    |
| 20. Do you use any special equipment (e.g., knee brace)?                                                                    | <input type="checkbox"/>     | <input type="checkbox"/>    |
| 21. Have you had any problems with your eyes or vision?                                                                     | <input type="checkbox"/>     | <input type="checkbox"/>    |
| 22. Have you ever sprained/strained, dislocated, fractured, broken or had repeated swelling or other injuries of any bones? | <input type="checkbox"/>     | <input type="checkbox"/>    |
| 23. Are you missing one of any paired organs (e.g., eyes)?                                                                  | <input type="checkbox"/>     | <input type="checkbox"/>    |
| 24. Have you ever been diagnosed with any form of asthma?                                                                   | <input type="checkbox"/>     | <input type="checkbox"/>    |
| 25. Are you using an inhaler for asthma?                                                                                    | <input type="checkbox"/>     | <input type="checkbox"/>    |
| 26. Are you diabetic?                                                                                                       | <input type="checkbox"/>     | <input type="checkbox"/>    |
| 27. Do you administer insulin to yourself?                                                                                  | <input type="checkbox"/>     | <input type="checkbox"/>    |
| 28. Are you presently using tobacco in any form?                                                                            | <input type="checkbox"/>     | <input type="checkbox"/>    |
| 29. Do you have a history of sickle-cell anemia in your family?                                                             | <input type="checkbox"/>     | <input type="checkbox"/>    |
| 30. Have you had any other medical problems?                                                                                | <input type="checkbox"/>     | <input type="checkbox"/>    |
| 31. Have you had a medical problem or injury within the last year?                                                          | <input type="checkbox"/>     | <input type="checkbox"/>    |
| 32. Can you swim?                                                                                                           | <input type="checkbox"/>     | <input type="checkbox"/>    |
| 33. When was your last tetanus shot?                                                                                        | _____                        |                             |

Please explain any YES answers from questions 1-31.

PART III - PHYSICAL EXAMINATION

This part must be completed by the authorized health care provider named in Bylaw 2.

NAME: \_\_\_\_\_ SEX: \_\_\_\_\_  
SCHOOL: \_\_\_\_\_ GRADE: \_\_\_\_\_  
HEIGHT: \_\_\_\_\_ WEIGHT: \_\_\_\_\_ BP: \_\_\_\_\_ PULSE: \_\_\_\_\_  
VISION: R-20/ \_\_\_\_\_ L-20/ \_\_\_\_\_ BOTH-20/ \_\_\_\_\_ CORRECTED? Y/N \_\_\_\_\_

|                            | Normal | Abnormal | Comment |
|----------------------------|--------|----------|---------|
| HEART                      |        |          |         |
| Rhythm (Regular/irregular) |        |          |         |
| Murmur (supine)            |        |          |         |
| Murmur (standing)          |        |          |         |
| ENT                        |        |          |         |
| Lungs                      |        |          |         |
| Skin                       |        |          |         |
| Abdominal                  |        |          |         |
| Genitalia                  |        |          |         |
| Musculoskeletal            |        |          |         |
| Neck                       |        |          |         |
| Shoulder                   |        |          |         |
| Elbow                      |        |          |         |
| Wrist                      |        |          |         |
| Hand                       |        |          |         |
| Back                       |        |          |         |
| Knee                       |        |          |         |
| Ankle                      |        |          |         |
| Foot                       |        |          |         |
| Dental                     |        |          |         |
| Other                      |        |          |         |

After having reviewed the data above and the student's medical history, I make the following recommendations on participation in athletics:

1. Cleared
  2. Cleared after additional evaluation for \_\_\_\_\_
  3. Restricted from participating in the sports of \_\_\_\_\_
  4. Cleared only to participate in the sports of \_\_\_\_\_
- Recommendations/Restriction (attach additional if necessary) \_\_\_\_\_

In accordance with KHSAA Bylaws, I have examined the physical condition of the student and find the said student to be physically fit to practice for and participate in interscholastic athletic contests.

Authorized Signature \_\_\_\_\_ Date \_\_\_\_\_  
Authorized Provider's Name (please print) \_\_\_\_\_  
Address \_\_\_\_\_ Phone \_\_\_\_\_  
City, State, Zip \_\_\_\_\_  
Date \_\_\_\_\_  
This Physical Examination is valid for one year from date administered.



**PART IV - EMERGENCY PERMISSION FORM**

(This part must be completed by student and custodial parent / guardian)

STUDENT NAME \_\_\_\_\_  
 SOC. SEC. NO. \_\_\_\_\_  
 ADDRESS \_\_\_\_\_  
 CITY/STATE/ZIP \_\_\_\_\_  
 SCHOOL \_\_\_\_\_  
 BIRTH DATE \_\_\_\_\_  
 PHONE \_\_\_\_\_

**PERSON TO CONTACT IN CASE OF MEDICAL EMERGENCY:**

NAME \_\_\_\_\_  
 RELATION \_\_\_\_\_  
 ADDRESS \_\_\_\_\_  
 CITY/STATE/ZIP \_\_\_\_\_  
 DAYTIME PHONE \_\_\_\_\_  
 EVENING PHONE \_\_\_\_\_

Please list any health problems/concerns your child may have, including allergies (medications / others) and any medications presently being used: \_\_\_\_\_

*Students desiring to participate in Wrestling must also complete KHSAA Form WR101 and required attachments between October 15 and the first contest.*

*This form must be reproduced to travel with respective athlete.*

**PART V – CONSENT TO PARTICIPATE, ACKNOWLEDGMENT OF RISK, ACKNOWLEDGEMENT OF ELIGIBILITY RULES, LIABILITY WAIVER AND CONSENT AND RELEASE**

*The student and parent/guardian must read this statement carefully. This form must be completed before the student participates thereafter including try out for practice and/or compete in interscholastic athletics.*

As parent/legal guardian, I agree to allow my child to participate in interscholastic athletics.

The student and parent/legal guardian recognize that participation in interscholastic athletics involves inherent risks of potentially severe injuries, including but not limited to death, serious neck, head and spinal injuries which may result in complete or partial paralysis, brain damage, serious injury to virtually all internal organs, serious injury to virtually all bones, joints, ligaments, muscles, tendons, and other aspects of the muscular skeletal system, and serious injury or impairment to other aspects of the body, general health and well being. Because of these inherent risks, the student and parent/legal guardian recognize the importance of the student obeying the coaches' instructions regarding playing techniques, training and other team rules. By signing this form, the student and parent/legal guardian acknowledge that the student's participation is wholly voluntary and to having read and understood this provision.

The student and parent/legal guardian individually and on behalf of the student, hereby irrevocably, and unconditionally release, acquit, and forever discharge the KHSAA and its officers, agents, attorneys, representatives and employees (collectively, the "Releasees") from any and all losses, claims, demands, actions and causes of action, obligations, damages, and costs or expenses of any nature (including attorney's fees) that the student and/or parent/legal guardian incur or sustain to person, property or both, which arise out of, result from, occur during or are otherwise connected with the student's participation in interscholastic athletics if due to the ordinary negligence of the Releasees.

**PART V – CONSENT TO PARTICIPATE, ACKNOWLEDGMENT OF RISK, ACKNOWLEDGEMENT OF ELIGIBILITY RULES, LIABILITY WAIVER AND CONSENT AND RELEASE (continued)**

*The student and parent/guardian must read this statement carefully. This form must be completed before the student participates thereafter including try out for practice and/or compete in interscholastic athletics.*

The student and parent/legal guardian acknowledge that they have received, read and understood the document entitled *KHSAA Eligibility Rules and Parental Permission Form* bylaw References as of April 30, 2006.

The student and parent/legal guardian agree to abide by the KHSAA Bylaws and Due Process Procedure as now enacted or later amended. The student and parent/legal guardian further acknowledge that they agree to abide by the rulings of the Commissioner, Assistant Commissioner, Hearing Officer and Board of Control.

The student and parent/legal guardian acknowledge that the student must have insurance coverage up to a limit of \$25,000 in order to be eligible to participate in interscholastic athletics.

The student and parent/legal guardian consent to this student receiving a physical examination as required by the KHSAA.

The student and parent/legal guardian, individually and on behalf of this student, give the high school, the KHSAA and their representatives permission to release this student's demographic information and participation statistics and other information as may be requested, and agree that the student may be photographed or otherwise digitally or electronically captured during competition and such image or other report may be used without permission or compensation.

The student and parent/legal guardian, individually and on behalf of this student, consent to the high school and the KHSAA and their representatives to use and disclose the necessary personally identifiable information from the student's education records including, but not limited to, academic, financial and health care information, to third parties including, but not limited to, school representatives, coaches, athletic trainers, medical facilities, medical staffs, KHSAA legal counsel and the media, for the purpose of receiving proper/necessary medical care and complying with the KHSAA bylaws, including, but not limited to, making determinations regarding eligibility to participate in interscholastic athletics and any administrative or legal proceedings resulting from participation or attempted participation in interscholastic athletics, without such disclosure constituting a violation of my rights under the Family Educational Rights and Privacy Act. I further release the high school, the KHSAA and their representatives from any and all claims arising out of the use and disclosure of said necessary personally identifiable information. I also agree to release to the high school, the KHSAA, and their representatives, upon request, the detailed and completed application for financial aid.

The student and parent/legal guardian, individual and on behalf of the student, hereby consent to allow the student to receive medical treatment that may be deemed advisable by the high school, the KHSAA, and their representatives in the event of injury, accident or illness while participating in interscholastic athletics, including, but not limited to, transportation of the student to a medical facility.

|                                                                                   |                        |
|-----------------------------------------------------------------------------------|------------------------|
| Students' Name (please print)                                                     | School                 |
| Student and Parent/Guardian Address                                               |                        |
| Signature of Student                                                              | Date                   |
| Name of Parent(s)/Guardian(s) who has/have custody of this student (please print) | Emergency Phone Number |
| Signature of Parent(s)/Guardian(s) who has/have custody of this student           | Date                   |
| Insurance Carrier                                                                 | Policy Number          |





# KHSAA Eligibility Rules and Parental Permission Form

## Bylaw References as of April 30, 2006

KHSAA Form GE04  
Rev. 4/06

### Dear Parent or Guardian:

Kentucky High School Athletic Association (KHSAA) rules require all participants in interscholastic athletics and parents/guardian to acknowledge receipt of the eligibility rules as promulgated by this Association and the Kentucky Board of Education Regulations. If you have questions concerning these regulations, please direct them to your high school principal. This form is for information only. For the full text of any KHSAA Bylaws, consult the KHSAA Handbook or web site (<http://www.khsaa.org>). Please continue to support your child and your local high school by attending and supporting high school activities, "An Integral Part of Education".

### STATEMENT OF HAZARDS IN PARTICIPATION IN ATHLETICS

Playing, practicing to play, helping with, or participating in any manner in any sport can be a dangerous activity involving many risks of injury. Because of the dangers of participating in sports, the student should recognize the importance of following the coaches' instructions regarding playing techniques, training and other team rules and obey such instruction.

### CATASTROPHIC INSURANCE COVERAGE

The KHSAA provides excess catastrophic insurance coverage for all student athletes at no cost to member schools. This plan has a \$25,000.00 deductible. Your child will be covered under this plan during the prescribed dates and activities, effective the date you complete and return the attached acknowledgment form to the school principal. This is an "excess" policy, meaning personal insurance and other school insurance policies are to be exhausted before this plan is implemented. The plan provides coverage for students who meet all eligibility requirements while engaging in, practicing for, or traveling to or from, all activities under the jurisdiction of the KHSAA and the direct supervision of a school employee, and has many other provisions and benefits. For KHSAA sanctioned postseason play, the deductible amount is reduced to \$0.

No pupil shall be eligible to represent his/her high school in any interscholastic athletic event (practice or play) unless he/she has been examined by a Health Care Provider as detailed in Bylaw 2 and has proof of insurance to the \$25,000 catastrophic floor. Parents should present this form to your Health Care Provider for his/her signature following his/her examination of your child. The physical examination is valid for participation in athletics for one year from the date signed. Return completed form to your high school Principal to be maintained by the school.

### Bylaw 2. Physician's Certificate and Parent's Consent

The Superintendent or Principal shall have each student who is trying for a place as a participant on an athletic team or cheerleading squad present a physician's certificate certification signed by a physician, physician's assistant, advanced registered nurse practitioner, or chiropractor if performed in the scope of practice (as defined in KRS Chapter 312) which shall state that he/she is physically fit to participate without undue risk. The parent's consent for the child's participation and acknowledgment of receipt of the eligibility rules as promulgated by the Association and Kentucky Board of Education regulations in writing shall also be required.

Any student, prior to participation or trying for a place on an athletic team or cheerleading squad shall have in place medical insurance with coverage limits up to the deductible of the KHSAA Catastrophic Insurance program and such insurance shall remain in force throughout participation. It is the responsibility of each member school to ensure and certify that each student has insurance coverage throughout the school year.

### Bylaw 3. Age

A student who becomes nineteen (19) years old before August 1 shall be ineligible for interscholastic athletic competition. A student who becomes nineteen (19) on or after August 1 shall remain eligible for the entire school year. The Board of Control and the Commissioner may not adopt administrative procedures that allow for waiver of this rule under any condition.

### Bylaw 4. Enrollment

#### Sec. 1) Maximum Number of Semesters

- Students promoted from grade eight (8) to grade nine (9) shall have four (4) consecutive calendar years of eligibility from the date of first such promotion by the school provided the student is eligible according to this and all other Association bylaws. Such eligibility shall conclude with the completion of the spring sports season following the fourth year.
- The Commissioner or Board of Control through the Due Process Procedure, may grant additional eligibility in the case where it has been documented by the attending physician, Principal and Superintendent that severe illness or injury has prevented the student from receiving necessary education services and the right to an education has therefore been impacted rather than simply the loss of athletic privilege. Such grant of eligibility may only be made in the cases in which the student-athlete would remain eligible by all other Association bylaws. Nothing about this provision shall include additional eligibility strictly for loss of participation due to sports related injuries.
- No student having been enrolled in the fourth (4th) grade or in any grade through twelfth (12th) shall be eligible for interscholastic athletics at the high school level (grades 9 through 12) for more than a total of one (1) year in each grade and applicable eligibility shall begin in the first year enrolled in that grade. Students repeating a grade for any reason are ineligible to participate in interscholastic athletics at the high school level (grades 9 through 12) during the second year in that grade. The penalty for violation of this rule shall be the loss of one of the four years of eligibility after being promoted from grade nine (9). Policies regarding the participation of repeating students at the levels of play below high school interscholastic athletics shall be determined by the school council pursuant to KRS 160.345 (2) (f).
- Pupils in grades 1-8 may play on the high school team if such participation is not in conflict with Section (c) above, and the time so played shall not be counted on the eight (8) semester limit. EXCEPTION: Students below grade nine (9) may not participate on the varsity team in contests in the sports of football or soccer, and students enrolled below grade seven (7) may not participate on the varsity level in wrestling. The provisions of this restriction shall not apply to non-varsity teams participating in these sports.

#### Sec. 2) Responsible Parties

Any public elementary or secondary school or school employee or official who knowingly allows participation of an ineligible player under the provisions of this bylaw, or who, through reasonable diligence, should have known of such ineligibility, shall be considered in noncompliance with state accreditation standards or guilty of willful neglect of duty or breach of contract. Such shall apply not only to coaches, but also to personnel supervising

coaches; such as, but not limited to an athletic director, an assistant principal, a principal, an assistant superintendent, a superintendent, or a school board member.

### Sec. 3) Deadline for Enrollment

On Friday of each grading period, a student in grades nine (9) through twelve (12) must be enrolled as a full-time student according to regulations promulgated by the Kentucky Board of Education at the member school he/she desires to represent in order to be eligible for athletics.

A student must have enrolled as a bona fide full-time undergraduate student no later than twenty (20) school days after the beginning of the semester to be eligible during that semester.

### Sec. 4) Enrollment Elsewhere

No student who is enrolled or connected with any other school than the one he/she represents shall take part in any contest. In the case of an all-boys high school, girl cheerleaders from affiliated neighboring girls school may be accepted.

### Bylaw 5. Minimum Academic Requirement

#### Sec. 1) Proper Grade Level Requirement for Students in All School Districts

On the first day of each school year, a student must be at his/her proper grade level. To be considered to be at the proper grade level, a student must have been enrolled during the previous grading period, and must be on schedule to graduate on the first day of school. For the verification of this provision, all course work, including summer and correspondence work, must be complete by the first day of the school year for the student body.

#### a) Eligibility During First Year Following Initial Enrollment in Grade Nine (9)

For a student in the ninth grade to be considered to be on schedule to graduate, that student must have been promoted from grade eight (8) to grade nine (9), and be in compliance with all other bylaws.

#### b) Eligibility During Second Year Following Initial Enrollment in Grade Nine (9)

For a student in the second year following initial enrollment in grade nine (9) (normally grade 10) to be on schedule to graduate, that student must have received twenty (20) percent of the requirements of the school/district for graduation prior to the first day of the second year following initial enrollment in grade nine (9), and be in compliance with all other bylaws.

#### c) Eligibility During Third Year Following Initial Enrollment in Grade Nine (9)

For a student in the third year following initial enrollment in grade nine (9) (normally grade 11) to be on schedule to graduate, that student must have received forty-five (45) percent of the requirements of the school/district for graduation prior to the first day of the third year following initial enrollment in grade nine (9), and be in compliance with all other bylaws.

#### d) Eligibility During Fourth Year Following Initial Enrollment in Grade Nine (9)

For a student in the fourth year following initial enrollment in grade nine (9) (normally grade 12) to be on schedule to graduate, that student must have received seventy (70) percent of the requirements of the school/district for graduation prior to the first day of the fourth year following initial enrollment in grade nine (9), and be in compliance with all other bylaws.

#### Sec. 2) One-time Reinstatement of Students Failing to Meet Normal Progress Requirements

The eligibility of a student failing to meet the provisions of subsections (a) through (d) above may be reinstated a maximum of one time. This reinstatement is possible by the student passing twenty-five (25) percent of the requirements of the district for graduation during the year he/she is ineligible. He/she, upon reinstatement, shall remain eligible as long as he/she passes twenty-five (25) percent of the requirements of the district for graduation during each subsequent year.

#### Sec. 3) Continual Progress During the School Year

On a weekly basis, a student shall also be passing (cumulatively for the credit period) in at least four hours of instruction as defined by Kentucky Board of Education regulations (of the six hours of instruction required) or the equivalent of four hours of instruction acceptable to graduation in order to be eligible to participate in athletics during the subsequent week (Monday through Sunday period) and through the next opportunity to examine grades in this manner. On its membership form, each member school shall designate the day of the week, approved and documented through local policies, that the grades shall be examined for the student-athletes within that school in order to make this determination. Absent any other determination, this weekly check of grades shall be conducted on each Friday of each grading period or on the last day of classes preceding that particular Friday if no classes are conducted on that particular Friday. No special tests or recitations are to be given for the purpose of making the student eligible.

#### Sec. 4) Pre-Secondary School Students

Pre-secondary school students (grades 1-8) participating in athletics representing a KHSAA member school shall be passing in at least two-thirds of the subjects in which they are currently enrolled in order to be eligible.

### Bylaw 6. Transfer Rule

#### Sec. 1) Domestic Students

Any student who has been enrolled in grades nine (9) through twelve (12) and has participated in any varsity game in any sport at any school following enrollment in grade nine (9) who transfers schools shall be ineligible for interscholastic athletics for one year from the date of enrollment in the new school.

The Commissioner has discretion (but is not required) to waive the period of ineligibility set forth above if one of the following exceptions has been met. Determinations of whether a student shall be granted a waiver pursuant to this rule shall be based on the circumstances existing as of the date of enrollment at the new school. The KHSAA shall not recognize as grounds for a waiver of the period of ineligibility an argument that the educational needs of the transferring students would be better served through a transfer.

#### a) BONA FIDE CHANGE IN RESIDENCE - If there has been a bona fide change in residence by the parents and student that precedes a student's change of schools.

For purposes of this bylaw, a bona fide change of residence means changing of the permanent residence of the student and the student's entire immediate family from one school district or defined school attendance area into another school district or defined school attendance area prior to a change in enrollment of the student. A student who becomes emancipated does not have a bona fide change of residence by virtue of his/her emancipation and change of residence for purposes of this bylaw.

#### b) DIVORCE - The KHSAA will not recognize a legal separation as grounds for waiver of the provisions of this bylaw. The Commissioner may waive the provisions of this bylaw



# KHSAA Eligibility Rules and Parental Permission Form

## Bylaw References as of April 30, 2006

KHSAA Form GE04  
Rev. 4/06

in the event of a dissolution of marriage (i.e. a final and legally binding divorce decree from a court of competent jurisdiction) of the parents and a change in the residence of the student pursuant to a court order granting custody of the child to one of the parents with whom the student shall reside. In the event joint custody is awarded to both parents, for purposes of this bylaw, the student shall be deemed to reside at his or her previous residence if one parent retains this residence. If neither parent retains the former residence, the parents shall designate one of their new residences (mother or father) for the purpose of this bylaw, such designation to be reviewed and approved by the Commissioner.

- c) **GUARDIANSHIP/CHANGE OF CUSTODY** - The KHSAA shall not recognize guardianship or similar arrangements made, for purposes of this bylaw. The Commissioner shall have authority to waive the provisions of this bylaw where it is shown that custody of the student has been taken from one or both parents and given to a third person by a court of competent jurisdiction and under circumstances indicating: (1) the parent(s) is/are unfit or (2) the court finds that the health and welfare of the student would be better served by the change in custody.
- d) **DEATH** - In the event the death of one or both of the student's custodial parents creates such circumstances that the transfer to another secondary school is deemed appropriate.
- e) **BOARDING SCHOOLS** - The Commissioner may waive the period of ineligibility on a one-time basis for students entering a boarding school on a full time basis as a boarding school student.
- f) **NON ATHLETIC PARTICIPATION FOR AN ENTIRE SCHOOL YEAR** - In the event that the transferring student did not participate in an interscholastic contest at any level in any sport while enrolled at the sending school during the entire academic school year immediately preceding the change in schools.
- g) **REASSIGNMENT BY BOARD OF EDUCATION** - Through a properly documented reassignment of the Board of Education to another school in the district. To meet this exception for a reassignment, reasons for the assignment may include, but are not limited to, the closing or opening of a school due to consolidation, merger, opening of a new school, or another type of opening or closing or assignment through KRS 158.6455 or other applicable adopted regulation. Such assignment may be to the public school district should a private, parochial or independent school close.
- h) **TRANSFER FROM NON-MEMBER SCHOOL** - Any student transferring from a non-member school located in Kentucky whose athletic participation has been limited primarily to other non-member schools may have the period of ineligibility waived.

Satisfying of one of the exceptions (a through h) will not be considered valid and a waiver of the period of ineligibility shall not be granted—

- 1) If the change in schools is to nullify or circumvent the actions of representatives or rules of the previous school or if the student left the sending school under penalty which would have resulted in their ineligibility at the sending school;
- 2) If the satisfying of one of the exceptions occurs after the enrollment at the new school;
- 3) If the change in schools is motivated in whole or part by a desire to participate in athletics at the new school;
- 4) If the satisfying of one of the exceptions is used or manipulated for the purpose of gaining athletic eligibility;
- 5) If the satisfying of one of the exceptions by the student and the parent(s) does not reasonably precipitate a transfer to the new school.

The Commissioner may, as he/she deems necessary, appoint or hire a committee or investigator to conduct any inquiry or investigation concerning any issues arising under this bylaw or any other bylaw.

If any member school files a written objection to the factual validity of the certification before the conclusion of the period of time to which the period of ineligibility would normally apply, along with the specific, detailed basis for such, then a complete investigation shall be conducted by the KHSAA and a ruling shall be issued through the Commissioner's office.

No student enrolled in grades 4-12 who has participated in a first team game shall be eligible to represent a second member school during that school year unless that student would qualify for a waiver of the period of ineligibility in accordance with provisions (a) through (f) above.

### Sec. 2) Non-Domestic Students

- a) Foreign exchange students attending school in Kentucky shall be considered ineligible for the first calendar year following enrollment.
- i) If placed in a KHSAA member school under the auspices of approved student exchange programs or in other circumstances approved by the Board of Control within Board policy, these students may be declared eligible and not be subject to the initial one-year period of ineligibility.
- ii) In order to be considered for a waiver, the following conditions shall exist
  - 1) The student shall be in compliance with all U.S. Immigration and Naturalization Service regulations;
  - 2) The student shall be in the first and only year as an exchange student;
  - 3) The student shall not be a graduate of a the 12th or terminating grade or its' equivalent in either the U.S. or his/her home country;
  - 4) The student shall be in possession of a complete transcript of records that has been translated into English prior to the request for eligibility;
  - 5) The student shall be in possession of a J-1 student education visa issued by the U.S. Immigration and Naturalization Service;
  - 6) The student's placement shall not have been a "direct placement" into a KHSAA member school;
  - 7) The student's host family shall not pay any tuition or fee normal to the attendance at the KHSAA member school, and all such fees shall be paid by the student's family;
  - 8) All travel fees shall be paid by the student's family; and
  - 9) The student's host family shall not include members of the coaching staff at the KHSAA member school at which participation is desired.
- iii) To be considered for approval by the Board of Control, a foreign exchange program shall assign students to schools by a method that ensures that no student, school or interested party may influence the assignment for athletic or other purposes.
- iv) The student, the principal or designated representative of the member school, and a representative of the placement agency shall sign and attest to certification that the athlete complies with the eligibility rules of the KHSAA and shall not be eligible under any circumstances for more than one year of athletic participation if the first year period of ineligibility is waived.

- b) Any student having made election to apply for the waiver of the first year of ineligibility and having been granted a waiver of the normal period of ineligibility under subsection (a) above shall not be eligible, under any circumstances, for more than one (1) school year while enrolled in grades 9-12 in Kentucky.
- c) Any student desiring to participate in athletics who does not meet the criteria listed in Bylaw 6, Sec. 2 may seek a waiver of the one-year ineligibility period through the KHSAA Due Process Procedure.

### Sec. 3) Permanent Ineligibility

A student is ineligible for athletics in this state if he/she transfers from another state if he/she was or would have become ineligible in the state from which he/she transfers.

### Bylaw 7. Conduct - Student or Other Representative Under Penalty

Any student, contest official or other official school representative who is under penalty or discipline or whose conduct is such as to reflect discredit upon the school or the KHSAA is not eligible.

### Bylaw 8. Contestant On Other Teams, Post Season and All-Star Games

Any student who after enrolling in grade nine (9) has been a contestant in football or basketball at any level (grades 9-12) and has eligibility remaining in that sport may not participate on any non-school sponsored team or in any all-star game in that sport or any variation of that sport from the first day of school through the last scheduled contest played in that sport (including KHSAA sanctioned post-season) by that school unless it has been sanctioned by the Board of Control. Following the team's last scheduled game (including post season), there are no restrictions on play in that specific sport for the student-athletes.

### Bylaw 9. Other Eligibility Requirements and Regulations

#### Sec. 1) Graduates and College Students

Any student who has graduated from a secondary school, or who has ever played on a college team, is thereafter ineligible to play on a high school team.

#### Sec. 2) Practice of Ineligible Students

Unless ineligible due to the provisions of Bylaw 11 (Sportsmanship, having been ejected from a contest), any student who is not eligible for competition during a team's next contest/meet/match/game shall not practice with the team.

### Bylaw 10. Recruitment

#### Sec. 1) Foreword

Pupils (both domestic and foreign) at any grade level shall not be recruited to a member school of the KHSAA for the purpose of participating in athletics, including recruitment under the guise of academics.

#### Sec. 2) Definition

- a) Recruiting is defined as an act, on behalf of or for the benefit of, a school, which attempts to influence a student to transfer to a member school for the purpose of participating in athletics. Such also includes influencing a student to remain at a school. A school official utilizing an intermediary, such as, but not limited to a peer, another school employee, a student, a parent or a citizen, for the purpose of recruiting a student athlete shall be in noncompliance.
- b) An athletic coach or any other member of the school staff shall not influence a student even if the student, his/her parents or any intermediary from another school makes the initial contact. In this situation, a coach or staff member (paid or unpaid) should immediately refer the person(s) to the school principal.
- c) Influencing a student shall include, but shall not be limited to the promise or instilling the expectation of an athletic advantage, playing time, employment of the student or his/her parents or relatives, housing for the student or his/her parents, scholarships or financial aid for which other members of the student body are not generally eligible, or any other material or athletic reward for which other members of the student body are not generally eligible.

#### Sec. 3) Penalty

Any representative of a member school knowingly allowing the recruitment of a student for the purpose of participating in athletics or who should have known of such recruitment shall be guilty of willful neglect of duty, misconduct, and/or breach of contract. Such shall apply not only to coaches, but also to personnel supervising coaches, such as, but not limited to an athletic director, an assistant principal, a principal, an assistant superintendent, a superintendent or a school board member. This regulation shall also apply to students or their parents.

### Bylaw 11. Practice of Sportsmanship

It is the clear obligation of principals, coaches, faculty members, boards of education, and all official representatives of member schools to practice the highest principles of sportsmanship and the ethics of competition in all interscholastic relationships with fans, officials, players, coaches, official representatives of member schools, and the general public. The Commissioner and the Board of Control shall have the full authority to suspend the coach, student, or any member school whose representatives may be convicted on competent evidence of the violation of this obligation. Any violation of this rule in any interscholastic contest shall be immediately reported to the Commissioner by the principal(s) of the school(s) involved, and by the game officials who work in the contest.

It shall also be considered a violation of this rule if any school or school representatives uses or allows the use of illegal equipment which gains a competitive advantage in the contest and which is expressly prohibited by the rules adopted for that sport. Violations of this particular provision may result in penalization by the Commissioner in accordance with the provisions of this bylaw and in accordance with KHSAA Bylaw 30, Penalties.

Any student, coach, or official team representative ejected from an interscholastic contest due to a violation of this obligation must be reinstated by a member of the Commission prior to returning to interscholastic contests. Any student or coach using insulting language to another player or coach or to any official in any interscholastic contest, or who has been ruled out of such a contest because of unsportsmanlike tactics, shall be disqualified from athletic competition until reinstated by the Commissioner.

The name of the student or coach shall be reported to the Commissioner by the principal of the school that that student attends. When an official disqualifies a student or coach, he/she shall report the disqualification to the principal or his/her representative and to the KHSAA office. If the Commissioner finds upon investigation that the offense was sufficiently serious, the offender shall be permanently disqualified.



## **PARLIAMENTARY PROCEDURE**

IN ALL BUSINESS MEETINGS OF THE ASSOCIATION, ROBERT'S RULES OF ORDER WILL BE FOLLOWED.

THERE MUST BE AT LEAST 10 MEMBERS (QUORUM) OF THE BOARD OF CONTROL PRESENT TO CONDUCT THE BUSINESS OF THE ASSOCIATION.

AN ITEM REQUIRING A VOTE SHALL FIRST HAVE A MOTION AND THEN A SECOND TO THE MOTION BEFORE DISCUSSION OF THE ITEM.

IN MOST ISSUES OF BUSINESS, A SIMPLE MAJORITY OF THOSE MEMBERS PRESENT IS NEEDED TO APPROVE A MOTION.

IN ALL ELIGIBILITY CASES, THE MOTION MUST RECEIVE 10 VOTES IN FAVOR FOR THE MOTION TO BE APPROVED.

IN SPECIAL MEETINGS, ONLY THOSE ITEMS ON THE AGENDA CAN HAVE OFFICIAL ACTION.

THERE IS NO PROVISION FOR PROXY VOTING.

### **ELIGIBILITY APPEALS**

THE BOC SHALL HAVE NO DISCUSSION OF THE APPEALS OUTSIDE THE OFFICIAL BOARD MEETING.

THE BOC CAN ONLY DISCUSS AND ACT UPON MATERIAL THAT IS IN THE WRITTEN RECORD.

## **APPEALS TIMELINE – PROCEDURE AS OF JULY, 2006**

### **Initial transfer form received by the KHSAA: [ATTACHMENT A& A1 & A2]**

- Transfer form is date stamped in top right-hand corner the day the transfer is received (by regular mail, or next day delivery, NO hand-deliveries or faxes accepted)
- Each days transfers are given to Ms. DeVries in a batch, and placed in a separate "IN" box
- Commissioner DeVries makes ruling and signs the cover sheet
- Darlene Koszenski date stamps the cover sheet the day she processes the transfer and mails the letter

### **Initial transfer ruling letter: (Form letter with scanned signature of Commissioner Brigid L. DeVries) [ATTACHMENT B]**

- Transfers entered into computer file in daily/weekly batches
- School transfer file merged with word document
- Transfers printed (sending school and receiving school addresses fit in window envelope)
- Transfer letter sent by regular mail to principal of receiving school and principal of and sending school
- Original transfer with copy of transfer letter filed in receiving school folder (most recent transfers in front of folder)

### **Appeal request: [ATTACHMENT C]**

- Written letter requesting an appeal before the Hearing Officer is received by regular mail, fax, next-day delivery or hand delivered to the KHSAA office
- If the written request seeks an appeal on unknown or speculative factors, a letter is sent to the appealing party requesting a detailed basis for the appeal, including the language from the last paragraph of Section 4 of the Due Process Procedure. (Otherwise, neither the KHSAA nor other parties will know the factual basis for the appeal and the issues involved or be able to prepare evidence and argument)
- Darlene Koszenski date stamps appeal letter in the top right-hand corner the day it is received
- Darlene Koszenski pulls the transfer form and original ruling out of the school file and places it in a "Pending Appeal" folder

### **Three weeks before appeal: (Form letter stamped with Commissioner Brigid L. DeVries signature) [ATTACHMENT D-VARIOUS]**

- Prepare appeals agenda (times based on geographic location of appellant; schedule same schools in adjacent time slots) **[ATTACHMENT E]**
- Prepare 3 sets of envelopes for all parties involved
- Label colored folders for each appeal case (different color folder each month)
- Send by certified mail, return receipt requested, initial appeal letters to:
  - Appealing party (usually parents or attorney; sometimes receiving school principal or athletic director) Include:
    - 4-page appeal letter
    - Due Process Procedure **[ATTACHMENT F]**

- Directions to KHSAA office [ATTACHMENT G]
- 20-day waiver notice [ATTACHMENT H]
- Additional information requested sheet [ATTACHMENT I]
- Principal of receiving school-Include:
  - 4-page appeal letter
  - Due Process Procedure
  - Directions to KHSAA office
  - Appeal request: [ATTACHMENT C]
  - 20-day waiver notice [ATTACHMENT H]
- Principal of sending school-Include:
  - 4-page appeal letter
  - Due Process Procedure
  - Directions to KHSAA office
  - Appeal request: [ATTACHMENT C]
  - 20-day waiver notice [ATTACHMENT H]
- Parents (if original appeal request is from an attorney) Include:
  - 4-page appeal letter
  - Due Process Procedure
  - Directions to KHSAA office
  - Appeal request: [ATTACHMENT C]
  - 20-day waiver notice [ATTACHMENT H]
- Ted Martin, Legal Counsel for the KHSAA
  - 4-page appeal letter
  - Appeal request: [ATTACHMENT C]
- Kevin Noland, Kentucky Department of Education
  - 4-page appeal letter
- KHSAA copy in appeal folder

Five days before the hearing date:

- Mail appeal agenda to:
  - Judge John Adams or Judge Pete Karem
  - KDE liaison (Michael Dailey)
  - Gary Lawson
  - Ted Martin
    - Advise him of any cases where an attorney will be representing the appellant, so he can be present
    - Copy any information in case files where an attorney will be present and fax to Greenebaum, or if file is large, they will send a runner to pick up the information .

Five days before the hearing date: [ATTACHMENT J]

- Send by regular mail all case folders to Judge Adams or Judge Karem, (including any additional information that has been received by fax or mail)
- E-mail Principals and Athletic Directors at all schools involved, reminding them of the importance of attending the following Monday's appeal hearing involving a student at their school. (Attach appeals agenda with student name, time and schools involved)

5-10 days after the appeal hearing: *[Finding of Fact Letter signed by Judge Edmund Pete" Karem or Judge John Adams; [ATTACHMENT K] Certificate of Service letter signed by Darlene Koszenski] [ATTACHMENT L]*

- Receive Finding of Fact letters by regular mail from Judge Karem
- Darlene Koszenski proof reads the Finding of Fact letters for any errors
- Prepare Certificate of Service as last page of Findings of Fact letter
- Update date of next BOC regular or special meeting, allowing 15 days for exceptions to be filed and time to copy and mail BOC packets
- Sign, date, copy and mail Findings letters, using second set of pre-printed envelopes. Send by regular mail the same day the certificate is dated to:
  - All parties listed above
  - Judge Adams or Judge Karem

1-15 days after the Finding of Fact letters have been mailed: **[ATTACHMENT M]**

- Date stamp any Exception letters filed and place in case folder

10-14 days before the Board of Control meeting:

- Copy material in case folders
- Separate by category (Eligible, Ineligible, Exceptions Filed)
- Prepare BOC agenda **[ATTACHMENT N]**
- Mail Board packets to all Board of Control members, Ted Martin, Kevin Noland, KDE liaison (Michael Dailey)

After the Board of Control meeting: *[Form letter with scanned signature of Board of Control President Gary Dearborn]* **[ATTACHMENT O-VARIOUS]**

- Send by regular mail Board of Control Finding letters (upheld) to all parties listed above within 1-2 days of the Board meeting (use 3<sup>rd</sup> set of pre-printed envelopes)
- Send by regular mail, within 3-7 days after the Board of Control meeting (overturns) to:
  - All parties listed above
  - Commissioner Brigid L. DeVries
  - All Board of Control members
  - Judge Adams or Judge Karem
- File appeal case folders alphabetically by student's last name
- Type BOC minutes with appeal case decisions, to be included in the next issue of the *Athlete* magazine **[ATTACHMENT P]**

Legal action: **[ATTACHMENT Q]**

- Court notice sent to KHSAA and/or Ted Martin by regular mail, next-day air, fax, or hand-delivered to the KHSAA
- Darlene Koszenski pulls colored case file folder and either copies contents or sends complete original folder to Ted Martin
- Ted Martin requests videotape of the appeal hearing of the case involved
- Darlene asks Ken Tippet to make a copy of the videotape. If he is not available, the original videotape is sometimes used

- Ted Martin sends a Greenebaum, Doll & McDonald runner to the KHSAA office to pickup case folder and videotape
- Start a manila legal file case folder and file any additional correspondence
- Go to court

#### Miscellaneous Forms

- Subpoena [ATTACHMENT R]
- Re-schedule letter [ATTACHMENT S]
- Remand to Hearing Officer letter [ATTACHMENT T]
- BOC request follow-up letter [ATTACHMENT U]
- Exceptions not filed in a timely manner letter [ATTACHMENT V]
- Response after Final Order letter [ATTACHMENT W]

#### 2006-2007 Calendar Dates for Appeals and BOC Meetings

- Appeal dates [ATTACHMENT X]
- BOC meeting dates [ATTACHMENT Y]



KENTUCKY HIGH SCHOOL ATHLETIC ASSOCIATION  
TRANSFER FORM PROCESSING LOG

KHSAA Form IN127  
Rev.08/05

A-2

Transfer Record Number 5462 Date JUNE 19, 2006  
Student Name STUDENT NAME  
Receiving School SCHOOL NAME

|                                                                            |                                                                                      |                |  |
|----------------------------------------------------------------------------|--------------------------------------------------------------------------------------|----------------|--|
| Approved                                                                   | The student is eligible upon receipt of notification from the Commissioner's office. |                |  |
| Denied                                                                     | This student is ineligible for one-year from the date of enrollment.                 |                |  |
| Commissioner's Signature                                                   |                                                                                      | Signature Date |  |
| Notes for Transfer Correspondence (informational note entered into letter) |                                                                                      |                |  |
| Additional Note for Transfer Correspondence (particular to this case)      |                                                                                      |                |  |
| Notes for File (include sources of verification, etc.)                     |                                                                                      |                |  |

Date Appeal Received (if applicable) \_\_\_\_\_  
Appeal Case Number \_\_\_\_\_  
Hearing Date \_\_\_\_\_  
Time \_\_\_\_\_  
Hearing Officer Recommendation \_\_\_\_\_  
Date Hearing Letter Mailed \_\_\_\_\_  
Board Appeal Date \_\_\_\_\_  
Board Ruling \_\_\_\_\_

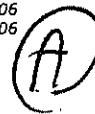




**KENTUCKY HIGH SCHOOL ATHLETIC ASSOCIATION**  
**DOMESTIC STUDENT TRANSFER FORM**  
**THIS FORM MAY NOT BE FAXED TO THE KHSAA. STUDENT IS NOT ELIGIBLE UNTIL**  
**RULING ISSUED BY COMMISSIONER. INCOMPLETE OR ILLEGIBLE FORMS WILL BE**  
**RETURNED WITHOUT PROCESSING.**

KHSAA Form GE06  
Rev. 6/06

Page 1 of 4



**GENERAL INSTRUCTIONS FOR COMPLETION OF THE KHSAA TRANSFER FORM**

1. The **Receiving School** is the KHSAA member school in which the student is enrolled and for which he/she is requesting eligibility.
2. The **Sending School** is normally the most recent school in which this student was enrolled and participated in interscholastic athletics. For students who have attended multiple schools, this is the last school at which the student participated in varsity athletics.
3. Upon receipt, the form will be reviewed by the Commissioner's Office and a ruling will be issued.
4. For processing, allow a minimum of three (3) working days to ensure time for verification of the data and be mindful that in accordance with the Due Process Procedure, the Commissioner has thirty (30) days to rule, and additional time if investigation is necessary.
5. Only the Principal and/or Designated Representative of a member school may inquire as to the processing status of the form. Member schools will be given information as to the proper procedure for such verification.
6. The waiver of Bylaw 6 does not in and of itself declare the student eligible. It is the responsibility of the member school to verify that the student is eligible according to all other bylaws.

**SPECIFIC INSTRUCTIONS FOR THE RECEIVING SCHOOL**

1. This form is for use with domestic students enrolling in a KHSAA member school and is to be processed between school administrators and may not involve parental intervention at its delivery.
2. Complete this form for any student transferring into a school who has not been continually enrolled in the receiving school since ninth grade or if the student is below grade nine (9) and has already participated in sports during the current school year.
3. Students may not practice, scrimmage (inter or intra-school) or play in contests until being ruled eligible by the Commissioner's office if a ruling is required. Member school(s) will be penalized for such participation.
4. Verification as to a student not having participated in varsity athletics at his/her former school **SHALL** be in writing (using page two of this form) and kept on file until the student graduates. No ruling is necessary if the **Sending School** response indicates that the student athlete has not participated in varsity athletics.
5. The **Receiving School** may need to verify with multiple schools as to the participation history if the student has attended more than one high school after enrolling in grade nine.
6. The **Receiving School** shall complete page two of this form if there is doubt about the student's participation at the varsity level. This can then be sent to the **Sending School** to verify and determine if the completion of pages three and four are required.
7. If the **Sending School** verifies that there has been no varsity participation, and the student is deemed eligible by the **Receiving School** according to all other bylaws, the form (page two of this form), should be placed with the student's permanent record and no other action is necessary to allow the student to participate.
8. If the **Sending School** verifies that the student has participated in varsity athletics, then the **Receiving School** shall complete all requested and required information on page three of the form and send the form in its entirety (pages two, three and four) to the **Sending School**.
9. The **Receiving School** should maintain a copy in case of problems with mail or other delivery.
10. After receiving the information on page four from the sending school, the **Receiving School** shall sign page three of the transfer form.
11. After signing the form, the **Receiving School** should collect any additional necessary documentation (custody orders, home sale verification), and should check the form to be sure all requested and required information has been properly completed.
12. Once verified, the **Receiving School** shall submit all three pages (pages two, three and four) to the KHSAA for an eligibility ruling.

**SPECIFIC INSTRUCTIONS FOR THE SENDING SCHOOL**

1. This form is for use with domestic students enrolling in a KHSAA member school AND IS to be processed between school administrators and may not involve parental intervention at its delivery.
2. If a **Sending School** receives only page two of the form, the **Sending School** shall verify whether or not the student has participated at the varsity level after enrolling in grade nine, sign the form, and return it to the receiving school.
3. If a **Sending School** receives the entire form, then the **Sending School** shall complete the relevant information on page two of the form, review the information on page three of the form submitted by the **Receiving School**, and then complete all requested and required information on page four of the form. The **Sending School** representative shall then sign the appropriate lines on the form and send the form in its entirety back to the **Receiving School**.
4. If desired, the **Sending School** should maintain a copy in case of problems with mail or other delivery.
5. KHSAA member schools will be penalized in accordance with Bylaw 33 for failing to return the transfer form to the **Receiving School** within fifteen (15) days of receipt.
6. Non-KHSAA members will be referred to the appropriate State High School Association for assistance if there is delay in the processing of this form.
7. Member schools are reminded that the **Sending School** has no authority in making the eligibility determination, but must simply report the facts according to the permanent record and other verified data on the form.



**KENTUCKY HIGH SCHOOL ATHLETIC ASSOCIATION**  
**DOMESTIC STUDENT TRANSFER FORM**  
**THIS FORM MAY NOT BE FAXED TO THE KHSAA. STUDENT IS NOT ELIGIBLE UNTIL RULING**  
**ISSUED BY COMMISSIONER. INCOMPLETE OR ILLEGIBLE FORMS WILL BE RETURNED**  
**WITHOUT PROCESSING.**

KHSAA Form GE06  
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**USE THIS FORM TO DETERMINE IF THE STUDENT HAS PREVIOUSLY PARTICIPATED AT THE VARSITY LEVEL, AND IF SUCH PARTICIPATION IS VERIFIED, THE REMAINING TWO PAGES MUST BE COMPLETED**

**This information is to be completed by the Receiving School (KHSAA school desiring eligibility for the student.)**

**NOTE: If the responses to 1 and 2 are both No, then no ruling will be necessary by the KHSAA in this case, this form is to be placed on file at the Receiving school until the student graduates and is not to be sent to the KHSAA.**

| Information Needed                                                |  | These lines are to be completed by the Receiving School |  |
|-------------------------------------------------------------------|--|---------------------------------------------------------|--|
| Student Name                                                      |  |                                                         |  |
| Date of Enrollment at Receiving School                            |  |                                                         |  |
| Name of Receiving School                                          |  |                                                         |  |
| Current Grade in school                                           |  |                                                         |  |
| Birth Date                                                        |  | Age (as of this date)                                   |  |
| Print Name of Person Signing this Form and Position at the school |  |                                                         |  |
| Date                                                              |  | Signature                                               |  |
|                                                                   |  | Daytime Phone                                           |  |

**NOTE: THIS FORM IS NOW TO BE SENT TO THE SENDING SCHOOL AFTER COMPLETION OF THE ABOVE SECTION TO DETERMINE IF ADDITIONAL INFORMATION IS NECESSARY.**

**This information is to be completed by the Sending School (last school where student attended and participated in varsity interscholastic athletics)**

**NOTE: If the responses to 1 and 2 are both No, then no ruling will be necessary by the KHSAA in this case, this form is to be placed on file at the Receiving school until the student graduates and is not to be sent to the KHSAA.**

| Information Needed                                                             |                                                                                                                              | These lines are to be completed by the Sending School |    |
|--------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------|----|
| Name of Sending School (last school at which student played varsity athletics) |                                                                                                                              |                                                       |    |
| Complete Address of Sending School                                             |                                                                                                                              |                                                       |    |
| Phone Number of Sending School                                                 |                                                                                                                              |                                                       |    |
| 1                                                                              | Has this student participated in VARSITY athletics representing this school after enrolling in grade 9? (check response)     | YES                                                   | NO |
| 2                                                                              | Has this student participated in VARSITY athletics representing this school during the current school year? (check response) | YES                                                   | NO |
| Print Name of Person Signing this Form                                         |                                                                                                                              | Position in School                                    |    |
| Date                                                                           |                                                                                                                              | Signature                                             |    |
|                                                                                |                                                                                                                              | Daytime Phone                                         |    |

**NOTE: THIS FORM IS NOW TO BE SENT BACK TO THE RECEIVING SCHOOL**

**NOTE: IF THE RESPONSE TO 1 AND 2 ARE BOTH NO, NO RULING WILL BE NECESSARY BY THE KHSAA IN THIS CASE AND THE FORM IS TO BE PLACED ON FILE AT THE RECEIVING SCHOOL UNTIL THE STUDENT GRADUATES. IF THIS IS THE CASE, DO NOT SEND THIS FORM TO THE KHSAA.**

**IF THE ANSWER TO 1 OR 2 IS YES, THEN COMPLETE THE REMAINDER OF THE FORM (PAGES 3 AND 4) AND FOLLOW THE SUBMISSION INSTRUCTIONS ON PAGE 1**

*The complete text of Bylaw 6, Transfer Rule, is contained in the KHSAA Handbook as well as interpretations that have established enforcement precedents. Rulings are issued based solely on the issue of Bylaw 6, Transfer Rule. No verbal statement in addition or in contradiction to these materials shall apply.*



# KENTUCKY HIGH SCHOOL ATHLETIC ASSOCIATION DOMESTIC STUDENT TRANSFER FORM

THIS FORM MAY NOT BE FAXED TO THE KHSAA. STUDENT IS NOT ELIGIBLE UNTIL RULING  
ISSUED BY COMMISSIONER. INCOMPLETE OR ILLEGIBLE FORMS WILL BE RETURNED  
WITHOUT PROCESSING.

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## TRANSFER FORM – RECEIVING SCHOOL SUPPLEMENTAL INFORMATION

TO BE COMPLETED IF THE STUDENT HAS PARTICIPATED IN VARSITY ATHLETICS AFTER ENROLLING IN GRADE NINE, OR IF THE  
STUDENT HAS PARTICIPATED IN VARSITY ATHLETICS DURING THE CURRENT SCHOOL YEAR AND THEREAFTER CHANGES SCHOOLS.

THE FOLLOWING INFORMATION IS TO BE COMPLETED BY THE RECEIVING SCHOOL

|              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |       |        |                           |    |
|--------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|--------|---------------------------|----|
| Student Name |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |       |        |                           |    |
| 3            | Student's Enrollment History<br>(list school attended)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Grade | School | Varsity Play<br>(Yes/No)? |    |
|              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | 9     |        |                           |    |
|              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | 10    |        |                           |    |
|              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | 11    |        |                           |    |
|              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | 12    |        |                           |    |
| 4            | Sport(s) in which student desires to participate (Check applicable)<br>BA-Baseball, BK-Basketball, XC-Cross Country, FB-Football, GF-Golf, SO-Soccer<br>FP-Fast Pitch, SW-Swimming, TN-Tennis, TR-Track, VB-Volleyball, WR-Wrestling                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | BA    | BK     | XC                        | FB |
|              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | GF    | SO     | FP                        | SW |
|              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | TN    | TR     | VB                        | WR |
| 5            | Name of Custodial Parent (NOTE: Guardianship is NOT custody).                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |       |        |                           |    |
| 6            | Who has legal custody (care and support) of this student (Mother, Father, Other).<br><b>Response should include the name of the individual and the relationship to the student.</b> Enclose custody order if this request is based on a change in custody.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |       |        |                           |    |
| 7            | Street Address of this student and family while attending the Receiving School ( <u>use 911 address, do not use PO Box</u> )                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |       |        |                           |    |
| 8            | Date that the student and family moved into the address listed in Question 7?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |       |        |                           |    |
| 9            | Phone number (day and night) of student and family according to school records.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |       |        |                           |    |
| 10           | Who owns/leases/rents the residence listed in the Question 7? (parents, etc)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |       |        |                           |    |
| 11           | What specific public/independent school district includes the address listed in Question 7 above (list specific public school not school system, in the case of multiple schools, list the "resides" or assigned school).                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |       |        |                           |    |
| 12           | Status of former residence listed in Question 32? (SOLD, SALE PENDING, LEASED/RENTED TO ANOTHER PARTY, STILL OWNED/MAINTAINED BY FAMILY)<br>RECEIVING SCHOOL MAY NEED TO WAIT TO COMPLETE THIS INFORMATION UNTIL SENDING SCHOOL PORTION IS COMPLETE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |       |        |                           |    |
| 13           | If the Status in line 12 IS STILL OWNED/MAINTAINED, is the residence occupied by a member of the student's family?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |       |        |                           |    |
| 14           | For purposes of this bylaw, a bonafide change of residence means the permanent moving of the student and his/her custodial parents from one school district defined school attendance area into another school district or defined school attendance area prior to a change in enrollment of the student. A student who becomes emancipated does not have a bonafide change of residence by virtue of his/her emancipation and change of residence for purposes of this bylaw. <b>According to this definition</b> , has this student and his/her custodial family had a bonafide change in residence? <b>IF ANSWER IS YES, ADDITIONAL DOCUMENTATION MAY BE REQUESTED/REQUIRED TO VERIFY THE SALE OF THE FORMER RESIDENCE OR INFORMATION REGARDING OCCUPANCY</b> |       | YES    | NO                        |    |
| 15           | Subsequent to the student's last date of participation in varsity athletics, has there been dissolution of marriage followed by a court order granting custody of the student to the parent with whom the student resides? <b>IF ANSWER IS YES, ENCLOSE A COPY OF THE DATED CUSTODY ORDER</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |       | YES    | NO                        |    |
| 16           | Is this student a ward of the state or court and changing schools due to that order or due to a change in the original parental custody order? <b>IF ANSWER IS YES, ENCLOSE A COPY OF THE DATED COURT ORDER</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |       | YES    | NO                        |    |
| 17           | Is this transfer due to the death of one or more of the student's custodial parents? <b>IF ANSWER IS YES, GIVE DETAILS IN COMMENT BOX 22</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |       | YES    | NO                        |    |
| 18           | Is this student entering or coming from a Boarding school where attendance was required by order of the courts or by recommendation of the Principal of the school attended immediately prior to attendance at the Boarding school? <b>IF ANSWER IS YES, PROVIDE COPY OF ORDER/LETTER FROM COURT/PRINCIPAL</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                   |       | YES    | NO                        |    |
| 19           | Is this student transferring schools after having a complete school year (first semester through second semester) without participation in interscholastic athletics at any level (grades 9-12)?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |       | YES    | NO                        |    |
| 20           | Is this student transferring from a non-member school in Kentucky whose sole participation has been against other non-member schools?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |       | YES    | NO                        |    |
| 21           | Is this student transferring from a member school in Kentucky due to action of the local Board of Education? <b>IF ANSWER IS YES, GIVE DETAILS IN COMMENT BOX 22 AND ATTACH A LETTER FROM BOARD PERSONNEL</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |       | YES    | NO                        |    |
| 22           | COMMENTS. Please record any notes concerning school change ( <i>attach additional letter if necessary or if more space is needed</i> )                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |       |        |                           |    |

**RECEIVING SCHOOL VERIFICATION AND SIGNATURES - As Principal or Designated Representative of the RECEIVING SCHOOL, I certify that the above information is correct to the best of my knowledge and based on all available facts. NOTE: The Principal's signature does not represent a recommendation or the final ruling in the case. Disagreements as to material facts in the case or verification of evidence shall be resolved by the Commissioner's Office.**

|                                        |           |                    |  |
|----------------------------------------|-----------|--------------------|--|
| Print Name of Person Signing this Form |           | Position in School |  |
| Date                                   | Signature | Daytime Phone      |  |



**KENTUCKY HIGH SCHOOL ATHLETIC ASSOCIATION  
DOMESTIC STUDENT TRANSFER FORM**

**THIS FORM MAY NOT BE FAXED TO THE KHSAA. STUDENT IS NOT ELIGIBLE UNTIL RULING  
ISSUED BY COMMISSIONER. INCOMPLETE OR ILLEGIBLE FORMS WILL BE RETURNED  
WITHOUT PROCESSING.**

KHSAA Form GE06  
Rev. 8/05



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**TRANSFER FORM – SENDING SCHOOL SUPPLEMENTAL INFORMATION**

**TO BE COMPLETED IF THE STUDENT HAS PARTICIPATED AT THE VARSITY LEVEL AFTER ENROLLING IN GRADE NINE, OR  
IF A STUDENT HAS PLAYED VARSITY DURING THE CURRENT SCHOOL YEAR AND THEREAFTER CHANGES SCHOOLS.**

**THE FOLLOWING INFORMATION IS TO BE COMPLETED BY THE SENDING SCHOOL**

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |           |    |    |    |                    |    |    |    |    |    |    |    |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|----|----|----|--------------------|----|----|----|----|----|----|----|
| Student Name                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |           |    |    |    |                    |    |    |    |    |    |    |    |
| 23                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Date of first entry into Sending school                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |           |    |    |    |                    |    |    |    |    |    |    |    |
| 24                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Grade level of first entry into Sending school (check one)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | 9         | 10 | 11 | 12 |                    |    |    |    |    |    |    |    |
| 25                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Date of Withdrawal from Sending School                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |           |    |    |    |                    |    |    |    |    |    |    |    |
| 26                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Date of Last Varsity Participation in Any Sport                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |           |    |    |    |                    |    |    |    |    |    |    |    |
| 27                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Sport(s) in which student participated on the varsity level after enrollment in grade nine (Check applicable)- BA-Baseball, BK-Basketball, XC-Cross Country, FB-Football, GF-Golf, SO-Soccer, FP-Fast Pitch, SW-Swimming, TN- Tennis, TR-Track, VB-Volleyball, WR-Wrestling                                                                                                                                                                                                                                                                                                                     | BA        | BK | XC | FB | GF                 | SO | FP | SW | TN | TR | VB | WR |
| 28                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | According to permanent records, Name of Custodial Parent (NOTE: Guardianship is NOT custody).                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |           |    |    |    |                    |    |    |    |    |    |    |    |
| 29                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Role of person with legal custody (person listed in 28, residential custodian charged with care and support) of this student (Mother, Father, Other)                                                                                                                                                                                                                                                                                                                                                                                                                                            |           |    |    |    |                    |    |    |    |    |    |    |    |
| 30                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Street Address of this student and family while attending the sending school (use 911 address, do not use PO Box)                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |           |    |    |    |                    |    |    |    |    |    |    |    |
| 31                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Who owns/leases/rents/owned/leased/rented the residence listed in the Question 30? (parents, etc)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |           |    |    |    |                    |    |    |    |    |    |    |    |
| 32                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Status of former residence listed in Question 30 (SOLD, SALE PENDING, LEASED/RENTED TO ANOTHER PARTY, STILL OWNED/MAINTAINED BY FAMILY)                                                                                                                                                                                                                                                                                                                                                                                                                                                         |           |    |    |    |                    |    |    |    |    |    |    |    |
| 33                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | If the Status in line 32 IS STILL OWNED/MAINTAINED, is the residence occupied by a member of the student's family?                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |           |    |    |    |                    |    |    |    |    |    |    |    |
| 34                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Has the student and his/her entire custodial family completely vacated the residence listed in question 30 above?                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |           |    |    |    |                    |    |    |    |    |    |    |    |
| 35                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Phone number (day and night) of student and family at this address according to school records.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |           |    |    |    |                    |    |    |    |    |    |    |    |
| 36                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | What specific public/independent school district includes the address listed in Question 30 above (list specific public school not school system, in the case of multiple schools, list the "resides" or assigned school).                                                                                                                                                                                                                                                                                                                                                                      |           |    |    |    |                    |    |    |    |    |    |    |    |
| 37                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | For purposes of this bylaw, a bonafide change of residence means the permanent moving of the student and his/her custodial parents from one school district defined school attendance area into another school district or defined school attendance area prior to a change in enrollment of the student. A student who becomes emancipated does not have a bona fide change of residence by virtue of his/her emancipation and change of residence for purposes of this bylaw. According to this definition, has this student and his/her custodial family had a bonafide change in residence? | YES       | NO |    |    |                    |    |    |    |    |    |    |    |
| 38                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Subsequent to the student's last date of participation in varsity athletics at the Sending School, has there been dissolution of marriage followed by a court order granting custody of the student to the parent with whom the student resides?                                                                                                                                                                                                                                                                                                                                                | YES       | NO |    |    |                    |    |    |    |    |    |    |    |
| 39                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Is this student a ward of the state or court and changing schools due to that order or due to a change in the original parental custody order? (check response, give details on line 45 if YES and include court order)                                                                                                                                                                                                                                                                                                                                                                         | YES       | NO |    |    |                    |    |    |    |    |    |    |    |
| 40                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Is this transfer due to the death of one or more of the student's custodial parents?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | YES       | NO |    |    |                    |    |    |    |    |    |    |    |
| 41                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Is this student entering or coming from a Boarding school where attendance was required by order of the courts or by recommendation of the Principal of the school attended immediately prior to attendance at the Boarding school?                                                                                                                                                                                                                                                                                                                                                             | YES       | NO |    |    |                    |    |    |    |    |    |    |    |
| 42                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Is this student transferring schools after having a complete school year (first semester through second semester) without participation in interscholastic athletics at any level?                                                                                                                                                                                                                                                                                                                                                                                                              | YES       | NO |    |    |                    |    |    |    |    |    |    |    |
| 43                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Is this student transferring from a non-member school in Kentucky whose sole participation has been against other non-member schools?                                                                                                                                                                                                                                                                                                                                                                                                                                                           | YES       | NO |    |    |                    |    |    |    |    |    |    |    |
| 44                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Is this student transferring from a member school in Kentucky due to action of the local Board of Education?                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | YES       | NO |    |    |                    |    |    |    |    |    |    |    |
| 45                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | COMMENTS. Please record any notes concerning school change (attach additional letter if necessary or if more space is needed)                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |           |    |    |    |                    |    |    |    |    |    |    |    |
| <b>SENDING SCHOOL VERIFICATION AND SIGNATURES - As Principal or Designated Representative of the SENDING school, I certify that the above information is correct to the best of my knowledge and based on all available facts. NOTE: The Principal's signature does not represent a recommendation or the final ruling in the case. Disagreements as to material facts in the case or verification of evidence shall be resolved by the Commissioner's Office.</b> |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |           |    |    |    |                    |    |    |    |    |    |    |    |
| Print Name of Person Signing this Form                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |           |    |    |    | Position in School |    |    |    |    |    |    |    |
| Date                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Signature |    |    |    | Daytime Phone      |    |    |    |    |    |    |    |



**KENTUCKY HIGH SCHOOL ATHLETIC ASSOCIATION  
APPLICATION FOR FOREIGN STUDENT  
(NON DOMESTIC) ELIGIBILITY**

KHSAA Form GE07  
Rev. 04/06

**A-1**

THIS FORM MAY NOT BE PLACED TO THE KHSAA. STUDENT IS NOT ELIGIBLE UNTIL RULING  
ISSUED BY COMMISSIONER. INCOMPLETE FORMS WILL BE RETURNED WITHOUT PROCESSING.  
PATENT IS AN INVENTION OF KHSAA

1. COMPLETE THIS FORM FOR ANY STUDENT WHO IS NOT FROM THE UNITED STATES OR THE DISTRICT OF COLUMBIA WHO TRANSFERS INTO A KHSAA MEMBER SCHOOL AFTER PREVIOUSLY ATTENDING A FOREIGN OR DOMESTIC SCHOOL FOLLOWING ENROLLMENT IN GRADE NINE (9). IF THE STUDENT HAS NOT YET ATTENDED SCHOOL FOLLOWING ENROLLMENT IN GRADE NINE (9) NO RULING IS NECESSARY AS THE STUDENT IS NOT SUBJECT TO THIS BYLAW.
2. PLEASE REFER TO KHSAA BYLAW 6, SECTION 2, FOR THE SPECIFIC PROVISIONS REGARDING FOREIGN STUDENT ELIGIBILITY.
3. FOR STUDENTS COMING THROUGH AN EXCHANGE PROGRAM, COMPLETE SECTIONS A, B, C, D, AND F.
4. FOR STUDENTS NOT COMING TO THE UNITED STATES THROUGH AN APPROVED FOREIGN EXCHANGE AGENCY, THE RULING MUST COME THROUGH THE KHSAA DUE TO PROCESS PROCEDURE. FOR STUDENTS NOT COMING THROUGH AN APPROVED EXCHANGE PROGRAM, COMPLETE SECTIONS A, B, C, E AND F.
5. STUDENTS MAY NOT PRACTICE, SCRIMMAGE (INTER OR INTRA-SCHOOL) OR PLAY IN CONTESTS UNTIL BEING RULED ELIGIBLE BY THE COMMISSIONER'S OFFICE. MEMBER SCHOOL (S) WILL BE PENALIZED FOR SUCH PARTICIPATION.
6. THE KHSAA MEMBER SCHOOL SHALL ENSURE THAT ALL PARTS OF THIS FORM ARE COMPLETE AND LEGIBLE, AND ALL REQUIRED ATTACHMENTS ARE INCLUDED.
7. THE FORM WILL BE REVIEWED BY THE COMMISSIONER'S OFFICE AND A RULING WILL BE ISSUED.
8. A RULING WILL NOT BE ISSUED FOR A MINIMUM OF THREE (3) WORKING DAYS TO ENSURE TIME FOR VERIFICATION OF THE DATA.
9. ONLY THE PRINCIPAL AND/OR DESIGNATED REPRESENTATIVE OF A MEMBER SCHOOL MAY INQUIRE AS TO THE PROCESSING STATUS OF THE FORM.
10. THE WAIVER OF BYLAW 6 DOES NOT IN AND OF ITSELF DECLARE THE STUDENT ELIGIBLE. IT IS THE RESPONSIBILITY OF THE MEMBER SCHOOL TO VERIFY THAT THE STUDENT IS ELIGIBLE ACCORDING TO ALL OTHER BYLAWS.

**A. STUDENT RECORD AND RECORDS INFORMATION**

|    |                                                                                                                                                                              |                 |                  |                                   |
|----|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|------------------|-----------------------------------|
| 1  | Name of Student as it appears on passport and/or VISA                                                                                                                        | Birth Date      |                  |                                   |
| 2  | Name and address of KHSAA Member School at which eligibility is desired                                                                                                      |                 |                  |                                   |
| 3  | Sport(s) for which eligibility is desired                                                                                                                                    |                 |                  |                                   |
| 4  | Grade in school                                                                                                                                                              | 9 <sup>th</sup> | 10 <sup>th</sup> | 11 <sup>th</sup> 12 <sup>th</sup> |
| 5  | Date of enrollment at KHSAA member school                                                                                                                                    |                 |                  |                                   |
| 6  | Name and Address of Last School Attended                                                                                                                                     |                 |                  |                                   |
| 7  | Last date enrolled at previously attended high school                                                                                                                        |                 |                  |                                   |
| 8  | Has student completed high school (grades 12 or the equivalent) in his/her home country?                                                                                     | Yes             | No               |                                   |
| 9  | Total number of previous years in high school (foreign and domestic combined) after promotion from grade eight):                                                             |                 |                  |                                   |
| 10 | Did the student participate in varsity athletics at the last high school attended (check yes or no) in his/her home country?                                                 | Yes             | No               |                                   |
| 11 | If 10 is yes, list sports                                                                                                                                                    |                 |                  |                                   |
| 12 | Has student previously attended high school in United States?                                                                                                                | Yes             | No               |                                   |
| 13 | If 12 is yes, list school address and enrollment dates                                                                                                                       |                 |                  |                                   |
| 14 | Has this student's age been verified as meeting Bylaw 3, transcript completely translated into English and academic eligibility verified?                                    | Yes             | No               |                                   |
| 15 | Does this student meet all other KHSAA eligibility rules such as being a full-time student the previous semester and not yet exceeding the semester limit (check yes or no)? | Yes             | No               |                                   |
| 16 | Name and Address of Birth Parents                                                                                                                                            |                 |                  |                                   |
| 17 | Name and Address of Host Family?                                                                                                                                             |                 |                  |                                   |
| 18 | Daytime Phone Number of Host Family?                                                                                                                                         |                 |                  |                                   |
| 19 | What specific KHSAA public/independent school district includes the address listed in Question 17 above (specific public school not school system).                          |                 |                  |                                   |
| 20 | Is/are host (resident) family member (s) acting as a coach, administrator, faculty or staff member, or otherwise employed by the school?                                     |                 |                  |                                   |
| 21 | Is the host (resident) family a member of any sports booster organization or a sponsor of athletics at the local school?                                                     |                 |                  |                                   |
| 22 | Does this host family have other students involved in interscholastic sports at the school? (If yes, list team)                                                              |                 |                  |                                   |

**B. CLASSIFICATION (check one)**

|                          |                                                                                                                                                                    |
|--------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | This student is coming to my school through a Foreign Exchange Agency (complete items A, B, C, D and F, and return to KHSAA for ruling.)                           |
| <input type="checkbox"/> | This student is not coming to my school through an approved Foreign Exchange Agency (complete item A, B, C, E and F and submit to KHSAA for further instructions.) |

**C. VISA VERIFICATION (check one, include US Department of State J-1 Certificate of Eligibility for Exchange Visitor (detailing status))**

|                          |                                                                                     |
|--------------------------|-------------------------------------------------------------------------------------|
| <input type="checkbox"/> | This student is in the U.S. with a validated J-1 VISA. (Include a copy of the VISA) |
| <input type="checkbox"/> | Other VISA (give details)                                                           |

**D. EXCHANGE PROGRAM SPONSORSHIP, FEES AND VERIFICATION** (The following checked items have been certified and verified)

|    |                                                                                                                                                                                                                                                                                                                            |                                                         |                                                                                                                             |
|----|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------|
| 23 | Name of Exchange Program                                                                                                                                                                                                                                                                                                   |                                                         |                                                                                                                             |
| 24 | Name and Address of Local Area Exchange Program Representative                                                                                                                                                                                                                                                             | Daytime Phone number of Exchange Program Representative |                                                                                                                             |
| 25 | List amount of agency fee(s) paid for placement, and indicate who payment was made to for the placement.                                                                                                                                                                                                                   |                                                         |                                                                                                                             |
| 26 | Who is responsible for the payment of placement fees to the foreign exchange agency?                                                                                                                                                                                                                                       |                                                         |                                                                                                                             |
| 27 | What is the person in Line 26's relationship to the school (i.e. faculty, coach, administrator, parent, none). Enclose copy of payment record (cancelled check, receipt, etc.) clearly indicating payer of fees. Also enclose a letter from the agency (in English) verifying the name of the individuals paying the fees. |                                                         |                                                                                                                             |
| 28 | Amount of base tuition and fees charged to all students who attend this high school, or charged to non-district resident students.                                                                                                                                                                                         | Amount of tuition and fees charged to this student.     |                                                                                                                             |
| 29 | Who paid the tuition and fees to the school (if applicable) and that person's relationship to the school (i.e. faculty, coach, administrator, parent, none). Enclose copy of payment record translated into English (cancelled check, receipt, etc.) clearly indicating payer of fees.                                     |                                                         |                                                                                                                             |
| 30 | Yes                                                                                                                                                                                                                                                                                                                        | No                                                      | The national headquarters of the sponsoring organization approved placement in the host school.                             |
| 31 | Yes                                                                                                                                                                                                                                                                                                                        | No                                                      | Placement in host school was made by the sponsor prior to departure from the student's native country.                      |
| 32 | Yes                                                                                                                                                                                                                                                                                                                        | No                                                      | As host school, we are confident, upon our evaluation that this request for eligibility is within the scope of KHSAA rules. |

**E. FOREIGN STUDENTS NOT COMING THROUGH FOREIGN EXCHANGE PROGRAM**

NOTE: Students not coming through a Board of Control approved program should submit information related to the enrollment of this student. A complete list of those programs is available on the KHSAA web site ([www.khsaa.org](http://www.khsaa.org)). This information will be forwarded to the Hearing Officer of the KHSAA who will conduct an administrative hearing to determine this student's eligibility. **Students for which the one-year initial period of ineligibility is waived are subject to the one-year limitation on eligibility.** The school and/or student will be notified of the time and place of the hearing. Further details can be found in the KHSAA Due Process Procedure in the KHSAA Handbook.

**Please describe in complete detail the circumstances surrounding this student's arrival in the United State and desire to attend the member school. Attach additional correspondence if necessary.**

**F. SIGNATURES AND CERTIFICATIONS**

I understand that if the waiver of the one-year period of ineligibility is granted, this student shall not be eligible for more than one year of athletic participation under any circumstances.

|    |                            |      |
|----|----------------------------|------|
| 33 | Exchange Student Signature | Date |
|----|----------------------------|------|

I understand that if the waiver of the one-year period of ineligibility is granted, this student shall not be eligible for more than one year of athletic participation under any circumstances.

|    |                       |      |
|----|-----------------------|------|
| 34 | Host Family Signature | Date |
|----|-----------------------|------|

As Principal or Designated Representative of this KHSAA member school, I hereby verify that this student meets all eligibility rules and regulations as promulgated; hereby certify that the student was not recruited for athletic purposes by any official or unofficial representative of the school and that the placement of this student in this school was random as required by Bylaw 10.

It is the recommendation of the undersigned Principal or Designated Representative that the period of ineligibility for transferring students (one year from the date of enrollment) be waived and that he/she be declared eligible immediately to represent my school in interscholastic athletics. I understand that if the waiver of the one-year period of ineligibility is granted, this student shall not be eligible for more than one year of athletic participation under any circumstances.

|    |                                                 |                                                                                              |  |
|----|-------------------------------------------------|----------------------------------------------------------------------------------------------|--|
| 35 | Principal / Designated Representative Signature |                                                                                              |  |
| 36 | Position at the School                          | Email Address (for data gathering purposes only, no rulings can be made via electronic mail) |  |
| 37 | Daytime Phone Number                            | Date Signed                                                                                  |  |

For KHSAA use only

|          |                                                                                                                                                    |
|----------|----------------------------------------------------------------------------------------------------------------------------------------------------|
| Approved | The student is eligible upon receipt of notification from the Commissioner's office.                                                               |
| Denied   | This student is ineligible.                                                                                                                        |
| Referred | Referred directly to Hearing Office in accordance with Bylaw 6, Section 2 as this student has not come through an approved Foreign Exchange Agency |

|                                   |                |
|-----------------------------------|----------------|
| Commissioner's Signature          | Signature Date |
| Notes for Transfer Correspondence |                |
| Notes for File                    |                |

**The complete text of Bylaw 6, Transfer Rule, is contained in the KHSAA Handbook as well as interpretations that have established enforcement precedents. Rulings are issued based solely on the issue of Bylaw 6, Transfer Rule. No verbal statement in addition or in contradiction to these materials shall apply. It is the School obligation to inform the student of this ruling. If facts or circumstances change, contact the Commissioner because this could affect or change the ruling.**  
**If a participant, parent, contest official, coach or member school is dissatisfied with this decision, an appeal may be taken in the manner and within the time set forth in the KHSAA Due Process Procedure.**



# Kentucky High School Athletic Association

2280 Executive Drive Lexington, KY 40505 www.khsaa.org (859)299-5472 (859)293-5999 (fax)

B

«TODAYDATE»

TO: Principal «Principal»  
«SCHOOL» High School  
«ADDRESS»  
«CITY», «STATE» «ZIP»

FR: Commissioner Brigid L. DeVries

A handwritten signature in cursive script, reading 'Brigid L. DeVries', is positioned above the 'FR:' line.

RE: Transfer of Student-Athlete - «STUDENT»  
Receiving School - «RECSCHOOL»  
Sending School - «SENSCHOOL»  
Enrollment Date - «XFERDATE»

This is in response to the request for a ruling based on KHSAA Bylaw 6 as it relates to the transfer of «STUDENT». «COMMENT1» «COMMENT2» **Based on the information provided, this student is «ELIG».** This ruling is based only on Bylaw 6, Transfer Rule. No verbal statement in addition to or in contradiction to these materials shall apply.

It is the obligation of the receiving school administration to inform the student of this ruling and to verify the eligibility of all student-athlete's in accordance with all other KHSAA bylaws and regulations. If facts or circumstances change, the receiving school administration is required to contact the KHSAA Commissioner as this could affect or change the status of the ruling.

Any aggrieved party may appeal the ruling of the Commissioner to the Hearing Officer of the KHSAA via the Commissioner's Office in accordance with the KHSAA Due Process Procedure. The request for an appeal must be made in writing with a return address for response. Further, the request must include a detailed basis for the appeal, including, but not limited to, the factual basis and issues involved.

June 10, 2005

To: Commissioner Brigid L. DeVries  
KHSAA  
2280 Executive Drive  
Lexington, KY 40505

Fr: [REDACTED]  
731 Green Creek Drive  
Glasgow, KY 42141

RE: Appeal Ruling of Commissioner

This is in regards to the recent request to allow our daughter, [REDACTED] to be eligible to play sports at [REDACTED] High School. We are asking as her parents that you reconsider your decision to keep [REDACTED] ineligible for one year.

[REDACTED] was a student at [REDACTED], where she was one of up to seven students in her classroom. When the school was struggling in leadership we decided to move [REDACTED] back to a public school. At that time, we chose to "pay tuition" and send her to [REDACTED] High School to keep her in a smaller student to teacher ratio and for what we thought was a more challenging academic setting.

In January of 2005 we transferred [REDACTED] to [REDACTED] High School for the following reasons:

- 1) [REDACTED] is our zoned school district
- 2) [REDACTED] offers a more diverse course load
- 3) Block scheduling takes a tremendous pressure off of students and provides a more relaxed learning environment
- 4) Being a county resident, [REDACTED] is more comfortable with children raised in a similar environment with similar interests.

[REDACTED] has been playing organized sports since she was four years old, beginning with T-ball. She has, in her thirteen years, added basketball, flag football, fast pitch softball, tennis, swimming, and soccer to her list of organized/school sports. [REDACTED] is a genuine athlete with a great love for all sports.

[REDACTED] was looking forward to trying out for either volleyball or soccer at [REDACTED]. She had decided not to pursue any other sports offered. [REDACTED] was very disappointed to find out that she may not be allowed to participate when this is her senior year and she WILL NOT have another opportunity. By the time [REDACTED] becomes eligible to play by the one year rule, she will miss the opportunity to play both volleyball and soccer.



As [REDACTED] parents, we have always encouraged her participation in any sport. We clearly see that [REDACTED] "feels" better about herself and has a more productive school year when she is involved. More importantly, in the situation at hand where [REDACTED] is a new student at [REDACTED] we want her to become involved AND a part of [REDACTED] as quickly as possible.

We ask that you reconsider your ruling to allow [REDACTED] to participate in volleyball or soccer. Both sports will be meeting and practicing during the summer months. This would be a great opportunity for [REDACTED] to begin settling in as a student/athlete at [REDACTED] boost her confidence level, and prepare her mindset for a great, productive senior year.

Please let us know if we can provide any more information or assist in expediting this matter. Our home number is [REDACTED] cell [REDACTED]

Sincerely,  
[REDACTED]



# Kentucky High School Athletic Association

2280 Executive Drive ° Lexington, KY 40505 ° www.khsaa.org ° (859)299-5472 (859)293-5999 (fax)

«LetterDate»

D-4

«Title» «First\_Name» «Last\_Name»

«Address\_Line\_1»

«Address\_Line\_2»

«City», «State» «ZIP\_Code»

Dear «Title» «Last\_Name»:

In accordance with the Kentucky High School Athletic Association's Due Process Procedure, a copy of which is enclosed, this letter will provide you with additional information concerning your appeal of the Commissioner's ruling involving «StudentName», «School».

A. A hearing concerning this appeal will be held on «AppealDate», at «AppealTime», at the KHSAA office, 2280 Executive Drive, Lexington, KY 40505. All parties should be aware that items discussed during this hearing, together with documentary and other evidence introduced, will be factors in the final decision and it is in the best interest of all parties involved to be present for this hearing.

B. The Honorable Edmund P. Karem shall preside as the Hearing Officer. Judge Karem's address is: c/o KHSAA, 2280 Executive Drive, Lexington, Kentucky 40505.

C. Other parties which may be represented or present at the hearing include: «Principal1», «SchoolAddress1»; KHSAA Commissioner Brigid DeVries, and KHSAA Attorney Ted Martin, Greenebaum Doll & McDonald, 300 West Vine Street, Suite 1100, Lexington, KY 40507.

D. Based upon the information which has been provided to this office, the specific Bylaws and issues to be considered and/or determined by this appeal involve the following:

## **Bylaw 4. Enrollment**

### **Sec.1. Maximum Number of Semesters**

- (a) Students promoted from grade eight (8) to grade nine (9) shall have four (4) consecutive calendar years of eligibility from the date of first such promotion by the school provided the student is eligible according to this and all other Association bylaws. Such eligibility shall conclude with the completion of the spring sports season following the fourth year.
- (b) The Commissioner or Board of Control through the Due Process Procedure, may grant additional eligibility in the case where it has been documented by the attending physician, Principal and Superintendent that severe illness or injury has prevented the student from receiving necessary education services and the right to an education has therefore been impacted rather than simply the loss of athletic privilege. Such grant of eligibility may only be made in the cases in which the student-athlete would remain eligible by all other Association bylaws. Nothing about this provision shall include additional eligibility strictly for loss of participation due to sports related injuries.

D-4

(c) No student having been enrolled in the fourth (4th) grade or in any grade through twelfth (12th) shall be eligible for interscholastic athletics at the high school level (grades 9 through 12) for more than a total of one (1) year in each grade and applicable eligibility shall begin in the first year enrolled in that grade. Students repeating a grade for any reason are ineligible to participate in interscholastic athletics at the high school level (grades 9 through 12) during the second year in that grade. The penalty for violation of this rule shall be the loss of one of the four years of eligibility after being promoted from grade nine (9). Policies regarding the participation of repeating students at the levels of play below high school interscholastic athletics shall be determined by the school council pursuant to KRS 160.345 (2) (i).

(d) Pupils in grades 1-8 may play on the high school team if such participation is not in conflict with Section (c) above, and the time so played shall not be counted on the eight (8) semester limit. EXCEPTION: Students below grade nine (9) may not participate on the varsity team in contests in the sports of football or soccer, and students enrolled below grade seven (7) may not participate on the varsity level in wrestling. The provisions of this restriction shall not apply to non-varsity teams participating in these sports.

E. You may be represented by legal counsel at this hearing if you so choose. In the event you choose to be represented by legal counsel, the name, address and telephone number of such person representing you should be provided in writing to the KHSAA and to the above-listed Hearing Officer at least three (3) business days in advance of the scheduled hearing.

F. Prior to the hearing, you may examine any and all documentary evidence to be presented during the hearing. These materials will be available at the KHSAA's Office at 2280 Executive Drive, Lexington, Kentucky, during normal business hours and upon written request and reasonable notification to the undersigned.

You are also cautioned that, in the event a party fails to attend or participate in this hearing, a default may be issued in accordance with the Due Process Procedure. Except for emergencies, three days prior written notice must be given if you need to re-schedule the date of your appeal. You may contact the office by phone, fax or mail to do so.

As set forth in the attached Due Process Procedures, representatives of appealing parties and all potentially affected persons or entities are entitled to attend hearings. In the instance of a student submitting an appeal, such student may be represented by one or more representatives of the school that the student attends. Any person entitled to be in attendance at such hearing may represent themselves. And, as noted above, any individual or entity entitled to be present at the hearing may be represented by legal counsel, provided that the above-referenced written notice is given at least three (3) business days in advance of the hearing.

«Title» «First\_Name» «Last\_Name»  
«LetterDate»  
Page 3

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Please feel free to contact this office should you have any question concerning any matter set forth above.

Sincerely,

Brigid L. DeVries  
Commissioner

BD:dk

Enclosure: Due Process Procedure  
Directions to KHSAA Office

xc: (with enclosure)  
«Principal1», «School»  
«Carbon1»  
Mr. Kevin Noland, Kentucky Department of Education  
Mr. Ted Martin, Greenebaum Doll & McDonald



# Kentucky High School Athletic Association

2280 Executive Drive ° Lexington, KY 40505 ° www.khsaa.org ° (859)299-5472 (859)293-5999 (fax)

«LetterDate»

D-5

«Title» «First\_Name» «Last\_Name»  
«Address\_Line\_1»  
«Address\_Line\_2»  
«City», «State» «ZIP\_Code»

Dear «Title» «Last\_Name»:

In accordance with the Kentucky High School Athletic Association's Due Process Procedure, a copy of which is enclosed, this letter will provide you with additional information concerning your appeal of the Commissioner's ruling involving «StudentName», «School».

A. A hearing concerning this appeal will be held on «AppealDate», at «AppealTime», at the KHSAA office, 2280 Executive Drive, Lexington, KY 40505. All parties should be aware that items discussed during this hearing, together with documentary and other evidence introduced, will be factors in the final decision and it is in the best interest of all parties involved to be present for this hearing.

B. The Honorable Edmund P. Karem shall preside as the Hearing Officer. Judge Karem's address is: c/o KHSAA, 2280 Executive Drive, Lexington, Kentucky 40505.

C. Other parties which may be represented or present at the hearing include: «Principal1», «SchoolAddress1»; «OtherParties», KHSAA Commissioner Brigid DeVries, and KHSAA Attorney Ted Martin, Greenebaum Doll & McDonald, 300 West Vine Street, Suite 1100, Lexington, KY 40507.

D. Based upon the information which has been provided to this office, the specific Bylaws and issues to be considered and/or determined by this appeal involve the following:

## **Bylaw 5. Minimum Academic Requirement**

### **Sec. 1. Proper Grade Level Requirement for Students in All School Districts**

On the first day of each school year, a student must be at his/her proper grade level. To be considered to be at the proper grade level, a student must have been enrolled during the previous grading period, and must be on schedule to graduate on the first day of school. For the verification of this provision, all course work, including summer and correspondence work, must be complete by the first day of the school year for the student body.

#### **a) Eligibility During First Year Following Initial Enrollment in Grade Nine (9)**

For a student in the ninth grade to be considered to be on schedule to graduate, that student must have been promoted from grade eight (8) to grade nine (9), and be in compliance with all other bylaws.

#### **b) Eligibility During Second Year Following Initial Enrollment in Grade Nine (9)**

For a student in the second year following initial enrollment in grade nine (9) (normally grade 10) to be on schedule to graduate, that student must have received twenty (20) percent of the requirements of the school/district for graduation prior to the first day of the second year following initial enrollment in grade nine (9), and be in compliance with all other bylaws.

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- c) Eligibility During Third Year Following Initial Enrollment in Grade Nine (9)  
For a student in the third year following initial enrollment in grade nine (9) (normally grade 11) to be on schedule to graduate, that student must have received forty-five (45) percent of the requirements of the school/district for graduation prior to the first day of the third year following initial enrollment in grade nine (9), and be in compliance with all other bylaws.
- d) Eligibility During Fourth Year Following Initial Enrollment in Grade Nine (9)  
For a student in the fourth year following initial enrollment in grade nine (9) (normally grade 12) to be on schedule to graduate, that student must have received seventy (70) percent of the requirements of the school/district for graduation prior to the first day of the fourth year following initial enrollment in grade nine (9), and be in compliance with all other bylaws.

Sec. 2. One-time Reinstatement of Students Failing to Meet Normal Progress Requirements

The eligibility of a student failing to meet the provisions of subsections (a) through (d) above may be reinstated a maximum of one time. This reinstatement is possible by the student passing twenty-five (25) percent of the requirements of the district for graduation during the year he/she is ineligible. He/she, upon reinstatement, shall remain eligible as long as he/she passes twenty-five (25) percent of the requirements of the district for graduation during each subsequent year.

Sec. 3. Continual Progress During the School Year

On a weekly basis, a student shall also be passing (cumulatively for the credit period) in at least four hours of instruction as defined by Kentucky Board of Education regulations (of the six hours of instruction required) or the equivalent of four hours of instruction acceptable to graduation in order to be eligible to participate in athletics during the subsequent week (Monday through Sunday period) and through the next opportunity to examine grades in this manner. On its membership form, each member school shall designate the day of the week, approved and documented through local policies, that the grades shall be examined for the student-athletes within that school in order to make this determination. Absent any other determination, this weekly check of grades shall be conducted on each Friday of each grading period or on the last day of classes preceding that particular Friday if no classes are conducted on that particular Friday. No special tests or recitations are to be given for the purpose of making the student eligible.

Sec. 4. Pre-Secondary School Students

Pre-secondary school students (grades 1-8) participating in athletics representing a KHSAA member school shall be passing in at least two-thirds of the subjects in which they are currently enrolled in order to be eligible.

E. You may be represented by legal counsel at this hearing if you so choose. In the event you choose to be represented by legal counsel, the name, address and telephone number of such person representing you should be provided in writing to the KHSAA and to the above-listed Hearing Officer at least three (3) business days in advance of the scheduled hearing.

F. Prior to the hearing, you may examine any and all documentary evidence to be presented during the hearing. These materials will be available at the KHSAA's Offices at 2280 Executive Drive, Lexington, Kentucky, during normal business hours and upon written request and reasonable notification to the undersigned.

You are also cautioned that, in the event a party fails to attend or participate in this hearing, a default may be issued in accordance with the Due Process Procedure. Except for emergencies, three days prior written notice must be given if you need to re-schedule the date of your appeal. You may contact the office by phone, fax or mail to do so.

D-5

As set forth in the attached Due Process Procedures, representatives of appealing parties and all potentially affected persons or entities are entitled to attend hearings. In the instance of a student submitting an appeal, such student may be represented by one or more representatives of the school that the student attends. Any person entitled to be in attendance at such hearing may represent themselves. And, as noted above, any individual or entity entitled to be present at the hearing may be represented by legal counsel, provided that the above-referenced written notice is given at least three (3) business days in advance of the hearing.

Please feel free to contact this office should you have any question concerning any matter set forth above.

Sincerely,

Brigid L. DeVries  
Commissioner

BD:dk

Enclosure: Due Process Procedure  
Directions to KHSAA Office

xc: (with enclosure)

«Principal1», «School»

«Carbon1»

Mr. Kevin Noland, Kentucky Department of Education

Mr. Ted Martin, Greenebaum Doll & McDonald



# Kentucky High School Athletic Association

2280 Executive Drive ° Lexington, KY 40505 ° www.khsaa.org ° (859)299-5472 (859)293-5999 (fax)

«Date»

D-6

«Title» «First\_Name» «Last\_Name»

«Address\_Line\_1»

«Address\_Line\_2»

«City», «State» «ZIP\_Code»

Dear «Title» «Last\_Name»:

In accordance with the Kentucky High School Athletic Association's Due Process Procedure, a copy of which is enclosed, this letter will provide you with additional information concerning your appeal of the Commissioner's ruling involving «StudentName», «School» High School.

A. A hearing concerning this appeal will be held on «AppealDate», at «AppealTime» E.T., at the KHSAA office, 2280 Executive Drive, Lexington, KY 40505. All parties should be aware that items discussed during this hearing, together with documentary and other evidence introduced, will be factors in the final decision and it is in the best interest of all parties involved to be present for this hearing.

B. The Honorable Edmund P. Karem shall preside as the Hearing Officer. Judge Karem's address is: c/o KHSAA, 2280 Executive Drive, Lexington, Kentucky 40505.

C. Other parties which may be represented or present at the hearing include: Principal «Principal1», «SchoolAddress1»; Principal «Principal2», «SchoolAddress2», «OtherParties», KHSAA Commissioner Brigid DeVries, and KHSAA Attorney Ted Martin, Greenebaum Doll & McDonald, 300 West Vine Street, Suite 1100, Lexington, KY 40507.

D. Based upon the information which has been provided to this office, the specific Bylaws and issues to be considered and/or determined by this appeal involve the following:

## Bylaw 6. Transfer Rule

### Sec. 1) Domestic Students

Any student who has been enrolled in grades nine (9) through twelve (12) and has participated in any varsity game in any sport at any school following enrollment in grade nine (9) who transfers schools shall be ineligible for interscholastic athletics for one year from the date of enrollment in the new school.

The Commissioner has discretion (but is not required) to waive the period of ineligibility set forth above if one of the following exceptions has been met. Determinations of whether a student shall be granted a waiver pursuant to this rule shall be based on the circumstances existing as of the date of enrollment at the new school.

a) BONA FIDE CHANGE IN RESIDENCE - If there has been a bona fide change in residence by the parents and student that precedes a student's change of schools.

For purposes of this bylaw, a bonafide change of residence means the moving of the student and his/her parents from one school district or defined school attendance area into another school district or defined school attendance area prior to a change in enrollment of the student. A student who becomes emancipated does not have a bona fide change of residence by virtue of his/her emancipation and change of residence for purposes of this bylaw.



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- b) **DIVORCE** - The KHSAA will not recognize a legal separation as grounds for waiver of the provisions of this bylaw. The Commissioner may waive the provisions of this bylaw in the event of a dissolution of marriage (i.e. a final and legally binding divorce decree from a court of competent jurisdiction) of the parents and a change in the residence of the student pursuant to a court order granting custody of the child to one of the parents with whom the student shall reside. In the event joint custody is awarded to both parents, for purposes of this bylaw, the student shall be deemed to reside at his or her previous residence if one parent retains this residence. If neither parent retains the former residence, the parents shall designate one of their new residences (mother or father) for the purpose of this bylaw, such designation to be reviewed and approved by the Commissioner.
- c) **GUARDIANSHIP/CHANGE OF CUSTODY** - The KHSAA shall not recognize guardianship or similar arrangements made, for purposes of this bylaw. The Commissioner shall have authority to waive the provisions of this bylaw where it is shown that custody of the student has been taken from one or both parents and given to a third person by a court of competent jurisdiction and under circumstances indicating: (1) the parent(s) is/are unfit or (2) the court finds that the health and welfare of the student would be better served by the change in custody.
- d) **DEATH** - In the event the death of one or both of the student's custodial parents creates such circumstances that the transfer to another secondary school is deemed appropriate.
- e) **BOARDING SCHOOLS** - The Commissioner may waive the period of ineligibility on a one-time basis for students entering a boarding school on a full time basis as a boarding school student.
- f) **ACADEMIC CONCERNS** - Any student who transfers to another school because his/her former school is determined to meet the conditions to be in the lowest category as determined by the Kentucky Board of Education under KRS 158.6455 and for the time specified in Section 5 of 703 KAR 5:120 may seek a waiver of this bylaw. Unless such determination is made, the KHSAA shall not recognize as grounds for a waiver of the period of ineligibility an argument that the educational needs of the transferring students would be better served through a transfer.
- g) **REASSIGNMENT BY BOARD OF EDUCATION** - Through a properly documented reassignment of the Board of Education to another school in the district. To meet this exception for a reassignment, reasons for the assignment may include, but are not limited to, the closing or opening of a school due to consolidation, merger, opening of a new school, or another type or opening or closing or assignment through KRS 158.6455 or other applicable adopted regulation. Such assignment may be to the public school district should a private, parochial or independent school close.
- h) **TRANSFER FROM NON-MEMBER SCHOOL** - Any student transferring from a non-member school located in Kentucky whose athletic participation has been limited primarily to other non-member schools may have the period of ineligibility waived.

Satisfying of one of the exceptions (a through h) will not be considered valid and a waiver of the period of ineligibility shall not be granted—

- 1) If the change in schools is to nullify or circumvent the actions of representatives or rules of the previous school or if the student left the sending school under penalty which would have resulted in their ineligibility at the sending school;
- 2) If the satisfying of one of the exceptions occurs after the enrollment at the new school;
- 3) If the change in schools is motivated in whole or part by a desire to participate in athletics at the new school;
- 4) If the satisfying of one of the exceptions is used or manipulated for the purpose of gaining athletic eligibility;

«Title» «First\_Name» «Last\_Name»

«Date»

Page 3

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5) If the satisfying of one of the exceptions by the student and the parent(s) does not reasonably precipitate a transfer to the new school.

The Commissioner may, as he/she deems necessary, appoint or hire a committee or investigator to conduct any inquiry or investigation concerning any issues arising under this bylaw or any other bylaw.

If any member school files a written objection to the factual validity of the certification before the conclusion of the period of time to which the period of ineligibility would normally apply, along with the specific, detailed basis for such, then a complete investigation shall be conducted by the KHSAA and a ruling shall be issued through the Commissioner's office.

No student enrolled in grades 4-12 who has participated in a first team game shall be eligible to represent a second member school during that school year unless that student would qualify for a waiver of the period of ineligibility in accordance with provisions (a) through (f) above.

E. You may be represented by legal counsel at this hearing if you so choose. In the event you choose to be represented by legal counsel, the name, address and telephone number of such person representing you should be provided in writing to the KHSAA and to the above-listed Hearing Officer at least three (3) business days in advance of the scheduled hearing.

F. Prior to the hearing, you may examine any and all documentary evidence to be presented during the hearing. These materials will be available at the KHSAA's Office at 2280 Executive Drive, Lexington, Kentucky, during normal business hours and upon written request and reasonable notification to the undersigned.

You are also cautioned that, in the event a party fails to attend or participate in this hearing, a default may be issued in accordance with the Due Process Procedure. Except for emergencies, three days prior written notice must be given if you need to re-schedule the date of your appeal. You may contact the office by phone, fax or mail to do so.

As set forth in the attached Due Process Procedures, representatives of appealing parties and all potentially affected persons or entities are entitled to attend hearings. In the instance of a student submitting an appeal, such student may be represented by one or more representatives of the school that the student attends. Any person entitled to be in attendance at such hearing may represent themselves. And, as noted above, any individual or entity entitled to be present at the hearing may be represented by legal counsel, provided that the above-referenced written notice is given at least three (3) business days in advance of the hearing.

Please feel free to contact this office should you have any question concerning any matter set forth above.

Sincerely,

Brigid L. DeVries  
Commissioner

«Title» «First\_Name» «Last\_Name»

«Date»

Page 4

BD:dk



Enclosure: Due Process Procedure  
Directions to KHSAA Office

xc: (with enclosure)

Principal «Principal1», «School» High School

Principal «Principal2», «School2» High School

«Carbon1»

Mr. Kevin Noland, Kentucky Department of Education

Mr. Ted Martin, Greenebaum Doll & McDonald



## Kentucky High School Athletic Association

2280 Executive Drive ° Lexington, KY 40505 ° www.khsaa.org ° (859)299-5472 (859)293-5999 (fax)

D-6(2)

March 29, 2006

Dear:

In accordance with the Kentucky High School Athletic Association's Due Process Procedure, a copy of which is enclosed, this letter will provide you with additional information concerning your appeal of the Commissioner's ruling involving **Francisco Javier Espinosa Reske**.

A. A hearing concerning this appeal will be held on **Monday, April 10, 2006 at 9:00 a.m., EST at the KHSAA Office, 2280 Executive Drive, Lexington, Kentucky**. All parties should be aware that items discussed during this hearing, together with documentary and other evidence introduced, will be factors in the final decision and it is in the best interest of all parties involved to be present for this hearing.

B. The Honorable John Adams shall preside as the Hearing Officer. Judge Adam's address is: c/o KHSAA, 2280 Executive Drive, Lexington, Kentucky 40505.

C. Other parties which may be represented or present at the hearing include;; Commissioner Brigid DeVries, and KHSAA Attorney Ted Martin, Greenebaum Doll & McDonald, 300 West Vine Street, Suite 1100, Lexington, KY 40507.

D. Based upon the information which has been provided to this office, the specific bylaws and issues to be considered and/or determined by this appeal involve the following:

### **Bylaw 6**

#### **Sec.2) Non-Domestic Students**

- a) Foreign exchange students attending school in Kentucky shall be considered ineligible for the first calendar year following enrollment.
- i) If placed in a KHSAA member school under the auspices of approved student exchange programs or in other circumstances approved by the Board of Control within Board policy, these students may be declared eligible and not be subject to the initial one-year period of ineligibility.
- ii) In order to be considered for a waiver, the following conditions must exist:
  - 1) The student shall be in compliance with all U.S. Immigration and Naturalization Service regulations;
  - 2) The student shall be in the first and only year as an exchange student;
  - 3) The student shall not be a graduate of a the 12th or terminating grade or its' equivalent in either the U.S. or his/her home country;
  - 4) The student shall be in possession of a complete transcript of records that has been translated into English prior to the request for eligibility;
  - 5) The student shall be in possession of a J-1 student education visa issued by the U.S. Immigration and Naturalization Service;

D-6(a)

- 6) The student's placement must not have been a "direct placement" into a KHSAA member school;
  - 7) The student's host family shall not pay any tuition or fee normal to the attendance at the KHSAA member school, all such fees shall be paid by the student's family;
  - 8) All travel fees shall be paid by the student's family; and
  - 9) The student's host family shall not include members of the coaching staff at the KHSAA member school at which participation is desired.
- iii) To be considered for approval by the Board of Control, a foreign exchange program shall assign students to schools by a method that ensures that no student, school or interested party may influence the assignment for athletic or other purposes.
  - iv) The student, the principal or designated representative of the member school, and a representative of the placement agency shall sign and attest to certification that the athlete complies with the eligibility rules of the KHSAA and shall not be eligible under any circumstances for more than one year of athletic participation if the first year period of ineligibility is waived.
- b) Any student having made election to apply for the waiver of the first year of ineligibility and having been granted a waiver of the normal period of ineligibility under subsection (a) above shall not be eligible, under any circumstances, for more than one (1) school year while enrolled in grades 9 -12 in Kentucky.
  - c) Any student desiring to participate in athletics who does not meet the criteria listed in Bylaw 6, Sec. 2 may seek a waiver of the one-year ineligibility period through the KHSAA Due Process Procedure.**

E. You may be represented by legal counsel at this hearing if you so choose. In the event you choose to be represented by legal counsel, the name, address and telephone number of such person representing you should be provided in writing to the KHSAA and to the above-listed Hearing Officer at least three (3) business days in advance of the scheduled hearing.

F. Prior to the hearing, you may examine any and all documentary evidence to be presented during the hearing. These materials will be available at the KHSAA's Office at 2280 Executive Drive, Lexington, Kentucky, during normal business hours and upon written request and reasonable notification to the undersigned.

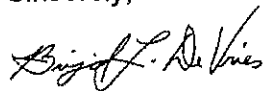
As set forth in the attached Due Process Procedures, representatives of appealing parties and all potentially affected persons or entities are entitled to attend hearings. In the instance of a student submitting an appeal, such student may be represented by one or more representatives of the school that the student attends. Any person entitled to be in attendance at such hearing may represent themselves. And, as noted above, any individual or entity entitled to be present at the hearing may be represented by legal counsel, provided that the above-referenced written notice is given at least three (3) business days in advance of the hearing.

You are also cautioned that, in the event a party fails to attend or participate in this hearing, a default may be issued in accordance with the Due Process Procedure. Except for emergencies, three days prior written notice must be given if you need to re-schedule the date of your appeal. You may contact the office by phone, fax or mail to do so.

D-6(2)

Please feel free to contact this office should you have any question concerning any matter set forth above.

Sincerely,



Brigid L. DeVries  
Commissioner

BD:dk

Enclosure: Due Process Procedure  
Directions to KHSAA Office

xc:

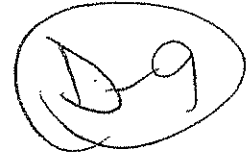
Mr. Kevin Noland, Kentucky Department of Education  
Mr. Ted Martin, Greenebaum Doll & McDonald



# Kentucky High School Athletic Association

2280 Executive Drive ° Lexington, KY 40505 ° www.khsaa.org ° (859)299-5472 (859)293-5999 (fax)

Date



## Name & Address

Re: Bylaw 9, Case 3 Appeal

Dear :

In accordance with the Kentucky High School Athletic Association's Due Process Procedure, a copy of which is enclosed, this letter will provide you with additional information concerning your appeal of the Commissioner's ruling involving **Name of High School**.

A. A hearing before the Board of Control concerning this appeal will be held on **Date & Time, EST at the KHSAA Office, 2280 Executive Drive, Lexington, Kentucky**. All parties should be aware that items discussed during this appeal, together with documentary and other evidence introduced, will be factors in the final decision and it is in the best interest of all parties involved to be present for this appeal.

B. Based upon the information which has been provided to this office, the specific bylaws and issues to be considered and/or determined by this appeal involve the following:

**KHSAA Bylaw 9, Section 2 states:** *Unless ineligible due to the provisions of Bylaw 11 [Sportsmanship, having been ejected from a contest], any student who is not eligible for competition during a team's next contest/meet/match/game shall not practice with the team.*

**KHSAA Bylaw 9, Case 3 states:** *If a participant is ineligible he/she may not try-out, practice, or participate in games or scrimmages until eligible and minimum practice periods (i.e. ten days for football) do not begin accumulating until the ruling is complete. Ineligible persons practicing with the team jeopardize the insurance coverage of all participants and the liability coverage of the school, school system and individual coverage. The only exception to this policy is the practice of otherwise eligible students who are not eligible for the team's next contest due to the penalty for sportsmanship violations (Bylaw 11).*

In addition, Bylaw 24, Section 1 applies with regards to the penalty. Please feel free to contact this office should you have any question concerning any matter set forth above.

Sincerely,

Brigid L. DeVries  
Commissioner

BD:dk

Enclosure: Due Process Procedure  
Directions to KHSAA Office

xc: Athletic Director, Name of High School  
Mr. Kevin Noland, Kentucky Department of Education  
Mr. Ted Martin, Greenebaum Doll & McDonald



# Kentucky High School Athletic Association

2280 Executive Drive ° Lexington, KY 40505 ° www.khsaa.org ° (859)299-5472 (859)293-5999 (fax)

Date

D-10

## Name & Address

Dear Mr.:

In accordance with the Kentucky High School Athletic Association's Due Process Procedure, a copy of which is enclosed, this letter will provide you with additional information concerning **(Name's) appeal of the Commissioner's ruling involving Name of High School.**

A. A hearing concerning this appeal will be held on **Date & Time EST at the KHSAA Office, 2280 Executive Drive, Lexington, Kentucky.** All parties should be aware that items discussed during this hearing, together with documentary and other evidence introduced, will be factors in the final decision and it is in the best interest of all parties involved to be present for this hearing.

B. The Honorable Edmund P. Karem shall preside as the Hearing Officer. Judge Karem's address is: c/o KHSAA, 2280 Executive Drive, Lexington, Kentucky 40505.

C. Other parties which may be represented or present at the hearing include;; Commissioner Brigid DeVries, and KHSAA Attorney Ted Martin, Greenebaum Doll & McDonald, 300 West Vine Street, Suite 1100, Lexington, KY 40507.

D. Based upon the information which has been provided to this office, the specific bylaws and issues to be considered and/or determined by this appeal involve the following:

### Bylaw 10. Recruitment

#### Sec. 1) Foreword

Pupils (both domestic and foreign) at any grade level shall not be recruited to a member school of the KHSAA for the purpose of participating in athletics, including recruitment under the guise of academics.

#### Sec. 2) Definition

a) Recruiting is defined as an act, on behalf of or for the benefit of, a school, which attempts to influence a student to transfer to a member school for the purpose of participating in athletics. Such also includes influencing a student to remain at a school. A school official utilizing an intermediary, such as, but not limited to a peer, another school employee, a student, a parent or a citizen, for the purpose of recruiting a student athlete shall be in noncompliance.



Name  
Date  
Page 2

D-10

- b) An athletic coach or any other member of the school staff shall not influence a student even if the student, his/her parents or any intermediary from another school makes the initial contact. In this situation, a coach or staff member (paid or unpaid) should immediately refer the person(s) to the school principal.
- c) Influencing a student shall include, but shall not be limited to the promise or instilling the expectation of an athletic advantage, playing time, employment of the student or his/her parents or relatives, housing for the student or his/her parents, scholarships or financial aid for which other members of the student body are not generally eligible, or any other material or athletic reward for which other members of the student body are not generally eligible

E. Name may be represented by legal counsel at this hearing. In the event he chooses to be represented by legal counsel, the name, address and telephone number of such person representing him should be provided in writing to the KHSAA and to the above-listed Hearing Officer at least three (3) business days in advance of the scheduled hearing.

F. Prior to the hearing, you may examine any and all documentary evidence to be presented during the hearing. These materials will be available at the KHSAA's Offices at 2280 Executive Drive, Lexington, Kentucky, during normal business hours and upon written request and reasonable notification to the undersigned.

As set forth in the attached Due Process Procedures, representatives of appealing parties and all potentially affected persons or entities are entitled to attend hearings. In the instance of a student submitting an appeal, such student may be represented by one or more representatives of the school that the student attends. Any person entitled to be in attendance at such hearing may represent themselves. And, as noted above, any individual or entity entitled to be present at the hearing may be represented by legal counsel, provided that the above-referenced written notice is given at least three (3) business days in advance of the hearing.

You are also cautioned that, in the event a party fails to attend or participate in this hearing, a default may be issued in accordance with the Due Process Procedure. Except for emergencies, three days prior written notice must be given if you need to re-schedule the date of your appeal. You may contact the office by phone, fax or mail to do so.

Please feel free to contact this office should you have any question concerning any matter set forth above.

Sincerely,

Brigid L. DeVries  
Commissioner

BD:dk

D-10

Enclosure: Due Process Procedure  
Directions to KHSAA Office

xc: Attorney  
Principal, Name of High School  
Mr. Kevin Noland, Kentucky Department of Education  
Mr. Ted Martin, Greenebaum Doll & McDonald



# Kentucky High School Athletic Association

2280 Executive Drive • Lexington, KY 40505 • www.khsaa.org • (859)299-5472 (859)293-5999 (fax)

D-33

April 13, 2005

Appeal to BOC

[REDACTED]

Dear [REDACTED]:

This letter is to confirm receipt of your correspondence of April 11, 2005 regarding the Bylaw 33 penalties you incurred as a result of the violation of KHSAA Bylaw 25, Limitation of Seasons. In accordance with the Kentucky High School Athletic Association's Due Process Procedure, you have the right to appeal the Bylaw 33 penalty to the Board of Control. The next Board of Control meeting is scheduled for May 16-17, 2005 at the KHSAA office in Lexington. The exact date and time will be confirmed with you once the meeting agenda is finalized.

Thank you for your letter.

Sincerely,

Brigid L. DeVries  
Commissioner

BD:dk

xc: Athletic Director [REDACTED] High School  
Mr. Ted Martin, Greenebaum, Doll & McDonald

PETE KAREM

APPEAL HEARINGS  
KHSAA Office  
Monday, June 5, 2006

E

| KHSAA<br>Case # | Time       | Appellant  | School                                    | Bylaw |
|-----------------|------------|------------|-------------------------------------------|-------|
| #1045           | 8:45 a.m.  | [REDACTED] | Boyle County<br>(Southwestern)            | 6     |
| #1046           | 9:30 a.m.  | [REDACTED] | Ballard (Seneca)                          | 6     |
| #1043           | 10:20 a.m. | [REDACTED] | Bryan Station (Logon-<br>Rogersville, MO) | 6     |
| #1047           | 11:15 a.m. | [REDACTED] | East Jessamine (West<br>Jessamine)        | 6     |
| #1048           | 12:00 p.m. | [REDACTED] | Scott County                              | 4     |
|                 |            | LUNCH      |                                           |       |
| #1049           | 2:15 p.m.  | [REDACTED] | Harlan (South Oldham)                     | 6     |
| #1050           | 3:00 p.m.  |            |                                           |       |
| #1051           | 3:45 p.m.  |            |                                           |       |



## KHSAA DUE PROCESS PROCEDURE

In compliance with KRS Chapter 13B, the Board of Control of the Kentucky High School Athletic Association has adopted the following Due Process Procedure for appealing decisions of the Commissioner or Board of Control. Only relevant KHSAA additional definitions are listed in this procedure, and all other procedural questions, definitions and interpretations default to the current adopted version of Chapter 13B.

### 1. Definitions

"Commissioner" means the person hired as the Commissioner of the Kentucky High School Athletic Association.

"Board of Control" means the duly elected or appointed members of the Kentucky High School Athletic Association Board of Control.

"Recommended Order" means the whole or part of a preliminary hearing report to the Board of Control for the disposition of an administrative hearing.

"Final Order" means the whole or part of the final disposition of an administrative hearing, whenever made effective by the Board of Control.

### 2. Foreign Students Not Coming Through NASSP Approved Programs

Any foreign student not being placed in a Kentucky school by a NASSP approved exchange agency may request eligibility directly through this appeals process in accordance with Bylaw 6, wherein the appropriate body (committee, board or hearing officer) can determine the legitimacy of the transfer and the conditions for exceptions. Any student having made the election to do such and having been granted a one year waiver of the normal period of ineligibility shall not be eligible, under any circumstances, for more than one (1) school year while in Kentucky.

### 3. Commissioner's Authority to Rule

The Commissioner of the KHSAA is empowered to interpret the provisions of the KHSAA Constitution, Bylaws and Tournament Rules in accordance with Article IV, Section 3 of the Constitution of the KHSAA. Requests for rulings should be made in writing with a return address for response. Oral requests for rulings or requests by electronic mail will not be accepted. The Commissioner is empowered to restore the eligibility of students or other participants who do not meet the provisions of KHSAA Bylaw 2 (Physician's Certificate), 4 (Enrollment), 5 (Minimum Academic Requirement), 6 (Transfer Rule), 7 (Conduct), 8 (Contestant on Other Teams, Post Season and All-Star Games), 9 (Other Eligibility Requirements and Regulations), Bylaw 10 (Recruitment), or 12 (Awards). Such restoration may only be granted in cases where strict application of the applicable bylaw is unfair to the student athlete and the circumstances creating the ineligibility are clearly beyond the control of all of the parties involved.

The Commissioner shall act upon any appeal filed in accordance with this procedure when all information is available to all parties. Any appeal seeking a ruling based on unknown or speculative factors shall be denied by the Commissioner as being premature.

### 4. What May Be Appealed and Who May Appeal to the Hearing Officer

If a participant affiliated with a KHSAA member school, parent affiliated with a KHSAA member school, contest official, coach affiliated with a KHSAA member school or other official representative of a KHSAA member school is dissatisfied with a decision of the Commissioner interpreting a provision or provisions of KHSAA Bylaw 2 (Physician's Certificate), 4 (Enrollment), 5 (Minimum Academic Requirement), 6 (Transfer Rule), 7 (Conduct), 8 (Contestant on Other Teams, Post Season and All-Star Games), 9 (Other Eligibility Requirements and Regulations), Bylaw 10 (Recruitment), or 12 (Awards); the decision may be appealed to the Hearing Officer of the KHSAA through the Commissioner's office. If the appeal is timely filed, a hearing shall be conducted in accordance with these procedures.

All appeals involving student eligibility relating to a fall sports participant (desiring to participate in cross country, football, golf, soccer or volleyball) shall be filed by the immediately preceding July 15th; the winter season (desiring to participate in basketball, swimming or wrestling), by the immediately preceding September 15th; and the spring season (desiring to participate in baseball, softball, tennis or track), by the immediately preceding January 15th. All appeals filed after these deadlines for a particular season shall be filed within fifteen (15) days of the issuance of the decision from the Commissioner. Appeals not timely filed shall not be heard, absent clear and compelling justification.

Any appeal seeking a ruling based on unknown or speculative factors shall be dismissed by the Hearing Officer as being premature and eligibility denied.

### 5. What May Be Appealed and Who May Appeal to Board of Control

If a participant affiliated with a KHSAA member school, parent affiliated with a KHSAA member school, contest official, coach affiliated with a KHSAA member school or other official representative of a KHSAA member school is dissatisfied with a decision of the Commissioner's interpreting a provision or provisions of the bylaws of the Association (other than 2, 4, 5, 6, 7, 8, 9, 10 and 12), and such individual or school is an aggrieved and affected party, the party may submit in writing a notice of appeal of the decision and request for a formal hearing before the Board of Control in accordance with adopted policies and procedures of the Board.

If a participant affiliated with a KHSAA member school, parent affiliated with a KHSAA member school, contest official, coach affiliated with a KHSAA member school or other official representative of

(F)

a KHSAA member school is dissatisfied with a recommended order of the KHSAA Hearing Officer in a matter heard concerning Bylaws 2, 4, 5, 6, 7, 8, 9, 10 and 12, and such individual or school is an aggrieved and affected party, the party may submit in writing a notice of exceptions to the decision in accordance with the provisions of this procedure.

Appeals and exceptions to the Board of Control received more than fifteen (15) days prior to the first day of the next regularly scheduled Board of Control meeting are to be considered by the Board of Control at that next regularly scheduled meeting following the receipt of the exceptions.

Aggrieved/affected parties may request a meeting of the Board of Control in the interim prior to the next regularly scheduled meeting, but if such request is granted by the President of the Board of Control, the appealing party shall be responsible for the expenses associated with Board of Control travel to the meeting.

Any appeal filed in accordance with this procedure shall be acted upon by the Board of Control at the next regular meeting of the Board of Control that conforms to the deadlines and procedures listed herein. Any appeal seeking a ruling based on unknown or speculative factors shall be dismissed by the Board of Control as being premature and eligibility denied.

#### **6. Support Information**

The Commissioner or his/her staff, or a representative of the Association designated by the Commissioner, Hearing Officer and/or Board of Control shall request support documentation for all matters upon which the appeal is based.

Prior to issuing a recommended order, the KHSAA Hearing Officer may direct the Commissioner's office to perform any investigative functions necessary to ensure that all support documentation and evidence is considered in making a recommendation.

#### **7. Notice of Hearing**

If an individual is pursuing the appeal and not a member school, notice shall also be made by first class mail to all affected member schools.

The notice shall be plain in nature and shall include:

- a) all information and notices required by KRS Chapter 13B;
- b) A copy of the KHSAA Due Process Procedures.

#### **8. Attendance at the Hearing**

Representatives of appealing parties and all potentially affected parties are entitled, advised and encouraged to attend hearings. In the instance of a student submitting the appeal, the member school that the student attends may represent the student. Any person entitled to be in attendance at the hearing may represent himself or herself. These persons are also entitled to be represented by counsel, provided that they notify all other parties involved in the appeal of the name, address and telephone number of the counsel at least three (3) days in advance of the hearing.

#### **9. Hearing Procedures**

The hearings shall be conducted in accordance with KRS Chapter 13B.

If an aggrieved or interested party fails to attend or participate in a hearing, the hearing officer or the Board of Control, at its discretion, may deny that party the right to seek additional review or present additional evidence at a later date.

#### **10. Recommendation of Hearing Officer**

The recommendation of the hearing officer shall be completed and submitted to the Commissioner not less than thirty (30) days after receiving the official record of the proceeding. The decision shall include his/her findings of fact, conclusions and recommended disposition of the hearing, including any recommended penalties, if applicable.

A copy of the hearing officer's recommended order shall also be sent to each party in the hearing and each party shall have fifteen (15) days from the date of the recommended order is mailed within which to file exceptions to the recommendations with the Commissioner.

If the hearing officer recommends reversing the Commissioner's decision on an eligibility matter, the Association's decision shall be stayed, and the student in question shall become immediately eligible pending final Board of Control action.

#### **11. Decision of the Commissioner and Board of Control**

The Board shall consider the hearing officer's report on each applicable case for which a recommended order has been received and the deadline for exceptions passed not less than fifteen (15) working days prior to the first day of the Board of Control meeting. Any recommended order received after that time shall be considered at the next Board of Control meeting or may be heard by an interim meeting of the appropriate regional eligibility committee in accordance with the provisions of this procedure.

The Board of Control may accept the recommended order and adopt the recommended order as a final order; it may reject or modify all or part of the recommended order and issue a final order; or it may remand the matter, in whole or in part, to the hearing officer for further proceedings as appropriate. If the final order differs from the recommended order, the Board of Control shall include separate statements of findings of fact and conclusions of law.

Unless the Board of Control President grants the motion to introduce additional evidence or the request for an oral argument, the appeal shall be considered on the written record alone. Only in the case where significant factual circumstances have changed since the time of the administrative hearing or when the administrative record does not permit adequate review or the hearing proceedings

(f)

shall oral argument be permitted. Only in extraordinary cases where additional evidence is allowed to be introduced shall the appeal be considered de novo in nature.

The final order shall be in writing and stated in the record. If the final order differs from the recommended order, it shall include separate statements of findings of fact and conclusions of law. The final order shall also include the effective date of the order and a statement advising parties fully of available appeal rights.

The decision of the Board of Control of the KHSAA in a matter related to the Constitution and Bylaws or Tournament Rules of the KHSAA shall be considered final. Further appeals rights would be vested in the appropriate Circuit Court.

## 12. Judicial Review

All final orders of KHSAA rules shall be subject to judicial review in accordance with KRS Chapter 13B. A party shall institute an appeal by filing a petition in the appropriate Circuit Court within thirty (30) days after the final order is mailed or delivered. A party may file a petition for judicial review only after the party has exhausted all administrative remedies available within this procedure. A petition for judicial review shall not automatically stay a final order pending the outcome of the review, but the petitioner may request a stay from the court.

## 13. Records

The Association shall maintain on file an official record of the complete proceedings of each administrative hearing and subsequent official actions.

*Q/A 1 - What address should be used for filing appeals to the KHSAA? For appeals to the KHSAA, address the appeal to Commissioner, KHSAA, 2280 Executive Drive, Lexington, KY 40505. All material mailed to the Hearing Officer or Board of Control shall be mailed to the same address.*

*Q/A 2 - Is there an appeal process for students declared ineligible according to KHSAA Bylaws? Yes, there is a Due Process Procedure. Appeals should be directed to the Commissioner c/o the KHSAA, 2280 Executive Drive, Lexington, KY 40505.*

*Q/A 3 - Is there a Philosophical Statement to guide the Commissioner in making eligibility rulings in accordance with this procedure? Yes. The Constitution and Bylaws of the KHSAA were developed and approved by the member schools of the Association and represent the direction the schools desire in governing high school athletics. The Commissioner shall be empowered to determine the eligibility status of a student. He/she shall be directed to determine if strict application of the rule is unfair to the student-athlete and the circumstances creating the ineligibility are clearly beyond the control of the parties involved. In those cases and in accordance with the applicable bylaws and this procedure, he/she may waive the rule and declare the student eligible. Participation in interscholastic athletics is a privilege for students who are in compliance with the Constitution and Bylaws of the KHSAA.*

*Q/A 4 - Is there a Philosophical Statement to guide appeals heard by the Hearing Officer and/or the Board of Control? Yes. The Constitution and Bylaws of the KHSAA were developed and approved by the member schools of the Association and represent the direction the schools desire in governing high school athletics. The hearing officer and Board of Control shall be empowered to conduct eligibility hearings and determine the eligibility status of a student. This individual (hearing officer) or Board of Control shall be directed to determine if strict application of the rule is unfair to the student-athlete and the circumstances creating the ineligibility are clearly beyond the control of the parties involved. In those cases, a waiver of the rule may be granted. In addition, the hearing officer may direct the Commissioner to study revisions in the applicable rules. Participation in interscholastic athletics is a privilege for students who are in compliance with the Constitution and Bylaws of the KHSAA.*

*Q/A 5 - What is a transfer for "athletic advantage"? "Athletic Advantage" among other definitions and interpretations, could include, but is not limited to, (a) seeking a superior athletic team, (b) seeking relief due to conflict with the philosophy or action of an administrator, staff or faculty member, (c) seeking a team consistent with the student's athletic ability, (d) seeking a means to nullify punitive action by the previous school or with the previous athletic association.*



## **DIRECTIONS**

From the East (via I-64) - Enter Lexington area via I-64, proceed south at junction of I-75 to exit 110 (Winchester Road, US 60). Exit right. Third right hand turn (just prior to Country Inn and Suites), turn right. KHSAA is located on right just past next intersection.

From the South (via I-75) - Enter Lexington area via I-75, proceed to exit 110 (Winchester Road, US 60). Exit left. Third right hand turn (just prior to Country Inn and Suites), turn right. KHSAA is located on right just past next intersection.

From the North (via I-75) - Enter Lexington area via I-75, proceed to exit 110 (Winchester Road, US 60). Exit right. Third right hand turn (just prior to Country Inn and Suites), turn right. KHSAA is located on right just past next intersection.

From the West (via I-64), Enter Lexington area via I-64, proceed on I-75 South at junction of I-64 East and I-75 South to exit 110 (Winchester Road, US 60). Exit right. Third right hand turn (just prior to Country Inn and Suites), turn right. KHSAA is located on right just past next intersection.

From the West (via BG Parkway or US 60). Exit parkway, right turn on US 60 (Versailles Road). Proceed approximately 10 miles to New Circle Road (State Road 4). Take second exit, looping back to head east. Proceed through several stop lights to the Winchester Road exit. Take exit, turning left at exit light to head east, away from town. Through two traffic lights, proceed toward I-75 until you see the interstate junction. Watch for Country Inn and Suites, turn left just past. KHSAA is located on right just past next intersection.

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## KHSAA Request for Waiver of 20-Day Notice

### WAIVER OF 20-DAY NOTICE PROVISIONS

**In Re:** STUDENT NAME

**Hearing Date:** DATE

**Deadline for Waiver:** DEADLINE

**Hearing Body:** Judge Pete Karem, KHSAA Hearing Officer

KRS Chapter 13B, as adopted by the Kentucky High School Athletic Association ("KHSAA") through its Due Process Procedure, provides that the Commissioner shall notify the parties of the time and place set for a hearing and that such notice shall be given at least 20 days in advance of the time set for the hearing.

The above-referenced matter has been assigned to be heard in accordance with this procedure on the date referenced above. If the parties desire to be heard at that time, it will be necessary to waive the 20-day notice provision. Please sign and return this waiver form to the KHSAA before the deadline date listed above. Failure to sign and return this waiver form to the KHSAA before the deadline date listed above shall constitute a waiver of the 20-day notice provision.

(Check one)

☐ I agree to the waiver of the 20-day notice.

☐ I do not agree to the waiver of the 20-day notice.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



Kentucky High School Athletic Association  
2280 Executive Drive ° Lexington, KY 40505 ° www.khsaa.org ° (859)299-5472 (859)293-5999 (fax)

STUDENT NAME

I

TO: Appellants in Eligibility Hearings

FROM: Commissioner Brigid L. DeVries

*Brigid L. DeVries*

RE: ADDITIONAL INFORMATION REQUESTED FOR APPEALS HEARING

At your request, an appeal will be considered before the KHSAA Hearing Officer related to student eligibility. Please provide documentation on the following topics that are checked below. This information will need to be filed with this officer no later than

DATE

- ☒ Change of address verification by receiving school if this is a transferring student.
- ☒ Documentation of sale or intent to sell previous property.
- ☒ Date of promotion from grade eight (8).
- ☐ Student's complete transcript of grades to date.
- ☐ Doctor of Medical Statement if relevant to the case.
- ☐ Curricular offerings of both schools.
- ☐ Documented Learning Disability Determination (ADA).
- ☐ Documented disciplinary actions by the school, if any.
- ☐ Brief varsity sports participation history.
- ☒ Other information you would like to be considered as part of the written record:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Your appeal before the Hearing Officer may focus on documents previously submitted to this office as he will be familiar with the information and repetition is discouraged. If the appellant requests to present additional documentation to the Hearing Officer, he/she shall set forth the nature of such documentation and reasons for not being previously submitted.

Thank you and please advise us if this office can assist you in any way.

## Compose Email to Send

**Send to:** "Ballard"<skinney1@jefferson.k12.ky.us>  
"Beechwood"<bburnett@beechwood.k12.ky.us>  
"Clay County"<jgregory@clay.k12.ky.us>  
"Eastern"<jrogers4@jefferson.k12.ky.us>  
"Grant County"<sshipp@grant.k12.ky.us>

**From:** Brigid DeVries

**Subject:** March 7th appeals

**Email Attachment:** APPEALS AGENDA MARCH 7-2005.doc

**Message:** The Board of Control has asked the KHSAA to remind schools of the importance of attending appeal hearings involving students at your school. This is a reminder of an upcoming appeal on Monday, March 7, 2005 involving one of your students. Please try to send a representative to this hearing if at all possible. Thank you!

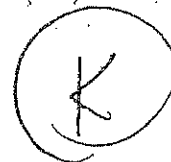
Send Email

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# Kentucky High School Athletic Association

2280 Executive Drive ° Lexington, KY 40505 ° www.khsaa.org ° (859)299-5472 (859)293-5999 (fax)



IN THE MATTER OF

TRANSFER ELIGIBILITY  
BYLAW 6  
SECTION 1  
DOMESTIC STUDENTS

[REDACTED] MADISON SOUTHERN HIGH SCHOOL

CASE #944

This matter came on to be heard at 9:00 a.m., Wednesday, April 13, 2005, at the KHSAA office, 2280 Executive Drive, Lexington, Kentucky. Present were [REDACTED] his guardian [REDACTED], attorney [REDACTED] David Gilliam, athletic director at Madison Southern; Gary Fritz, athletic director at Madison Central. Ken Tippet of the Kentucky High School Athletic Association and Trevor Graves attorney for the KHSAA were also present.

Having heard the testimony and having considered the entire record, which is incorporated herewith by reference into this recommendation, the Hearing Officer makes the following findings of fact and conclusions of law and tenders a recommended order.

## FINDINGS OF FACT

[REDACTED] born September 21, 1987, transferred from Madison Central to Madison Southern on August 15, 2004. [REDACTED] participated in varsity athletics at Madison Central.

[REDACTED] is known as [REDACTED] and he will be referred to by that name throughout these findings and conclusions. He attended his first three years of high school at Madison Central. During that time he resided with his parents Paul and Laura [REDACTED] at [REDACTED] Kentucky. Sometime after the end of the 2003/2004 academic year and prior to his enrollment at Madison Southern [REDACTED] residence changed to [REDACTED] Kentucky where he took up residence with his cousins [REDACTED] and [REDACTED].

On December 8, 2004 an order was entered by the [REDACTED] District Court appointing [REDACTED] as limited guardian of [REDACTED] and on February 17, 2005 an additional order was entered by the [REDACTED] District Court appointing [REDACTED] as guardian of [REDACTED].

During his junior year at Madison Central [REDACTED] did not participate in varsity baseball although he had participated during his sophomore year.

The reason that [REDACTED] did not play baseball during his junior year at Madison Central is that he did not get along with the coach whom he characterized as always riding him about his weight.

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The reason that [REDACTED] moved from his parents home to live with his cousin was conflict with his mother [REDACTED].

[REDACTED] has worked at Little Caesars in Richmond for one year.

Although the transfer occurred in August of 2004 the transfer forms were not circulated and filed until January of 2005.

### **CONCLUSIONS OF LAW**

The body of law which the hearing officer is required to consider in reaching conclusions of law are the Bylaws of the Kentucky High School Athletic Association and a Kentucky High School Athletic Association due process procedure. These are found in the Kentucky High School Athletic Association handbook. Among the relevant portions of the Bylaws and the due process procedure are the following:

#### **Bylaw 6 Transfer Eligibility**

##### **Section 1 Domestic Students**

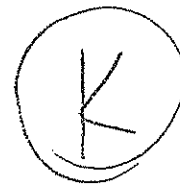
Any student who has been enrolled in grades nine (9) through twelve (12) and has participated in any varsity game in any sport at any school following enrollment in grade nine (9) who transfers schools shall be ineligible for interscholastic athletics for one year from the date of enrollment in the new school.

The Commissioner has discretion (but is not required) to waive the period of ineligibility set forth above if one of the following exceptions has been met. Determinations of whether a student shall be granted a waiver pursuant to this rule shall be based on the circumstances existing as of the date of enrollment at the new school.

#### ***Case BL-6-2 Why is there a transfer rule?***

*Nearly every state has a transfer rule to protect the integrity of the interscholastic program. These rules are necessary for several reasons, including but not limited to, the following principles:*

- (1) these rules prevent and deter transfers due to recruiting or athletic reasons;*
- (2) these rules protect the opportunities of bona fide resident student;*
- (3) these rules provide a fundamentally fair and equitable framework for athletic competition in an academic setting;*
- (4) these rules provide uniform standards for all schools to follow;*
- (5) these rules support the educational philosophy that athletics is a privilege which must not be permitted to assume a dominant position in a school's program;*
- (6) these rules keep the focus of educators and students on the fact that students attend schools to receive an education first, and participation in athletics second;*
- (7) these rules maintain the fundamental principle that a high school student should live at home with parents or custodian in the event of parental death or incapacitation, and attend school in the school district in which they reside;*



*(8) these rules reinforce the view that a family is a strong and viable unit and as such is the best place for student to live while attending high school;*

*(9) these rules serve as a deterrent to students running away from, or avoiding discipline that has been imposed;*

*(10) these rules prevent manipulation of a residence change or other exception solely or primarily for the purpose of interscholastic athletics participation and serve to ensure the integrity of the rules adherence process.*

[REDACTED] transfer is subject to Bylaw 6, Section 1 (the Transfer Rule) because he participated in varsity athletics at Madison Central and transferred to Madison Southern.

There has not been a bona fide change of residence of the [REDACTED] family as that term is defined in the Bylaws of the Kentucky High School Athletic Association.

Bylaw 6 Section 1(c) refers to Guardianship/Change of Custody. That subsection of the Bylaw reads as follows:

The KHSAA shall not recognize guardianship or similar arrangements made, for purposes of this bylaw. The Commissioner shall have authority to waive the provisions of this bylaw where it is shown that custody of the student has been taken from one or both parents and given to a third person by a court of competent jurisdiction and under circumstances indicating: [1] the parent[s] is/are unfit or [2] the court finds that the health and welfare of the student would be better served by the change in custody.

Although counsel for [REDACTED] argued that a grant of guardianship by a court grants custody to the guardian the hearing officer does not agree. A grant of guardianship is not the same for purposes of the law as a grant of custody.

In addition the Bylaws of the KHSAA, as specifically cited above, do not recognize guardianship for purposes of effecting a bona fide change of residence and only recognize custody as such when custody has been transferred from the parents to a third person by a court order under certain circumstances.

In short there has not been a bona fide change of residence of [REDACTED] in accordance with the Bylaws.

[REDACTED] transfer does not merit a waiver of Bylaw 6 under the discretionary due process procedure waiver provision because strict application of Bylaw 6 is not unfair to him and the circumstances creating the ineligibility are not clearly beyond the control of all of the parties involved. There is insufficient evidence to support a waiver. Further, a

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- (7) *these rules maintain the fundamental principle that a high school student should live at home with parents or a custodian in the event of parental death or incapacitation, and attend school in the school district in which they reside;*
- (8) *these rules reinforce the view that a family is a strong and viable unit and as such is the best place for student to live while attending high school;*
- (9) *these rules serve as a deterrent to students running away from, or avoiding discipline that has been imposed;*
- (10) *these rules prevent manipulation of a residence change or other exception solely or primarily for the purpose of interscholastic athletics participation and serve to ensure the integrity of the rules adherence process.*

██████████'s transfer is subject to Bylaw 6, Section 1 (the Transfer Rule) because he participated in varsity athletics at North Oldham High School and transferred to Christian Academy-Louisville

There has not been a bona fide change of residence of the ██████████ family and ██████████ transfer does not meet any specific enumerated exceptions to Bylaw 6.

██████████'s transfer may merit a waiver of Bylaw 6 under the discretionary due process procedure waiver provision because strict application of Bylaw 6 could be unfair to him. ██████████ is an undersized football player who competed in just one game for six minutes. This Hearing Officer understands the Board must uniformly enforce the rules, but this seems a situation where the Board might give some consideration to waiver.

#### RECOMMENDATION

It is recommended that the Board of Control consider granting the appeal; that the decision of the Commissioner be overturned; and that ██████████ be eligible to participate in interscholastic athletics with respect to the issues of the Bylaw under consideration. This would be a discretionary waiver since ██████████ does not meet any of the enumerated exceptions. You are reminded that there is no change in the eligibility status of the student until the Board of Control issues the final order at the next Board of Control meeting.

Pursuant to KRS 13B.110(4), each party shall have 15 days from the date this Recommended Order is mailed within which to file exceptions to the Recommended Order with the Kentucky High School Athletic Association.

The Final Order of the Board of Control of the Kentucky High School Athletic Association may be appealed pursuant to KRS 13B.140(1), which states:

All final orders of an agency shall be subject to judicial review in accordance with the provisions of this chapter. A party shall institute an appeal by filing a petition in the Circuit Court of venue, as provided in the agency's enabling statutes, within thirty (30) days after the final order of the agency is mailed or delivered by personal service. If venue for appeal is not stated in the enabling statutes, a party may appeal to Franklin Circuit Court or the Circuit Court of the county in which the appealing party resides or operates a place of business. Copies of the petition shall be served by the petitioner upon the agency and all parties of record. The

(K-1)

██████████'s transfer is subject to Bylaw 6, Section 1 (the Transfer Rule) because he participated in varsity athletics at Seneca and transferred to Ballard.

There has not been a bona fide change of residence of ██████████'s family and ██████████'s transfer does not meet any specific enumerated exceptions to Bylaw 6.

██████████ transfer does not merit a waiver of Bylaw 6 under the discretionary due process procedure waiver provision because strict application of Bylaw 6 is not unfair to him and the circumstances creating the ineligibility are not clearly beyond the control of all of the parties involved.

There is insufficient evidence to support a waiver. Further, a waiver would have an adverse effect on future enforcement of Bylaw 6 and set an undesirable precedent. When ██████████ left the residence his mother did not. She remained there for another two weeks. ██████████ moved in with a friend in a different school district and there is no evidence that he could not have found somewhere to live within the Seneca district. When his mother left the residence she and ██████████ did not move in together until May. While it might be argued that there has been a bona fide change of residence since ██████████ and his mother now live in an apartment near Ballard, that move did not take place until after the transfer. There is also no evidence that the apartment is a permanent residence because ██████████ is in counseling and is still married to ██████████ stepfather.

Further a waiver would have an adverse effect on future enforcement of Bylaw 6 and set an undesirable precedent.

#### **RECOMMENDED ORDER**

It is recommended that a waiver of Bylaw 6 not be granted. It is recommended that the appeal be denied; that the decision of the Commissioner be affirmed; and that ██████████ remain ineligible to participate in interscholastic athletics until January 3, 2007 with respect to the issues of the Bylaw under consideration.

Pursuant to KRS 13B.110(4), each party shall have fifteen (15) days from the date this Recommended Order is mailed within which to file exceptions to the Recommended Order with the Kentucky High School Athletic Association.

The Final Order of the Board of Control of the Kentucky High School Athletic Association may be appealed pursuant to KRS 13B.140(1), which states:

All final orders of an agency shall be subject to judicial review in accordance with the provisions of this chapter. A party shall institute an appeal by filing a petition in the Circuit Court of venue, as provided in the agency's enabling statutes, within thirty (30) days after the final order of the agency is mailed or delivered by personal service. If venue for appeal is not stated in the enabling statutes, a party may



(L)

In the matter of [REDACTED], Madison Southern High School - Case #944

NOTICE

A copy of the Hearing Officer's Recommended Order shall be sent to each party in the hearing and each party shall have fifteen (15) days from the date the Recommended Order is mailed within which to file exceptions with the Commissioner.

The KHSAA Board of Control will consider the Hearing Officer's Recommended Order at the next regular meeting, scheduled for Monday & Tuesday, July 11-12, 2005. You will be notified of the Board's action following the meeting.

CERTIFICATE OF SERVICE

I hereby certify that a copy of this original ORDER was mailed this

20th

day of April, 2005, by first class mail to:

[REDACTED]

Principal Hubbert Broaddus  
Madison Southern HS  
279 Glades Road,  
Berea, KY 40403

Principal Gary Fritz  
Madison Central HS  
705 North 2nd Street  
Richmond, KY 40475

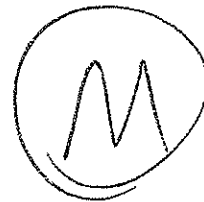
[REDACTED]

Mr. Ted Martin, Attorney at Law  
Greenebaum, Doll & McDonald  
300 West Vine Street, Suite 1100  
Lexington, KY 40507

Mr. Kevin Noland  
KY Department of Education  
Capital Plaza Tower, 500 Mero  
Frankfort, KY 40601

*Darlene Koszenski*

Darlene Koszenski, Assistant to the Commissioner



JAN 26 2005

KHSAA  
2280 Executive Drive  
Lexington, KY 40505

To whom it may concern:

We are writing in reference to the Recommendation Order that we received regarding the transfer of [REDACTED] to Eminence High School from Henry County High School. We are asking for your consideration in the matter.

[REDACTED] has always been an athletic child. He has always participated in sports of all kinds. He started playing ball when he was only 6 years old and he has excelled to be a very talented athlete. Besides playing baseball, he has also played basketball, football, and soccer.

When his father and I made the decision to let him stay with his aunt [REDACTED] there was a lot to consider.

First, [REDACTED] could have ridden the bus to and from school, but we would have to tell him he could not participate in any extra curricular activities. With my work schedule and [REDACTED]'s injuries, transportation would have been a huge issue. By staying with [REDACTED] she would be able to take him to after school functions. Also she lived close enough for [REDACTED] to walk to the school if he needed to.

[REDACTED] also has an after school job. If he rode the bus, he would not get home until after 4:00 pm. On the days that he had to be at work, he was scheduled to be there at 4:00. Therefore he would have been late every day.

With [REDACTED] in and out of the hospital, we would not have to worry about him getting to where he needed to be if he was at [REDACTED]'s house. [REDACTED] has been in the hospital a total of three weeks since his injury and has been non-weight bearing for 5 months out of the 6 months since his injury.

Yes, sports was a consideration, but not solely. As I said before, [REDACTED] has always been an athletic child. But with that you have to know that school athletes have to maintain a certain grade in order to participate. Sports are [REDACTED]'s motivation. We have sent a letter from one of his teachers that explained how, since he was notified that he could not play sports this year that his grades and attitude toward school altogether has changed. This continues to be a problem. We are very worried about his academic future.

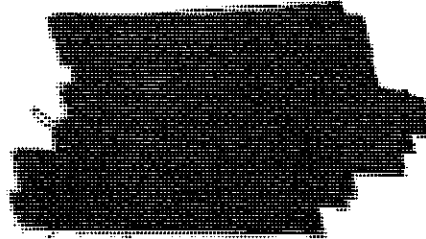
I can appreciate the rules that the KHSAA has made and do realize that they need to be enforced. [REDACTED] was on the varsity team, however, he only played about two innings total all of last year. We did not move [REDACTED] because of sports, but if he had stayed at [REDACTED] he still would not have been able to play ball because the issue of transportation would have been a problem. Yes, I guess that would have been our fault as well as our problem, but it was totally out of our control.



I do agree with Mr. Kareem that sports are a privilege, but no more so than any of the other clubs that schools provide. I have watch many programs and read a lot of books as well as articles on the importance of keeping a child active and motivated in their interest. If [REDACTED]'s interest had been band, FFA, FBLA or some other extra curricular activity, this would not have been an issue. The question that lies heavy on my heart is "should [REDACTED] be punished for where his interest lies?" We feel strongly that sports would keep his grades up as well as keep him away from the negative interest such as drugs and alcohol.

As this is [REDACTED]'s junior year in high school this issue could certainly make or break his academic and athletic career. We are asking that you please allow [REDACTED] to play ball this year so that it would not impact his academics as well as his sports in the years to come. His future lies in your hands.

Sincerely,





**BOARD OF CONTROL MEETING**  
**Committee Meetings and Full Board of Control**  
**Kentucky Dam Village, Gilbertsville, KY**  
**July 9-11, 2006 (All times C.T.)**

**Monday, July 10, 2006**

**BOARD OF CONTROL OVERVIEW/ORIENTATION MEETING**

**8:30 a.m. to 11:00 a.m. CT, Executive Committee** – All Board Members

Board of Control Overview/Orientation  
Review Policy Manual Section – Board Meetings  
Review Policy Manual Section – Personnel  
President's Goals and Committee Assignments  
Officials Brochure  
KHSAA Forms

**BOARD OF CONTROL COMMITTEE MEETINGS – ALL BOARD MEMBERS ENCOURAGED AND INVITED TO ATTEND ALL COMMITTEE MEETINGS.**

**11:00 a.m. CT, Member Services Committee** – Jeff Perkins, Chairperson; Michael Barren, Chuck Broughton, Gary Dearborn, Paul Dotson, Ozz Jackson, Steve Parker, Jeff Schlosser, Bob Schneider, Robert Stewart, Donna Wear

**1:00 p.m. CT, Constitution and Bylaws Committee** – Paul Dotson, Chairperson; Chuck Broughton, Lonnie Burgett, Gary Dearborn, Paula Goodin, Steve Parker, Jeff Perkins, Bob Schneider, Robert Stewart, Donna Wear (agenda items listed in Board agenda)

**2:30 p.m. CT, Football Committee** – Bob Schneider, Chairperson; Michael Barren, Chuck Broughton, Gary Dearborn, Paul Dotson, Paula Goodin, Ozz Jackson, L.V. McGinty, Jeff Perkins, Jeff Schlosser, Robert Stewart (agenda items listed in Board agenda)

**4:00 p.m. CT, Executive Committee (continued)** – All Board Members (agenda items listed in Board agenda)

**Tuesday, July 11, 2006**

**FULL BOARD OF CONTROL MEETING – 8:30 a.m. CT (Following Executive Committee Completion)**

*(W-refers to Written Items, O-refers to Oral Items, A-refers to Action Items, D-refers to Discussion Items)*

A. Action Items (Action must be approved/adopted with motion)

- 1) Call to Order, President Gary Dearborn (\*)
- 2) Reflection - President Gary Dearborn
- 3) Pledge of Allegiance – Brigid DeVries
- 4) Minutes of May, 2006 Regular Meeting (A/W)
- 5) Commissioner's Report of Current Issues, including possible Executive Session to Review Kentucky Department of Education Hearing Officer Rulings, Current Investigations and Current and Potential Legal Cases (\*\*)
- 6) Consideration of the following appeals in compliance with the KHSAA Due Process Procedure:

| Case # | Bylaw | H. O. Recommend                        | Recuse |
|--------|-------|----------------------------------------|--------|
| #1035  | 6     | ELIGIBLE                               |        |
| #1040  | 6     | ELIGIBLE (Remand for more information) |        |
| #1044  | 6     | ELIGIBLE                               |        |
| #1043  | 6     | INELIGIBLE                             |        |
| #1046  | 6     | INELIGIBLE                             |        |
| #1047  | 6     | INELIGIBLE                             |        |
| #1048  | 6     | INELIGIBLE                             |        |
| #1045  | 4     | INELIGIBLE (EXCEPTIONS FILED)          |        |
|        | 33    | WOLFE COUNTY WRITTEN APPEAL            |        |



# Kentucky High School Athletic Association

2280 Executive Drive ° Lexington, KY 40505 ° www.khsaa.org ° (859)299-5472 (859)293-5999 (fax)

July 14, 2006

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«Title» «First\_Name» «Last\_Name»  
«Company\_Name»  
«Address\_Line\_1»  
«Address\_Line\_2»  
«City», «State» «ZIP\_Code»

Dear «Title» «Last\_Name»:

On July 11, 2006, the Kentucky High School Athletic Association ("KHSAA") Board of Control (the "Board") met in regular session to consider the Hearing Officer's recommended order for «Student\_name\_\_case». Eightteen members of the KHSAA Board were present at the time of the vote on this case. The meeting was conducted pursuant to KRS Chapter 13B and the KHSAA Due Process Procedure. The written record, including the recommended order along with any exceptions filed, was distributed to the members of the KHSAA Board in advance of the meeting.

After considering the written record, the KHSAA Board voted unanimously to «OVERTURN\_UPHOLD» the Hearing Officer's recommended order. **Therefore, «Student\_first\_name» is «Eligible\_or\_Ineligible» to participate in interscholastic athletics at «School\_name» High School.**

## Notice

This is a FINAL ORDER, EFFECTIVE IMMEDIATELY, and MAY BE APPEALED TO THE APPROPRIATE CIRCUIT COURT PURSUANT TO KRS 13B.140(1) WITHIN THIRTY (30) DAYS AFTER THIS FINAL ORDER IS MAILED OR DELIVERED BY PERSONAL SERVICE.

Sincerely,

Gary Dearborn  
KHSAA Board of Control President

xc: KHSAA Commissioner Brigid L. DeVries  
All members, KHSAA Board of Control  
«Other\_parties»  
Principal «Principal\_1\_School\_» High School  
Principal «Principal\_2\_School» High School  
Mr. Kevin Noland, Kentucky Department of Education  
Mr. Ted Martin, Greenebaum Doll & McDonald



# Kentucky High School Athletic Association

2280 Executive Drive ° Lexington, KY 40505 ° www.khsaa.org ° (859)299-5472 (859)293-5999 (fax)

July 21, 2004

0-4

Athletic Director Greg Howard  
Menifee County High School  
HCR 69, Box 347  
Frenchburg, KY 40322

Re: [REDACTED]

Dear Mr. Howard:

On July 16, 2004, the Kentucky High School Athletic Association ("KHSAA") Board of Control (the "Board") met in regular session to consider the Hearing Officer's recommended order for [REDACTED]. Seventeen Board members were present at the meeting, and the meeting was conducted pursuant to KRS Chapter 13B and the KHSAA Due Process Procedure. The record, including the recommended order along with any exceptions duly filed, was distributed to the Board members in advance of the meeting. After considering the record, the Board voted 15-2 to REJECT the Hearing Officer's recommended order and substitute an order from the Board. Thus, [REDACTED] is immediately and permanently INELIGIBLE to participate in interscholastic athletics. In accordance with the KHSAA Due Process Procedure, the Board makes the following Findings of Fact and Conclusions of Law.

### Findings of Fact

1. The Board adopts the Findings of Fact in the Hearing Officer's Recommended Order, except find that [REDACTED] did not establish grounds for a waiver of Bylaw 4, Section 1 ("Bylaw 4").

### Conclusions of Law

Based on the record, the Board concludes as follows:

1. [REDACTED] is subject to Bylaw 4 because he is in his fifth calendar year of high school following grade eight.
2. Under Bylaw 4, eligibility after the fourth calendar year of high school following grade eight is only allowed "in the case where [it] is documented by the attending physician, Principal and Superintendent that severe illness or injury has prevented the student from receiving necessary education services and the right to an education has therefore been impacted rather than simply the loss of athletic privilege." The rationales for this limited exception are set forth in Case Situation BL-4-1. It provides that:

#### **Case BL-4-1- Is there a basic philosophy and reason for Bylaw 4 and a limit on semesters?**

A maximum participation requirement:

1. promotes timely progress toward graduation by discouraging students from delaying or interrupting their high school education;
2. disallows students to enroll for one semester each school year to increase athletic ability and skill;
3. diminishes risks stemming from unequal competition;
4. places emphasis on the academic mission of the school;
5. promotes harmony and fair competition among member schools by maintaining equality of eligibility affording each student the same number of semesters of athletic eligibility;
6. increases the number of students who will have an opportunity to participate in interscholastic athletics;
7. is conducive to the prevention of red-shirting;
8. helps avoid exploitation by coaches or boosters who otherwise might seek to obtain transfers or to delay a student's normal progress through school; and
9. prevents displacement of younger student-athletes by older students wishing to extend unfairly their high school careers.

04

Without a clearly defined limit, avenues remain open for red-shirting, deception, legal maneuvering, and other athletics-driven motivations for a student to remain in school rather than proceeding on into college or into the work force thereby denying the participation of a student who is otherwise "next in line" to play.

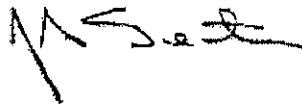
There is no documentation to support a waiver under this exception. Rather, [REDACTED] voluntarily dropped out of school during his sophomore year because of difficulties at home, not because of injury or illness. For this reason, the evidence does not support the conclusion that the circumstances creating the ineligibility are clearly beyond all of the involved parties. The member schools of the KHSAA have determined that granting a fifth year of interscholastic athletic eligibility under these circumstances is not proper because of the aforementioned rationales.

3. Strict application of the rule is not unfair to the student because [REDACTED], as with other students, has received four calendar years of high school athletic eligibility and he was not precluded from receiving necessary education services because of injury or illness.

**Notice**

This is a FINAL ORDER, EFFECTIVE IMMEDIATELY, and MAY BE APPEALED PURSUANT TO KRS 13B.140(1) WITHIN THIRTY (30) DAYS AFTER THIS FINAL ORDER IS MAILED OR DELIVERED BY PERSONAL SERVICE.

Sincerely,



James Sexton  
KHSAA Board of Control President

xc: Commissioner Brigid L. DeVries  
All members, KHSAA Board of Control  
Mr. Ted Martin, Greenebaum Doll & McDonald  
Mr. Kevin Noland, Kentucky Department of Education



(05)

# Kentucky High School Athletic Association

2280 Executive Drive • Lexington, KY 40505 • www.khsaa.org • (859)299-5472 (859)293-5999 (fax)

March 4, 2005

Principal Jennifer Kelley  
Russellville High School  
1101 West Ninth Street  
Russellville, KY 42276

Re: [REDACTED]

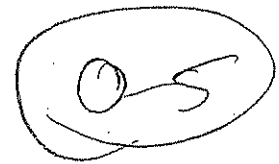
Dear Ms. Kelley:

On February 21, 2005, the Kentucky High School Athletic Association ("KHSAA") Board of Control (the "Board") met in special session to consider the Hearing Officer's recommended order for [REDACTED]. Fifteen Board members were present at the meeting, and the meeting was conducted pursuant to KRS Chapter 13B and the KHSAA Due Process Procedure. The record, including the recommended order, was distributed to the Board members in advance of the meeting. After considering the record, the Board voted 13-2 to REJECT IN PART the Hearing Officer's recommended order and substitute an order from the Board and ACCEPT IN PART the Hearing Officer's recommended order. [REDACTED] is immediately INELIGIBLE to participate in interscholastic athletics under Bylaw 5, Section 1. In accordance with the KHSAA Due Process Procedure, the Board makes the following Findings of Fact and Conclusions of Law.

### Findings of Fact

1. [REDACTED] went out for the varsity basketball team during his sophomore year at Russellville High School and made the team. He played in a varsity match on November 30, 2004. The next day Russellville self-reported that [REDACTED] was not in compliance with KHSAA Bylaw 5 section 1(b). The Bylaw requires that a student at the beginning of his sophomore year must have 20% of the requirements for graduation. In [REDACTED] case that would be 5.2 credits. [REDACTED] had 5.125 credits at the beginning of his sophomore year. Twenty-six (26) credits are required to graduate from Russellville High School and the school policy requires that a student have five credits at the start of his sophomore year. [REDACTED] therefore had more than was required by the school but less than required by the KSHAA.
2. It was pointed out that to be considered a junior under the policy of Russellville High School a student would need 12 credits of the 26 required to graduate where under KHSAA Bylaw 5 Section 1(c) 45% would be required to graduate. That would be 11.7 credits.
3. Russellville's representatives pointed out that in the sophomore year the KHSAA requirements are more severe but in a junior year less severe.
4. [REDACTED] has passed all four courses this year and has 9.125 credits and would thus be eligible under the 25% rule as a sophomore.





5. A meeting is going to be held in the very near future to work on a corrective action plan to bring Russellville's regulations in compliance with those of the KSHAA.
6. Jennifer Kelley, principal of Russellville High School stated that the appeal was as to all of the sanctions imposed by the Commissioner but most significantly with regard to the eligibility of this young man. She believed he should not be required to pay for an adult mistake.
7. Coach Pardue testified that [REDACTED] had had a difficult home life. He has been primarily raised by a grandmother and aunt due to parental absence and has had little guidance from any male figure. He believed in this case this child could be lost without an opportunity to be part of a team.
8. This is the first instance of self reporting that has occurred during the tenure of principal Kelley.

### Conclusions of Law

Based on the record, the Board concludes as follows:

1. Bylaw 5, Section 1 provides that: "On the first day of each school year, a student must be at his/her proper grade level. To be considered to be at the proper grade level, a student must have been enrolled during the previous grading period, and must be on schedule to graduate on the first day of school. For the verification of this provision, all course work, including summer and correspondence work, must be complete by the first day of the school year for the student body."
2. Because [REDACTED] is a sophomore at Russellville High School, he is subject to the requirement of Bylaw 5, Section 1(b). Under Bylaw 5, Section 1(b), [REDACTED] must have received twenty (20) percent of the graduation requirements of Russellville High School prior to the first day of his sophomore year to be considered on schedule to graduate. Because Russellville High School requires twenty-six (26) credits to graduate [REDACTED] needed 5.2 credits to be eligible. [REDACTED] only had 5.125 credits, however, prior to the first day of his sophomore year. Thus, [REDACTED] was and is ineligible under Bylaw 5, Section 1.
3. Under Bylaw 5, Section 2, a student who does not satisfy Bylaw 5, Section 1 may be reinstated a maximum of one time. Reinstatement is allowed if the student passes twenty-five (25) percent of his/her school's graduation requirements during the year he/she is ineligible. The student remains eligible under Bylaw 5, Section 1 provided that she/he passes twenty-five (25) percent of his/her school's graduation requirements during each subsequent year. As clearly indicated from Bylaw 5, Section 2, reinstatement is only possible after the conclusion of the year during which [REDACTED] is ineligible. *See also* Case BL-5-5 (If a student is ineligible at the beginning of the school year according to Bylaw 5, Section 1, can this student become eligible during the school year? *No. These provisions state that in order to be eligible during that school year, a student must be eligible on the first day of school for the student body. A student athlete who is ineligible due to failing to maintain normal progress as defined in Section 1 and remains ineligible an entire year may have eligibility reinstated for the following and subsequent years providing he/she meets all provisions for reinstatement in Bylaw 5).* Because [REDACTED] has not completed his sophomore year, the year in which he is ineligible, a determination of whether he may be reinstated under Bylaw 5, Section 2 cannot be made at this time. If [REDACTED] passes 6.5 credits during his sophomore year, he may be reinstated under Bylaw 5, Section 2.
4. The only other ground for a waiver of Bylaw 5, Section 1 is set forth in the KHSAA Due Process Procedure. Under this provision, the Board has limited discretion to waive Bylaw 5, Section 1 if strict application of Bylaw 5, Section 1 is unfair to the student and the circumstances creating the ineligibility were clearly beyond the control of all involved parties. The evidence does not support a finding that the strict application of Bylaw 5,

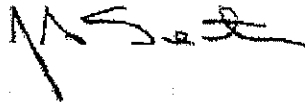
OS

Section 1 is unfair to [REDACTED] and that the circumstances creating the ineligibility were clearly for reasons beyond the control of all involved parties. The Hearing Officer erroneously concluded that a waiver was appropriate "[b]ecause there was a variation between the requirements of Russellville High School and the KHSAA and this young man was in compliance with the requirements of the school it would be unfair to penalize him for what the principal candidly acknowledged to be adult mistakes." While [REDACTED] may have been in compliance with the progress requirements of Russellville High School, he was clearly not in compliance with KHSAA Bylaw 5, Section 1. Russellville High School is a voluntary member of the KHSAA and has agreed to abide by all of its Bylaws, including Bylaw 5, Section 1. For [REDACTED] to exercise the privilege of participating in interscholastic athletics at Russellville High School, he must also abide by the KHSAA Bylaws, including Bylaw 5, Section 1. Simply because there is a difference between the requirements of Russellville High School and the KHSAA does not mean that a waiver is appropriate. Further, the evidence did not show that [REDACTED] failure to obtain the credits necessary to satisfy Bylaw 5, Section 1(b) was due to circumstances beyond his control. Lastly, a mistake by Russellville High School as to the KHSAA Bylaws does not justify a waiver of Bylaw 5, Section 1.

Notice

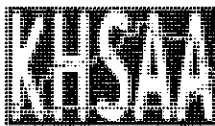
This is a FINAL ORDER, EFFECTIVE IMMEDIATELY, and MAY BE APPEALED PURSUANT TO KRS 13B.140(1) WITHIN THIRTY (30) DAYS AFTER THIS FINAL ORDER IS MAILED OR DELIVERED BY PERSONAL SERVICE.

Sincerely,



James Sexton  
KHSAA Board of Control President

xc: Commissioner Brigid L. DeVries  
All members, KHSAA Board of Control  
Mr. Ted Martin, Greenebaum Doll & McDonald  
Mr. Kevin Noland, Kentucky Department of Education



# Kentucky High School Athletic Association

2280 Executive Drive ° Lexington, KY 40505 ° www.khsaa.org ° (859)299-5472 (859)293-5999 (fax)

September 29, 2004

0-6

Re: [REDACTED]

Dear Ms. [REDACTED]

On September 16, 2004, the Kentucky High School Athletic Association ("KHSAA") Board of Control (the "Board") met in regular session to consider the Hearing Officer's recommended order for [REDACTED]. Sixteen Board members were present at the meeting, and the meeting was conducted pursuant to KRS Chapter 13B and the KHSAA Due Process Procedure. The record, including the recommended order along with any exceptions duly filed, was distributed to the Board members in advance of the meeting. After considering the record, the Board voted 15-0 with one recusal to REJECT the Hearing Officer's recommended order and substitute an order from the Board. Thus, [REDACTED] is immediately INELIGIBLE to participate in interscholastic athletics at Owensboro High School ("Owensboro") for one year following his enrollment on May 11, 2004. In accordance with the KHSAA Due Process Procedure, the Board makes the following Findings of Fact and Conclusions of Law.

## Findings of Fact

1. The Board incorporates by reference the Findings of Fact as contained in the Hearing Officer's Recommended Order. The Board reaches Different Conclusions of Law, however, from those same Findings of Fact. The Board does note that the finding of fact by the Hearing Officer that [REDACTED] was diagnosed with attention deficit disorder prior to moving into his father's home" cannot be reconciled with the letter from [REDACTED] mother, [REDACTED], contained in the record which states that "[s]oon after he moved in with his father, [REDACTED] was diagnosed with ADD and possible Bipolar Disorder."

## Conclusions of Law

Based on the whole record, the Board concludes that the application of Bylaw 6, Section 1 (Bylaw 6") should not be waived for the following reasons:

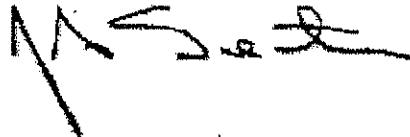
1. [REDACTED] transfer is subject to Bylaw 6 because he participated in varsity sports at Apollo High School ("Apollo") after enrolling in grade nine and then transferred to Owensboro.
2. As concluded by the Hearing Officer, [REDACTED] transfer does not meet a specific, enumerated exception to Bylaw 6. Indeed, [REDACTED] did not satisfy the ACADEMIC CONCERNS exception at Bylaw 6(f) because Apollo was not in the lowest category as determined by the Kentucky Board of Education under KRS 158.6455.
3. The only other ground for a waiver of Bylaw 6 is set forth in the KHSAA Due Process Procedure. Under this provision, the Board has limited discretion to waive Bylaw 6 if strict application of Bylaw 6 is unfair to the student and the circumstances creating the ineligibility were clearly beyond the control of all involved parties. The evidence does not support a finding that the strict application of Bylaw 6 is unfair to [REDACTED] and that the transfer was for reasons beyond the control of all involved parties. First, if academics is the real motivation for the transfer, the application of Bylaw 6 is not unfair because [REDACTED] may receive his education at Owensboro. Second, there was insufficient evidence presented by [REDACTED] that the transfer was not for reasons beyond the control of all involved parties. The record contains: (1) no documentation to support [REDACTED] allegations that Apollo refused to offer him federally mandated education services after he was diagnosed with a qualified learning disability; (2) no documentation to support a diagnosis of a qualified learning disability and there was no testimony by a physician or other professional to this effect; and (3) no documentation showing the federally mandated services [REDACTED] claims to be receiving at Owensboro which were not given or offered by Apollo.

- 06
4. Although the primary purposes of Bylaw 6 are to prevent and deter recruiting and athletically motivated transfers, lack of evidence of these dangers is not a ground to waive the application of Bylaw 6. The KHSAA member schools have adopted and the Kentucky courts have approved an objective standard to govern transfers in Kentucky. See Kentucky High School Athletic Ass'n v. Hopkins Co. Bd of Educ., Ky.App., 552 S.W.2d 685, 687 (upholding application of Bylaw 6 to a transfer despite finding that there was no recruiting and the transfer was not athletically motivated). An objective standard is necessary because the inherent administrative and other difficulties make it often impossible to make a subjective determination in the numerous transfers processed each year. If transfers were only precluded if evidence of recruiting or athletic-motivation was proved, then Bylaw 6 would be subject to abuse and students would be transferring anytime and anywhere. While the member schools of the KHSAA are not preventing a transfer for subjective personal reasons, they have decided that the student should sit out one year of interscholastic athletics. Thus, although there is no evidence that [REDACTED] transferred due to recruiting or was otherwise athletically motivated, Bylaw 6 still applies to his transfer.

Notice

This is a FINAL ORDER, EFFECTIVE IMMEDIATELY, and MAY BE APPEALED PURSUANT TO KRS 13B.140(1) WITHIN THIRTY (30) DAYS AFTER THIS FINAL ORDER IS MAILED OR DELIVERED BY PERSONAL SERVICE.

Sincerely,



James Sexton  
KHSAA Board of Control President

xc: Commissioner Brigid L. DeVries  
Principal Anita Burnette, Owensboro High School  
Principal Tom Purcell, Apollo High School  
All members, KHSAA Board of Control  
Mr. Ted Martin, Greenebaum Doll & McDonald  
Mr. Kevin Noland, Kentucky Department of Education



# Kentucky High School Athletic Association

2280 Executive Drive • Lexington, KY 40505 • www.khsaa.org • (859)299-5472 (859)293-5999 (fax)

July 21, 2004

0-10

Administrator Steve Stephens  
Rose Hill Christian School  
1001 Winslow Road  
Ashland, KY 41102

Re: [REDACTED]

Dear Mr. Stephens:

On July 16, 2004, the Kentucky High School Athletic Association ("KHSAA") Board of Control (the "Board") met in regular session to consider the Hearing Officer's recommended order regarding whether [REDACTED] was eligible to participate in interscholastic athletics at Rose Hill Christian School ("Rose Hill") because of a violation of Bylaw 10. Sixteen members of the Board were present at the meeting, and the meeting was conducted pursuant to KRS Chapter 13B and the KHSAA Due Process Procedure. The record, including the recommended order along with any exceptions duly filed, was distributed to the members of the Board in advance of the meeting. After considering the record, the Board voted 14-2 to REJECT the Hearing Officer's recommended order and substitute an order from the Board. Thus, [REDACTED] is immediately and permanently INELIGIBLE to participate in interscholastic athletics at Rose Hill. In accordance with the KHSAA Due Process Procedure, the Board makes the following Findings of Fact and Conclusions of Law.

## Findings of Fact

1. The Board adopts the Findings of Fact in the Hearing Officer's Recommended Order, but reaches different Conclusions of Law.

## Conclusions of Law

Based on the record, the Board concludes as follows:

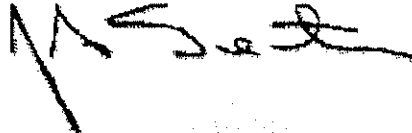
The Board concludes that it is not inherently wrong for a host family to pay the tuition and book fees for a foreign exchange student. However, because of the potential for manipulation and abuse, the Board concludes that Bylaw 10 precludes a foreign exchange student from participating in interscholastic athletics if the host family pays the tuition and book fees regardless of the host family's relationship to the athletic program at the school. This conclusion comports with Bylaw 10's prohibition against students receiving benefits not generally available to the entire student body. Thus, [REDACTED] is immediately and permanently INELIGIBLE to participate in interscholastic athletics at Rose Hill.

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Notice

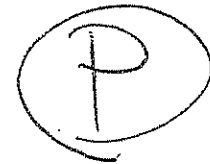
This is a FINAL ORDER, EFFECTIVE IMMEDIATELY, and MAY BE APPEALED PURSUANT TO KRS 13B.140(1) WITHIN THIRTY (30) DAYS AFTER THIS FINAL ORDER IS MAILED OR DELIVERED BY PERSONAL SERVICE.

Sincerely,



James Sexton  
KHSAA Board of Control President

xc: Commissioner Brigid L. DeVries  
All members, KHSAA Board of Control  
Mr. Ted Martin, Greenebaum Doll & McDonald  
Mr. Kevin Noland, Kentucky Department of Education



## MINUTES OF THE BOARD MEETING

MAY 16-17, 2005

President Jim Sexton convened the regular meeting of the Board of Control on Tuesday, May 17, 2005 at 8:50 a.m. All Board members were present except Chuck Broughton and Sally Haeberle. Also present were Commissioner Brigid DeVries, Assistant Commissioners Larry Boucher, Julian Tackett and Roland Williams, Director of Promotions and Media Relations Butch Cope, Fundraising Consultant Ken Tippet and Office Manager Darlene Koszenski. KHSAA legal counsel Phil Scott, KHSAA Hearing Officer John Adams and Michael Barren, new Board of Control member, were also present.

Commissioner Brigid DeVries led the pledge of allegiance.

Lonnie Burgett provided a moment of reflection.

President Sexton requested the record to show that sixteen Board members were present and that ten votes were necessary for any eligibility motions to pass.

Donna Wear made a motion, seconded by Robert Stewart, to approve the minutes of the March 25, 2005 special meeting. The motion passed unanimously.

Ozz Jackson made a motion, seconded by Lonnie Burgett, to approve the minutes of the April 11, 2005 regular meeting. The motion passed unanimously.

Jim Sexton made a motion, seconded by Paul Dotson, to go into Executive Session. The motion passed unanimously. Phil Scott then updated the Board on the status of various legal cases. Bob Schneider made a motion, seconded by Jeff Perkins, to come out of Executive Session. The motion passed unanimously. No action was taken during Executive Session.

The Board of Control then considered the following appeals in compliance with the KHSAA Due Process Procedure:

| Case # | Bylaw | H. O. Recommend | Board Motion       | Board Second | Vote Y/N/R | Status       |
|--------|-------|-----------------|--------------------|--------------|------------|--------------|
| 936    | 6     | ELIGIBLE        | Uphold (Perkins)   | Schneider    | 14-2       | Eligible     |
| 940    | 6     | ELIGIBLE        | Overturn (McGinty) | Dearborn     | 14-2       | Ineligible-A |
| 937    | 6     | INELIGIBLE      | Uphold (Dotson)    | Deaton       | 11-5       | Ineligible   |
| 939    | 4     | INELIGIBLE      | Uphold (Stewart)   | Burgett      | 16-0       | Ineligible   |
| 941    | 6     | INELIGIBLE      | Uphold (Perkins)   | Burgett      | 15-1       | Ineligible   |
| 942    | 6     | INELIGIBLE      | Uphold (Dearborn)  | Burgett      | 16-0       | Ineligible   |
| 938    | 6     | EXCEPTIONS      | Uphold (Perkins)   | Deaton       | 16-0       | Ineligible   |

### A-Findings of Fact-Case #940

1. The KHSAA Board adopts the Findings of Fact in the Hearing Officer's Recommended Order, except reaches a different conclusion from those facts.

### Conclusions of Law

Based on the record, the Board concludes that the application of Bylaw 6, Section 1 ("Bylaw 6") should not be waived for the following reasons:

|                                                                                                                     |                                                                                           |                                                                                               |
|---------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------|
| AOC-105<br>Rev. 12-01<br>Page 1 of 1<br>Commonwealth of Kentucky<br>Court of Justice<br>CR 4.02; CR Official Form 1 | Doc. Code: CI<br><div data-bbox="803 157 901 241" data-label="Image"></div> CIVIL SUMMONS | Case No. <u>05-CI-00012</u><br>Court <u>1</u> Circuit <u>1</u> District<br>County <u>Ohio</u> |
|---------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------|

BRADLEY CRITCHELOW

PLAINTIFF

Q

VS.

KENTUCKY HIGH SCHOOL ATHLETIC ASSOCIATION

DEFENDANT

**Service of Process Agent for Defendant:**

Brigid DeVries  
2280 Executive Drive  
Lexington, Kentucky 40505

**THE COMMONWEALTH OF KENTUCKY  
TO THE ABOVE-NAMED DEFENDANT(S):**

You are hereby notified a **legal action has been filed against you** in this Court demanding relief as shown on the document delivered to you with this Summons. **Unless a written defense is made by you or by an attorney on your behalf** and filed in the Clerk's Office within 20 days following the day this paper is delivered to you, judgment by default may be taken against you for the relief demanded in the attached Complaint.

The name(s) and address(es) of the party or parties demanding relief against you are shown on the document delivered to you with this Summons.

Date: 1/13, 2005

By: Doyle D. Allen Clerk  
Quinn Phelps D.C.

**Proof of Service**

This Summons was served by delivering a true copy and the Complaint (or other initiating document) to:

this \_\_\_\_\_ day of \_\_\_\_\_, 2005.

Served by: \_\_\_\_\_  
\_\_\_\_\_ Title



No. 05-C-00012

OHIO CIRCUIT COURT

DIVISION

BRADLEY CRITCHELOW

PLAINTIFF

vs.

VERIFIED COMPLAINT

BRECKINRIDGE COUNTY BOARD OF EDUCATION

DEFENDANTS

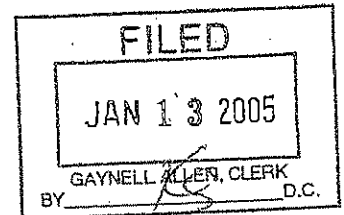
Serve: Joe Hobbs, Chairman  
215 Hobbs Road  
Harned, Kentucky 40144

and

DALE BUTLER, Individually, and in his  
Capacity as Principal of Breckinridge High School  
2019 East Hwy 60  
Harned, Kentucky 40144

and

Kentucky High School Athletic Association  
Serve: Brigid DeVries  
2280 Executive Drive  
Lexington, KY 40505



\* \* \* \* \*

I

PRELIMINARY STATEMENT

1. This action is brought by the named Plaintiff, BRADLEY CRITCHELOW, on behalf of himself challenging the discriminatory practices and policies of Breckinridge County High School ("Breckinridge County") and the Breckinridge County Board of Education ("Board of Education"), and the named Defendants, JOE HOBBS, DALE BUTLER, and KENTUCKY HIGH SCHOOL ATHLETIC ASSOCIATION, in violation of the due process of the Fourteenth Amendment of the United States Constitution as enforced by 42 U.S.C. § 1983; the Laws of the Commonwealth of Kentucky as embodied in the Kentucky Constitution; and the Kentucky Revised Statutes.

2. This action seeks a declaratory judgment that the Defendants have violated the Plaintiff's rights to due process under the Fourteenth Amendment to the United States Constitution and the laws and Constitution of the Commonwealth of Kentucky, and seeks an injunction requiring Defendants to cease and desist said discrimination, and take remedial action to correct these discriminatory practices which have injured the Plaintiff and the class he seeks to represent, in violation of the laws of this Commonwealth and the United States. The Plaintiff also asks this Court to award compensatory damages to himself and the class he seeks to represent which fairly and adequately represent the denial of the educational and employment

(9)

opportunities that have been lost as a result of the discriminatory practices of Breckinridge County High School and the Breckinridge County Board of Education, Joe Hobbs, and Dale Butler, along with his attorney's fees, and the court costs herein expended.

## II

### JURISDICTION

3. Jurisdiction is conferred on this Court pursuant to KRS 23A.010, the Due Process Clause of the 14<sup>th</sup> Amendment to the U.S. Constitution, and the Laws and Constitution of the Commonwealth of Kentucky.

4. Jurisdiction for Declaratory and Injunctive relief is invoked pursuant to Kentucky Rules of Civil Procedure 57 and 65.

5. That the Plaintiff has exhausted his administrative remedies under the KHSAA guidelines and is entitled to judicial review pursuant to KRS §13B.140.

## III

### PLAINTIFF

6. BRADLEY was a student at Breckinridge County High School in Harned, Breckinridge County, Kentucky, where he participated in the past in varsity athletics, more specifically, varsity basketball. Plaintiff is in the 12th grade and is 18 years old. Plaintiff desires to play varsity basketball at Ohio County, Kentucky. Since this is his senior year of High School, unless this Honorable Court enters an immediate Injunction against these Defendants prohibiting them from continuing their practices of violating the Plaintiff's due process rights and further requiring them to allow him to play varsity basketball for Ohio County, he will have no adequate remedy to redress his grievances.

## IV

### DEFENDANTS

7. Defendant, BRECKINRIDGE COUNTY BOARD OF EDUCATION, is charged with the management and control of all common schools throughout Breckinridge County, Kentucky, including the management and control of interscholastic athletics in those schools. Breckinridge County High School is one of the member schools of the Breckinridge County Board of Education. The Breckinridge County Board of Education receives federal financial assistance provided to it by the State of Kentucky, and is acting under color of State Law.

8. Defendant, DALE BUTLER, is the Principal of Breckinridge County High School in Harned, Breckinridge County, Kentucky, and as such, he is in control of the day-to-day programs and activities [including the athletic programs] of Breckinridge County High

(9)

School. He is, in effect, the agent of the Breckinridge County Board of Education to manage all interscholastic athletics at Breckinridge County High School. Defendant, Butler, as principal of Breckinridge County High School is acting under color of State Law, and he is sued both individually, and in his capacity as principal of Breckinridge County High School.

9. Defendant, KENTUCKY HIGH SCHOOL ATHLETIC ASSOCIATION (KHSAA), is the governing body for participation in high school athletics within the Commonwealth of Kentucky. KHSAA is acting under color of State Law. Acting in furtherance of the decision of the defendant, Breckinridge County Board of Education, has prohibited the Plaintiff from participating in athletics in the state of Kentucky.

V.

FACTUAL ALLEGATIONS

10. Bradley Critchelov, born August 14, 1986, participated in varsity athletics at Breckinridge County High School. Bradley transferred from Breckinridge County to Ohio County on November 22, 2004.

11. On October 23, 2004 a dance took place at Breckinridge County High School. Bradley and two other students were asked, at the dance, if they had been drinking. Two of the students admitted it, Brad being one of them. Brad's statement was that he had part of one beer off of school property, prior to the dance.

12. There was a new principal at Breckinridge County at the time, Mr. Butler. He advised Bradley's mother that the discipline for this infraction would be that Bradley would have to sit out a couple of games. However, he called Ms. Critchelov back to advise that he had met with the assistant principal and that, due to a past case, there would have to be more severe discipline.

13. The discipline meted out was to prohibit Bradley from extracurricular activities, attending the senior prom, or being part of the graduation ceremony. He was not, however, prohibited from graduating.

14. Bradley's parents felt this was an unduly harsh punishment.

15. The Critchelows appealed the disciplinary action and an appeal's hearing was held at the school attended by Bradley and his parents, Dale Butler, principal, the guidance counselor, and two teachers. After meeting with the high school committee, the Critchelows met with the Superintendent. The meeting resulted in the discipline being upheld and an appeal was made to the Board of Education. The Board of Education conducted a hearing on November 9, 2004. The Board voted unanimously to uphold the discipline.

16. On November 10, 2004 the Critchelows leased an apartment at 927 Oakwood Drive in Hartford, Kentucky. The apartment is a two-bedroom apartment. Bradley's parents occupy one bedroom, his sister occupies the other room, and Bradley sleeps on the couch.

17. On December 6, 2004 a hearing was held at the KHSAA office. On December

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14, 2004, the hearing officer, Edmund P. Karem, recommended that a waiver of Bylaw 6 not be granted. It was recommended that the appeal be denied; that the decision of the Commissioner be affirmed; and that Bradley remain ineligible to participate in interscholastic athletics until November 11, 2005. However, the hearing officer at KHSAA stated to the Critchelows that he personally agreed that the punishment given by Breckinridge County was too harsh.

18. When asked if they would have transferred their son except for the incident at the dance and the resulting discipline both of his parents testified that they did not know if they would have transferred him.

19. The Critchelows vehemently opposed the severity of the punishment imposed by Breckinridge County and believe that the local politics played a role. They testified that Breckinridge County treated this as a zero tolerance case although there was no such policy at Breckinridge County. They also testified to a certain prejudice against the Critchelows in the county.

20. The issuance of a temporary injunction is necessary due to the fact that each day that he is not allowed to participate cannot be replaced. Numerous colleges and universities have heavily recruited Bradley and, if eligible, has a great opportunity to obtain a college scholarship. Further, participation in high school athletics is a once in a lifetime opportunity for which there is no legal remedy and no monetary replacement.

## VI

### THE LAW

21. Every person who, under color of statute, ordinance, regulation, custom, usage, of any State or Territory or the District of Columbia, subjects, or causes to be subjected, any citizen of the United States or other person within the jurisdiction thereof to the deprivation of any rights, privileges, or immunities secured by the Constitution and laws, shall be liable to the party injured in an action at law, suit in equity, or other proper proceeding for redress." 42 U.S.C. § 1983 (R.S. § 1979; Dec. 19, 1979, P.L. 96-170, § 1, 93 stat. 1284).

22. All persons born or naturalized in the United States and subject to the jurisdiction thereof are citizens of the United States and of the State wherein they reside. No state shall make or enforce any law that shall abridge the privileges or immunities of citizens of the United States; nor shall any State deprive any person of life, liberty, or property, without due process of law; nor deny to any person within its jurisdiction the equal protection of the laws. U.S. CONST. amend. XIV, §1.

### COUNT I

23. Plaintiff restates, reiterates, and reaffirms all allegations set forth above as if specifically set forth herein and continues further that:

24. Participation in interscholastic athletic competition is a fundamental and integral part of the education process in the Kentucky school system. Any discriminatory practices and patterns, which give rise to the exclusion and denial of the opportunity to participate in such

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programs and activities, is a deprivation of the education process.

25. Defendants failed to follow their own policies and procedures by prohibiting Plaintiff from playing basketball.

## COUNT II

26. Plaintiff restates, reiterates, and reaffirms all allegations set forth above as if specifically set forth herein and continue further that:

27. The Defendants, Breckinridge County Board of Education, Dale Butler, and Kentucky High School Athletic Association are acting in their capacities pursuant to the law set forth in Kentucky statutes.

28. The Fourteenth Amendment to the Constitution of the United States guarantees every young person in the Commonwealth of Kentucky equal protection under the Law, and prohibits discrimination in any public educational program or activity. 42 U.S.C. §1983 provides an enforceable remedy for any violations of the due process or equal protection clause to any individual who is being discriminated against by a person acting under the color of state law.

29. The Defendants are, in fact, acting under color of state law in their practices and procedures by refusing to follow their own policies and procedures regarding disciplinary actions. As a result of this conduct they deprive every student who participates in interscholastic high school athletics at Breckinridge County of the rights and privileges secured by the Constitution of the United States, as enforced by 42 U.S.C. § 1983.

30. The Plaintiff, and the members of the Plaintiff's class, have suffered harm and damages as a result of these actions on the part of the Defendants, through the potential loss of the opportunity to obtain financial assistance from colleges and universities in the form of athletic scholarships:

31. Education is perhaps the most important function of state and local governments. In these days, it is doubtful that any child may reasonably be expected to succeed in his or her life if he or she is denied the opportunity of an education. Such an opportunity, where the state has undertaken to provide it, is a right that must be made available to all on equal terms.

## COUNT III

32. The ruling by the Board was without support of substantial evidence on the whole record and/or was arbitrary, capricious or characterized by abuse of discretion. The Conclusions of Law were not based on the testimony offered at trial or Breckinridge County's written policies and procedures.

WHEREFORE, Plaintiffs respectfully request this Honorable court to;

1. Declare that the Defendants have violated the Due Process Clause of the Fourteenth Amendment to the Constitution of the United States; Sections 1, 2, and 3 of the Constitution of

(9)

the Commonwealth of Kentucky, by prohibiting Plaintiff from participating in high school athletics.

2. Hold a hearing at the earliest possible time to declare that the Defendants, and each of them, have engaged in a past and continuing pattern and practice of discrimination against Plaintiff by not applying the printed policies procedures to the Plaintiff.

3. Issue a permanent injunction restraining these Defendants from continuing their course of conduct that discriminates against the Plaintiff, or in the alternative, issue a mandatory injunction compelling the Defendants to allow Plaintiff to participate in the remaining games.

4. Award compensatory damages to the Plaintiff in a sum in excess of the jurisdictional limit of this Court; and award any punitive damages which this Honorable Court feels should be awarded, so that the Plaintiffs will be adequately compensated for the humiliation and the deprivation of his rights and personal dignity as guaranteed by the laws and the Constitution of the United States; 42 U.S.C. § 1983; and the laws and the Constitution of Kentucky; so that the Defendants, who have acted under the color of state law, will not continue to deprive and deny athletes, their legal right to equal opportunity under the law.

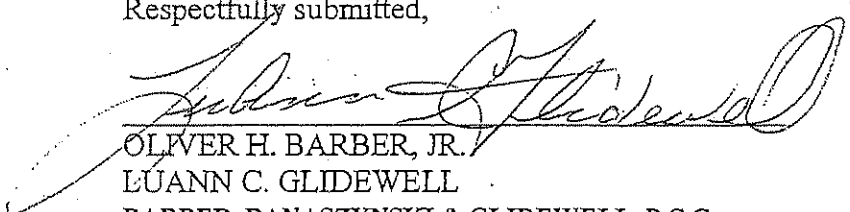
5. That the Plaintiff be awarded reasonable attorney's fees for the services rendered to him by their attorney of record in this action.

6. That the Plaintiff be awarded his court costs expended in these proceedings.

7. Trial by jury;

8. Any and all other relief to which the Plaintiff may appear to be entitled.

Respectfully submitted,



OLIVER H. BARBER, JR.

LUANN C. GLIDEWELL

BARBER, BANASZYNSKI & GLIDEWELL, P.S.C.

100 North Sixth Street, Fifth Floor

Louisville, KY 40202

(502) 585-2100

Co-counsel for Plaintiff

Alec Stone

STONE LAW OFFICES

469 E. Broadway

P.O. Box 487

Brandenburg, KY 40108

Co-counsel for Plaintiff

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VERIFICATION

I, BRADLEY CRITCHELOW, hereby verify and affirm that the statements and representations contained in the foregoing Complaint are true and correct to the best of my knowledge and belief.

Bradley Critchelow  
BRADLEY CRITCHELOW

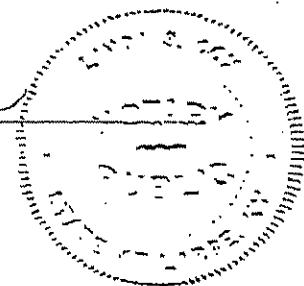
Subscribed and sworn to before me by BRADLEY CRITCHELOW, on this the 11<sup>th</sup> day of January, 2005.

My Commission Expires

May 1, 2006

My Commission Expires: \_\_\_\_\_

Linda S. Cox  
NOTARY PUBLIC  
KENTUCKY STATE AT LARGE



No. 05-CI-00012

OHIO CIRCUIT COURT

\_\_\_\_\_  
DIVISION

BRADLEY CRITCHELOW

PLAINTIFF

vs.

MOTION FOR INJUNCTIVE RELIEF

BRECKINRIDGE COUNTY BOARD OF EDUCATION

DEFENDANTS

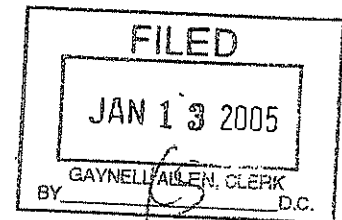
Serve: Joe Hobbs, Chairman  
215 Hobbs Road  
Harned, Kentucky 40144

and

DALE BUTLER, Individually, and in his  
Capacity as Principal of Breckinridge High School  
2019 East Hwy 60  
Harned, Kentucky 40144

and

Kentucky High School Athletic Association  
Serve: Brigid DeVries  
2280 Executive Drive  
Lexington, KY 40505



\*\*\*\*\*

Comes the Plaintiff, Bradley Critchelow, pursuant to CR 65, moves this Honorable Court to grant him Injunctive Relief, states as follows:

1. That he currently resides at 927 Oakwood Drive, Hartford, KY 42347 in Ohio County. He is a senior at Ohio County High School.
2. That the Defendant, Kentucky High School Athletic Association (KHSAA); is the governing body for participation in high school athletics within the Commonwealth of Kentucky. That Plaintiff has exhausted his administrative remedies



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under the KHSAA guidelines and is entitled to judicial review pursuant to KRS § 13B.140.

3. Prior to moving to Ohio County, Kentucky, Plaintiff resided with his parents at 310 Critchelow Farms Lane, McDaniels, KY 40152, Breckinridge County, Kentucky. He attended Breckinridge County School and participated in athletics from his first semester of high school through October 23, 2004. Based on an incident which occurred on October 23, 2004, Bradley's ability to participate in school activities, including but not limited to, athletics was terminated. After, this decision was made, Bradley's family appealed and has exhausted all administrative means.

4. Bradley was granted a full hearing before hearing officer, Edmund Karem, on December 6, 2004. The hearing officer recommended on December 14, 2004 that a waiver of Bylaw 6 not be granted. He further recommended that the appeal be denied; that the decision of the Commissioner be affirmed; and that Bradley Critchelow remain ineligible to participate in interscholastic athletics until November 11, 2005 (copy attached as Exhibit A, Titled Case No. 918). However, the hearing officer informed the Critchelows that he personally believed the punishment was too harsh for the circumstances.

5. Bradley Critchelow is now a student at Ohio County High School. Bradley's parents, Bobby Joe and Debbie Critchelow, signed a 12-month lease commencing on November 10, 2004 and ending on November 10, 2005, which automatically renews itself on a monthly basis until either party modifies it for Bradley's apartment in Ohio County. Further, Bradley's parents, Bobby Joe and Debbie Critchelow, placed their residence in Breckinridge County up for sale. There was

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absolutely no testimony that the change in residence was "motivated in whole or part by a desire to participate in athletics at the new school."

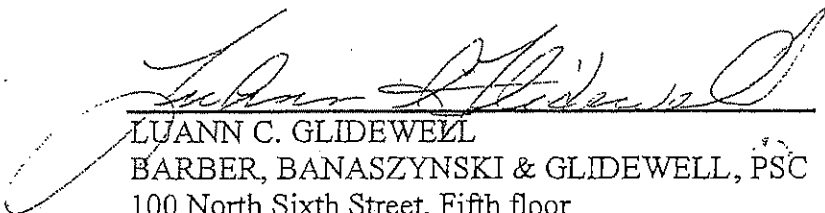
6. That the issuance of this temporary injunction is necessary to due to the fact that each day that he is not allowed to participate cannot be replaced. Numerous colleges and universities have heavily recruited Bradley and, if eligible, Bradley has a great opportunity to obtain a college scholarship. Further, participation in high school athletics is a once in a lifetime opportunity for which there is no legal remedy and no monetary replacement. Plaintiff seeks no legal recompence herein.

7. That the discipline meted out was to prohibit Bradley from extracurricular activities, attending the senior prom, or being part of the graduation ceremony until November 11, 2005. He was not, however, prevented from graduating. The Critchelows believe that this was an unduly harsh punishment.

WHEREFORE, Plaintiff prays as follows:

1. An exparte temporary injunction against the ruling by KHSAA permitting him to participate in high school athletics and other school functions;
2. For a permanent injunction against the ruling by the KSHSAA permitting him to participate the remainder of this 2004/2005 school year in high school athletics;
3. Attorney fees, costs and any other relief to which he may be entitled.

Respectfully submitted,

  
\_\_\_\_\_  
LUANN C. GLIDEWELL  
BARBER, BANASZYNSKI & GLIDEWELL, PSC  
100 North Sixth Street, Fifth floor  
Louisville, KY 40202  
Phone: (502) 585-2100  
Co-Counsel for Plaintiff

(Q)

Alec Stone  
STONE LAW OFFICES  
469 E. Broadway  
P.O. Box 487  
Brandenburg, KY 40108  
Co-counsel for Plaintiff

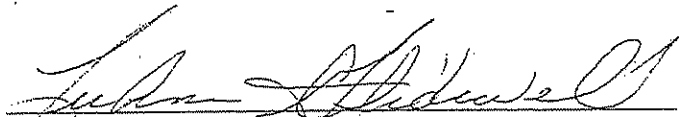
CERTIFICATE OF SERVICE

It is hereby certified that a true copy of foregoing was mailed this 12<sup>th</sup> day of January to:

Kentucky High School Athletic Association  
Commisioner Brigid DeVries  
2280 Executive Drive  
Lexington, KY 40505

Breckinridge County Board of Education  
Joe Hobbs, Chairman  
215 Hobbs Road  
Harned, KY 40144

Dale Butler, Principal  
Breckinridge County High School  
2019 East Highway 60  
Harned, KY 40144

  
\_\_\_\_\_  
LUANN C. GLIDEWELL

(R)



# Kentucky High School Athletic Association

2280 Executive Drive ° Lexington, KY 40505 ° www.khsaa.org ° (859)299-5472 (859)293-5999 (fax)

## SUBPOENA

TO:

You are hereby commanded to appear before the Honorable Edmund P. Karem, Hearing Officer, KHSAA, to testify in the appeal proceeding of:

and to produce the following documents or items:

at the hour of:

The hearing is to be held in the auditorium of the KHSAA, 2280 Executive Drive, Lexington, KY 40505.

This subpoena is issued by the authority of the KRS 13B.080 (3) and the Due Process Procedure of the KHSAA. Failure to obey may be punished as provided by KRS 13B.080 (3).

A handwritten signature in cursive script that reads "Edmund P. Karem".

Hearing Officer, KHSAA

This subpoena was served by delivery of a true copy to \_\_\_\_\_

This \_\_\_\_ day of \_\_\_\_, 20\_\_\_\_

By: \_\_\_\_\_



# Kentucky High School Athletic Association

2280 Executive Drive ° Lexington, KY 40505 ° www.khsaa.org ° (859)299-5472 (859)293-5999 (fax)

*Re-schedule*

February 1, 2005

(5)

Mr. Philip Taliaferro  
Attorney at Law  
1005 Madison Avenue  
Covington, KY 41011-3113

RE: [REDACTED] appeal hearing scheduled for 02/07/05 at 8:30 a.m.

Dear Mr. Taliaferro:

This letter is to confirm that the appeal scheduled for [REDACTED] on Monday, February 7, 2005 at 8:30 a.m. has been re-scheduled at your request for 3:00 p.m. that afternoon.

If you have any questions, please feel free to contact me at any time.

Sincerely,

Darlene Koszenski  
Administrative Assistant to the Commissioner

xc:

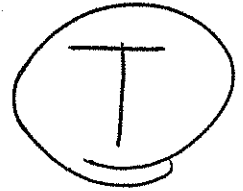
Principal Randall Cooper, Ryle High School  
Principal Ray Finke, Holmes High School  
Mr. Kevin Noland, KY Department of Education  
Mr. Ted Martin, Greenebaum, Doll & McDonald



# Kentucky High School Athletic Association

2280 Executive Drive • Lexington, KY 40505 • www.khsaa.org • (859)299-5472 (859)293-5999 (fax)

May 25, 2006



[REDACTED]  
Louisville, KY 40245

RE: Case #1040 [REDACTED]

Dear Mr. and Mrs. [REDACTED]

On May 23, 2006, the Kentucky High School Athletic Association ("KHSAA") Board of Control (the "Board") met in regular session to consider the Hearing Officer's recommended order for [REDACTED] Case #1040. Seventeen members of the Board were present at the time of the vote on this case. The meeting was conducted pursuant to KRS Chapter 13B and the KHSAA Due Process Procedure. The record, including the recommended order along with any exceptions filed, was distributed to the members of the Board in advance of the meeting. After considering the written record, the Board voted unanimously to remand the case back to the Hearing Officer for the following written information:

- ♦ Medical documentation regarding [REDACTED]

Judge John Adams will be contacting you in the near future. Please have the above requested documentation ready to send to the KHSAA that time.

**[REDACTED] remains INELIGIBLE to participate in interscholastic athletics at Sacred Heart Academy until a final determination is made by the Board.**

Sincerely,

Jerry Taylor  
KHSAA Board of Control President

xc: KHSAA Commissioner Brigid L. DeVries  
All members, KHSAA Board of Control  
Principal Beverly McAuliffe, Sacred Heart Academy  
Principal Tim Greener, Christian Academy (Louisville) High School  
Mr. Kevin Noland, Kentucky Department of Education  
Mr. Ted Martin, Greenebaum Doll & McDonald



# Kentucky High School Athletic Association

2280 Executive Drive • Lexington, KY 40505 • www.khsaa.org • (859)299-5472 (859)293-5999 (fax)

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June 6, 2005

Principal David Cothron  
McCreary Central High School  
400 Raider Way  
Stearns, KY 42635

BOC request following

Dear Mr. Cothron:

On May 17, 2005 the KHSAA Board of Control met in regular session to consider the Hearing Officer's recommended order for [REDACTED]. The Board has asked me to investigate the academic progress of [REDACTED] while a student at McCreary Central, based on the following statements made in the written Findings of Fact: [REDACTED] *was ineligible to play football during his sophomore year because he failed a class. In his third year he was again ineligible for football due to failing two classes the previous year. In December 2003 [REDACTED] dropped out of school....He was out of school from December 2003 to March of 2004...[REDACTED] joined the team in the fall of 2004 after not playing in 2002/2003 and played that year."*

Please provide records indicating that [REDACTED] was academically eligible and on track to graduate during the fall of 2004, when he played football, due to the fact that he had previously dropped out of school. Please provide this information in writing by June 17, 2005.

Thank you for your cooperation in this matter.

Sincerely,

Brigid L. DeVries  
Commissioner

BD:dk

xc: Athletic Director Jerry Ross, McCreary Central High School  
Football Coach Jack Arthur, McCreary Central High School



# Kentucky High School Athletic Association

2280 Executive Drive • Lexington, KY 40505 • www.khsaa.org • (859)299-5472 (859)293-5999 (fax)

✓

October 16, 2003

*Exceptions not filed  
in timely manner*

Mr. John P. Plymire, PLC  
PO Box 848  
Louisville, KY 40201-0848

Dear Mr. Plymire:

On October 7, 2003 the Kentucky High School Athletic Association ("KHSAA") received via facsimile a "Request for Review and Exceptions to ruling" (the "Exceptions") on behalf of [REDACTED]. The Exceptions was not, however, timely filed to the KHSAA Hearing Officer's Recommended Order regarding [REDACTED] KRS 13B.110(4) and KHSAA Due Process Procedure, Paragraph 10, grant each party fifteen days from the date the recommended order is mailed within which to file exceptions to the recommended order. Because the KHSAA Hearing Officer's recommended order regarding [REDACTED] was mailed on September 17, 2003, the deadline within which to file exceptions was October 2, 2003. Because the Exceptions was not received by the KHSAA until October 7, 2003, it was not timely filed and will not be considered by the KHSAA Board of Control.

Sincerely,

Brigid L. DeVries  
Commissioner

BD:dk

Xc: [REDACTED] Parents  
Principal Anthony Orr, Paul Dunbar High School  
Principal Doug Southworth, Scott County High School  
Mr. Ted Martin, Greenebaum, Doll & McDonald  
Mr. Kevin Noland, KY Department of Education





# Kentucky High School Athletic Association

2280 Executive Drive ° Lexington, KY 40505 ° www.khsaa.org ° (859)299-5472 (859)293-5999 (fax)

(W)

February 23, 2005

[REDACTED]

*Response after final order*

RE: [REDACTED]

Dear Ms. [REDACTED]

This letter is in response to your recent communication with the Governor's Office regarding the eligibility of your nephew, [REDACTED]. The KHSAA adheres to KRS Chapter 13B for its Due Process Procedure in handling appeals with regards to student eligibility. This Due Process Procedure basically is a three step process for determining athletic eligibility when a student changes schools after participating in varsity athletics. I am enclosing a copy of the Due Process Procedure for your review.

I have reviewed [REDACTED] case as it progressed through the Due Process Procedure. As you may or may not be aware, once the Commissioner makes the initial ruling, he/she is no longer a part of the appeal process. Therefore, he currently remains ineligible for athletic participation at Eminence High School.

As always, if you would like to discuss this further, please feel free to contact me at any time.

Sincerely,

Brigid L. DeVries  
Commissioner

BD:dk

Enclosure

xc: Ms. Angela Cox, Office of the Governor

July 2006 - June 2007

Yearly Planner



| Jul 2006 |    |    |    |    |    |    |
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| 31       |    |    |    |    |    |    |

July

7 Appeals Hearings, KHSAA Offices, Lexington (Pete Karem)

August

- 1 Appeals Hearings, KHSAA Offices, Lexington (John Adams)
- 2 Appeals Hearings, KHSAA Offices, Lexington (Pete Karem)
- 14 Appeals Hearings, KHSAA Offices, Lexington (John Adams)
- 15 Appeals Hearings, KHSAA Offices, Lexington (Pete Karem)

September

- 5 Appeals Hearings, KHSAA Offices, Lexington (John Adams)
- 6 Appeals Hearings, KHSAA Offices, Lexington (Pete Karem)
- 11 Appeals Hearings, KHSAA Offices, Lexington (John Adams)
- 12 Appeals Hearings, KHSAA Offices, Lexington (Pete Karem)

October

- 2 Appeals Hearings, KHSAA Offices, Lexington (Pete Karem)
- 9 Appeals Hearings, KHSAA Offices, Lexington (John Adams)

November

- 6 Appeals Hearings, KHSAA Offices, Lexington (John Adams)

December

- 4 Appeals Hearings, KHSAA Offices, Lexington (Pete Karem)
- 11 Appeals Hearings, KHSAA Offices, Lexington (John Adams)

January

- 4 Appeals Hearings, KHSAA Offices, Lexington (Pete Karem)

February

- 5 Appeals Hearings, KHSAA Offices, Lexington (John Adams)

March

- 5 Appeals Hearings, KHSAA Offices, Lexington (Pete Karem)

April

- 16 Appeals Hearings, KHSAA Offices, Lexington (John Adams)

May

- 7 Appeals Hearings, KHSAA Offices, Lexington (Pete Karem)

June

- 4 Appeals Hearings, KHSAA Offices, Lexington (John Adams)

| Jan 2007 |    |    |    |    |    |    |
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| Feb 2007 |    |    |    |    |    |    |
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| Mar 2007 |    |    |    |    |    |    |
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| 18       | 19 | 20 | 21 | 22 | 23 | 24 |
| 25       | 26 | 27 | 28 | 29 | 30 | 31 |

| Apr 2007 |    |    |    |    |    |    |
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| 15       | 16 | 17 | 18 | 19 | 20 | 21 |
| 22       | 23 | 24 | 25 | 26 | 27 | 28 |
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# July 2006 - June 2007 Board of Control and Appeals

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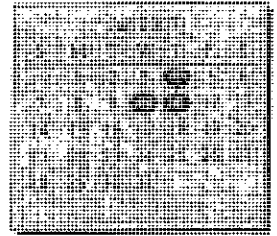


## Yearly Planner

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July

- 7 Appeals Hearings, KHSAA Offices, Lexington (Pete Karem)
- 9 Board of Control - Kentucky Dam Village
- 10 Board of Control - Kentucky Dam Village
- 11 Board of Control - Kentucky Dam Village



| Aug 2006 |    |    |    |    |    |    |
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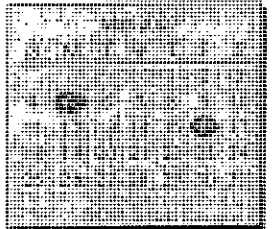
- 1 Appeals Hearings, KHSAA Offices, Lexington (John Adams)
- 2 Appeals Hearings, KHSAA Offices, Lexington (Pete Karem)
- 14 Appeals Hearings, KHSAA Offices, Lexington (John Adams)
- 15 Appeals Hearings, KHSAA Offices, Lexington (Pete Karem)
- 21 Special Board of Control Meeting



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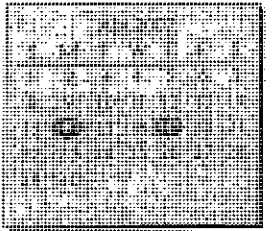
- 5 Appeals Hearings, KHSAA Offices, Lexington (John Adams)
- 6 Appeals Hearings, KHSAA Offices, Lexington (Pete Karem)
- 11 Appeals Hearings, KHSAA Offices, Lexington (John Adams)
- 12 Appeals Hearings, KHSAA Offices, Lexington (Pete Karem)
- 14 Board of Control Meeting, Lexington
- 15 Board of Control Meeting, Lexington



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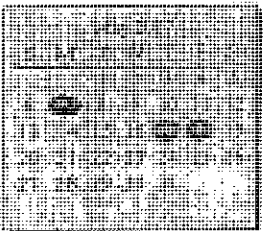
- 2 Appeals Hearings, KHSAA Offices, Lexington (Pete Karem)
- 9 Appeals Hearings, KHSAA Offices, Lexington (John Adams)
- 20 Special Board of Control Meeting



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November

- 6 Appeals Hearings, KHSAA Offices, Lexington (John Adams)
- 15 Board of Control Meeting, Lexington
- 16 Board of Control Meeting, Lexington



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December

- 4 Appeals Hearings, KHSAA Offices, Lexington (Pete Karem)
- Special Board of Control Meeting
- 11 Appeals Hearings, KHSAA Offices, Lexington (John Adams)

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January

- 4 Appeals Hearings, KHSAA Offices, Lexington (Pete Karem)
- 10 Board of Control Meeting, Lexington
- 11 Board of Control Meeting, Lexington

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## February

5 Appeals Hearings, KHSAA Offices, Lexington (John Adams)

19 Special Board of Control Meeting

## March

5 Appeals Hearings, KHSAA Offices, Lexington (Pete Karem)

16 Special Board of Control Meeting

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## April

16 Appeals Hearings, KHSAA Offices, Lexington (John Adams)

19 Board of Control Meeting, Lexington

## May

7 Appeals Hearings, KHSAA Offices, Lexington (Pete Karem)

17 Board of Control Meeting, Lexington

18 Board of Control Meeting, Lexington

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## June

4 Appeals Hearings, KHSAA Offices, Lexington (John Adams)

11 Special Board of Control Meeting

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**BOARD OF CONTROL ORIENTATION  
KENTUCKY DAM VILLAGE, GILBERTSVILLE, KENTUCKY  
JULY 10-11, 2006**

*By THEODORE R. MARTIN, GREENEBAUM DOLL & McDONALD PLLC*

I. Recusal

A. What is it?

1. Recusal is the process by which a Board of Control member disqualifies herself or himself from participation in a proceeding
  - a. Participation - cannot discuss, debate or vote on a proceeding
  - b. On the record - Board of Control member must recuse herself or himself on the record before the proceeding begins

B. When?

1. The Board of Control member is an employee of a specific school which is a party to the proceeding
  - a. Example - If student transfers from School A to School B, a Board of Control member who is employed by School A or School B must recuse herself or himself
2. The Board of Control member is an employee of a school system central office or a member of the Board of Education and a school within that system is a party to the proceeding
  - a. Example - If student transfers from School A to School B and School A is a school within Board of Education A, a Board of Control member who is a member of Board of Education A must recuse herself or himself
3. The Board of Control member has engaged in improper *ex parte* contacts
  - a. See attached memorandum
4. The Board of Control member has a personal bias toward any party to a proceeding which would cause a prejudgment on the outcome of the proceeding

5. The Board of Control member has a pecuniary interest in the outcome of the proceeding
6. Any other circumstance which would cause the Board of Control member to not be able to accord a fair and impartial hearing to a party in a proceeding

## II. Due Process Procedure

### A. Mandatory - KHSAA must conduct proceedings in accordance with KRS Chapter 13B and its Due Process Procedure

1. A detailed description of the Due Process Procedure is enclosed in the Board of Control Orientation packet

### B. Basic Process

1. Initial Ruling - the Commissioner makes an initial ruling based on the applicable form
  - a. Responsibility of receiving school to make sure all information is completed prior to sending it in to the KHSAA
  - b. Limit parent involvement - discourage parents from contacting the Commissioner
  - c. Misconception - only KHSAA can waive the rules; not the schools themselves
  - d. Submit to KHSAA in writing
    - (1) No oral/e-mail/fax requests for rulings or interpretations
      - (a) The Commissioner receives hundreds of requests for rulings each year. To facilitate a prompt ruling on a request, the Commissioner will not issue interpretations via e-mail. If an interpretation is requested, the request must be in writing to the Commissioner.
    - (2) Public record
      - (a) An e-mail may be considered a public record subject to the Kentucky Open Records Act.<sup>1</sup>

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<sup>1</sup> This discussion does not concede that the Kentucky High School Athletic Association ("KHSAA") is subject to either the Kentucky Open Records Act or Kentucky Open Meetings Act.

- i) Caution - because it may be a public record, Board of Control members should exercise caution when responding to and sending e-mails relating to a KHSAA matter
  - (3) Formal communications - potential violations should be communicated in writing to the KHSAA's office
- e. Timing
  - (1) Objective to rule within 30 days unless further investigation is necessary
  - (2) If information absent, the Commissioner will send it back
- 2. The Hearing
  - a. Who - aggrieved student, parent, coach, administrator may appeal the Commissioner's ruling
  - b. Content - detail the factual basis for the appeal
  - c. Appeal - goes to the KHSAA hearing officer who will hold a hearing
    - (1) Board of Control - an appeal under a bylaw other than 2, 4, 5, 6, 7, 8, 9, 10 and 12 goes directly to the Board of Control
  - d. Attendance - aggrieved or affected parties should attend because failure to attend can result in a default judgment and preclude the later presentation of additional evidence or review
- 3. Recommended Order - Hearing Officer issues a recommended order
- 4. Exceptions - if a party is dissatisfied with a recommendation, they can file exceptions
- 5. Final Order
  - a. Board of Control issues a Final Order
  - b. Meeting
    - (1) When - at least 30 days after date recommended order is mailed
      - (a) 15 days after deadline for exceptions has passed
      - (b) 15 days after mailing to file exceptions

- c. Written record - Board of Control must base its decision on the written record
- d. Additional evidence - only if facts incapable of being known at time of hearing or a significant change in facts since the hearing
- e. Discussion - a motion must be made and seconded before the Board of Control members may discuss the appeal at the meeting
- f. Options - Board of Control has three options when considering the Hearing Officer's Recommended Order
  - (1) Accept and adopt - the Board of Control may accept and adopt the Hearing Officer's Recommended Order as its Final Order
  - (2) Reject or modify - the Board of Control may reject or modify in whole or in part the Hearing Officer's Recommended Order
    - (a) Findings of fact and conclusions of law - the Board of Control must include separate statements of findings of fact and conclusions of law if the Final Order differs from the Recommended Order
      - i) Adopt by reference - if the Board of Control only disagrees with the conclusions of law in the Recommended Order, the Board of Control may adopt the findings of fact in the Recommended Order and issue different conclusions of law
  - (3) Remand - the Board of Control may remand the matter, in whole or in part, to the Hearing Officer for further proceedings as appropriate
- g. Vote
  - (1) One vote - each Board of Control member entitled to one vote
  - (2) No vote by proxy - Board of Control member must be present to vote
  - (3) Quorum present - must be at least ten members of the Board of Control to conduct the KHSAA's business, *e.g.*, vote on an appeal



- (4) Approval - motion must receive ten votes to be approved
- (5) Abstention - Board of Control members may abstain from voting, however, that member is considered to have voted with the prevailing side except that vote may not be considered when calculating the number of votes necessary for approval

### III. Kentucky Open Records and Open Meetings Acts

- A. Kentucky law – the public has a statutory right of access to public records and meetings under certain circumstances
  - 1. Caveat – KHSAA does not concede that it is subject to the Kentucky Open Records and Open Meetings Acts
- B. See attached handout: *Your Duty Under the Law*

### IV. Record Management

- A. Purpose - records management ensures that adequate records are created to document institutional function and meet administrative, legal and other operational needs, and that records are retained and disposed of based on analysis of their function and value
- B. Confidential and private information
- C. Circulation system
- D. Retention policy
  - 1. Eligibility files: 4+1
  - 2. Historical significance, Vital Statistics and Research relevance



GREENEBAUM DOLL & McDONALD PLLC

MEMORANDUM

July 10-11, 2006

TO: KHSAA Board of Control Members

FROM: Phillip D. Scott; Theodore R. Martin

RE: *Ex Parte* Contacts

Telephone: 859-231-8500  
Fax: 859-255-2742  
E-Mail: greenebaum.com

CONFIDENTIAL AND PRIVILEGED  
ATTORNEY WORK PRODUCT  
ATTORNEY—CLIENT COMMUNICATION

This memorandum summarizes your obligations under Kentucky law with respect to *ex parte* contacts.

Kentucky courts have “categorically rejected” the suggestion that “*ex parte* contacts in Kentucky are, or should be, the 'bread and butter' of administrative proceedings to be tolerated with a knowing wink.” Louisville Gas & Elec. Co. v. Commonwealth, Ky. App., 862 S.W.2d 897, 901 (1993). The basic rationale for the prohibition against *ex parte* contacts in administrative cases is that allowing a decision to be made upon a secret communication, not part of the official record, would be fundamentally unfair and would violate the requirement that decisions be based upon the record. Both Kentucky case law and KRS Chapter 13B prohibit the person who is making a final or recommended decision in an administrative case from engaging in *ex parte* contacts. See *id.*; KRS 13B.100.

An *ex parte* contact is defined as an off the record contact between a decisionmaker and an interested party to an administrative case made outside the presence of other parties to the administrative case. See Louisville Gas & Elec. Co., *supra*, at 900; KRS 13B.100(1). However, not all contacts with a party outside of the administrative case are prohibited. First, the *ex parte* contact must be with an “interested party.” For the purposes of *ex parte* analysis, an “interested party” is “anyone with an interest greater than that of the general public” who has a personal interest in or who can be affected by an administrative decision. See Louisville Gas & Elec. Co., *supra*, at 900-01. Second, *ex parte* contacts are only prohibited while the administrative case is pending. See KRS 13B.100(1). This includes the time from the request for a hearing, until the time for all appeals have run under KRS Chapter 13B or all appeals have been exhausted. Lastly, contacts about routine procedural matters that do not touch on the merits of a pending administrative case and status inquiries are permitted. See Louisville Gas & Elec. Co., *supra*, at 900-01; KRS 13B.100(1). Regrettably, what constitutes contacts about the merits, as opposed to mere procedural or status inquiries, is not always clear. For example, in the American Bar Association's *Commentary to the Model Rules of Professional Conduct*, Rule 3.5 §B, the merits of a matter are broadly defined as “matters that might indirectly affect how the judge might ultimately rule.” Thus, if there is any doubt, an *ex parte* contact should be treated as a **prohibited** *ex parte* contact.

The impact of a prohibited *ex parte* contact can be quite substantial. KRS 13B.090(1) requires that all findings "be based exclusively on the evidence on the record." This provision would make an *ex parte* contact part of the record so that it could be reviewed on appeal if it was in any way part of the findings or the decision. Further, if the recipient of an improper *ex parte* contact does not withdraw from participation in the administrative case, that improper *ex parte* contact can make the decision concerned voidable. See National-Southwire Aluminum Co. v. Big Rivers Elec. Corp., Ky. App., 785 S.W.2d 503, 515 (1990).

An example of an *ex parte* contact is a member of a school involved in a pending administrative case, e.g., a coach at the receiving school, contacting a KHSAA Board of Control member off the record to provide background information or facts about the administrative case. Off the record contacts concerning the merits of a pending administrative case by students and/or their parents are also examples of *ex parte* contacts. If a KHSAA Board of Control member is contacted by one of these or other interested parties about a pending administrative case, the member must inform that interested party that he or she cannot be provided with or discuss the merits of the administrative case. If the KHSAA Board of Control member who received the contact is provided with or discusses the merits of a pending administrative case with an interested party, that member must withdraw from participation in the administrative case. Given the disadvantages the KHSAA already faces when a legal action is instituted, failure to withdraw due to an improper *ex parte* contact would almost certainly result in a court voiding the KHSAA Board of Control's decision.

The potential negative impacts mandate that KHSAA Board of Control members withdraw from any administrative case in which they have received a prohibited *ex parte* contact. If any KHSAA Board of Control member has any questions or concerns regarding whether a contact is a prohibited *ex parte* contact, he or she should contact counsel for the KHSAA to discuss the matter.

LEX:630869.1

*Your Duty Under the Law*

**The Kentucky Open Records  
and Open Meetings Acts**

Office of the Attorney General  
Gregory D. Stumbo, Attorney General

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September 2005

*Your Duty Under the Law* explains the procedural and substantive provisions of the Open Meetings Act, KRS 61.800 to 61.850, and the Open Records Act, KRS 61.870 to 61.884, and contains basic information about the Acts. Pursuant to KRS 15.257(1), the Office of the Attorney General distributes this written information to assist the public officials of Kentucky in complying with the Open Meetings and Open Records Acts.

The Office of the Attorney General welcomes suggestions for improvements to this work, as well as ideas for future publications. Comments may be sent to the Attorney General's Office, 700 Capital Avenue, Frankfort, Kentucky 40601, or to our website, <http://ag.ky.gov>.

Published by the Office of the Attorney General

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Revised September 2005

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## **The Open Records and Open Meetings Acts:**

### *Your duty under the law*

Kentucky's laws on open records and open meetings affect every public official and every public agency. It is important that you be prepared to deal with the numerous legal questions that arise under those laws. This brochure provides an analysis of the Open Records and Open Meetings Acts, and is designed to assist you in answering these questions. It contains a description of the general requirements of the laws, the procedures you must follow in implementing them, the exceptions you may invoke in appropriate circumstances, and the role of the Attorney General in interpretation and enforcement. Please note that the italicized and bulleted text reflects the courts' and the Attorney General's interpretation of the Acts. Because the Attorney General's Office acts as an impartial tribunal in open records and open meetings appeals, we cannot advise public agencies and public officials how to deal with specific situations. The following information should, however, prove useful to you in complying with Kentucky's laws on open records and open meetings.

## **The Open Records Act**

In 1976, the General Assembly enacted the Open Records Act, KRS 61.870 to KRS 61.884, which establishes a right of access to public records. The General Assembly recognized that the free and open examination of public records is in the public interest. The General Assembly has also recognized that there is an essential relationship between proper records retention and management and records access. All public records, whether they are stored in a computer or on paper, must be open for inspection unless the records are exempted by one or more of the fourteen exemptions found in the Act. All public agencies are required to make nonexempt public records available to any requester, and to provide suitable facilities for exercise of the right of inspection. A public agency may not consider the requester's identity or purpose in seeking access to public records.

### **What are public records?**

The Open Records Act applies to public records maintained by state and local government agencies. The agencies covered by the Act include:



- state and local government officers, departments, and legislative bodies;
- county and city governing bodies, school district boards, special district boards, and municipal corporations;
- state or local government agencies created by statute or other executive and legislative acts;
- bodies created by state or local authority in any branch of government;
- bodies that receive at least 25% of their funds from state or local authority;
- an entity where the majority of its governing body is appointed by a public agency;
- agencies created and controlled by public agencies; and
- interagency bodies of two or more public agencies.

Subject to fourteen exemptions, records that are prepared, owned, used, possessed, or retained by a public agency are public records, and must be made available upon request.

- *The term "public records" includes all such records even if they are not subject to inspection under an exemption and therefore not "open records."*
- *The term "public record" includes emails, databases, and other records electronically generated and/or stored.*
- *The term "public record" includes public agency records that are not maintained on the agency's premises.*

## **What are the general requirements of the Open Records Act?**

*Suitable facilities.* Each public agency must make suitable facilities available for persons who wish to exercise the right to inspect nonexempt public records.

*Time for inspection.* Each public agency must permit inspection of nonexempt public records during the regular office hours of the agency. Agencies must, upon request, mail copies to a person whose residence or principal place of business is outside the county in which the records are located. The person must first precisely describe the public records, and the records must be readily available within the public agency. The agency may require advance payment of copying fees and the cost of mailing.

*Official custodian.* Each public agency must appoint an official custodian of the agency's records. The official custodian is the chief administrative officer or any other officer or employee of the agency who is responsible for the

maintenance, care, and keeping of the agency's records, regardless of whether the records are in his actual personal custody and control.

*Rules and regulations.* Each public agency must adopt rules and regulations which conform to the Open Records Act. The rules and regulations must be displayed by the agency in a prominent location which is accessible to the public. The rules and regulations must include:

- the principal office of the public agency and its regular office hours;
- the title and address of the official custodian of record;
- the fees charged for copies;
- the procedures to be followed in requesting public records.

The uniform rules and regulations drafted by the Finance and Administration Cabinet, which are found at 200 KAR 1:020, may be adapted for each agency's use. (See, Sample open records rules and regulations at page 23.)

*Compiling information/creating documents/specially tailoring format.* A public agency is not required to compile information or to create a document that does not already exist in response to an open records request. If a public agency is asked to produce a record in a format other than the format it already maintains the record in, or to tailor the format to meet a request, the agency may, but is not required to, provide the requested format. The agency may then recover staff costs as well as any actual costs it incurs.

- *A requester must be permitted to conduct on-site inspection of records if he or she expresses a desire to do so, even if the public agency prefers to honor his or her request by delivery of copies through the mail.*
- *Public agencies must permit on-site inspection during regular office hours and no other restriction on hours of access can be imposed.*
- *Public agencies may require a requester to conduct an on-site inspection, before receiving copies, if the requester resides or has his or her principal place of business in the county where the records are located and/or if he or she fails to precisely describe the records.*
- *The absence of the public agency's official records custodian does not extend the agency's response time; the agency should designate an acting custodian to insure a timely response.*
- *Masking exempt information contained in an otherwise nonexempt public record is not equivalent to records creation; the agency must discharge this statutory duty and bear associated costs.*
- *A request for information ("How much are the city's employees paid?") need not be honored; a request for existing public records containing the*

*information sought ("Please produce copies of the city's payroll records.") must be honored unless the requested records are exempt.*

## **What is the procedure for inspecting a public record?**

*Request to inspect records.* The request should be made to the official custodian of the public agency's records. The custodian may require that the request be in writing, signed by the requester and with his name printed legibly on it, describing the records to be inspected. The request may be hand-delivered, mailed, or sent via facsimile to the agency.

*Response to request.* The public agency must respond to the request in writing and within three days, excluding Saturdays, Sundays, and legal holidays. If the request is denied, the response must include a statement of the specific exception which authorizes the agency to withhold the record, and a brief explanation of how the exception applies to the record withheld. The response must be issued by the official custodian or under his authority.

*Application to wrong agency.* If the public agency which receives the request does not have custody or control of the record requested, the agency must notify the requester and furnish the name and location of the official custodian of the appropriate agency's public records.

*Record not available.* If the record requested is in active use, in storage, or not otherwise available, the public agency must notify the requester in writing and indicate a place, time, and date for inspection not to exceed three days from receipt of the request. If the record cannot be retrieved within three days, the agency must notify the requester in writing and provide a detailed explanation of the cause for the delay. The agency must also state the earliest date on which the record will be available.

*Overly burdensome request.* The public agency may refuse to permit inspection, or mail copies, if the request places an unreasonable burden on the agency in producing records or if the custodian believes that repeated requests are intended to disrupt the agency's essential functions. Refusal for either of these reasons must be supported by clear and convincing evidence.

*Copies of records.* A requester has the right to obtain copies of all nonexempt public records upon payment of a reasonable fee, including postage where appropriate. The agency may require prepayment for copies of records. Nonexempt public records must be made available for copying in either standard electronic or standard paper format, depending on the requester's wishes, if the agency maintains the records in both formats. If the agency

maintains the records in paper format only, it must make the records available in paper format. Agencies are not required to convert paper format records to electronic format.

The agency may prescribe a reasonable fee for making copies of nonexempt public records. The fee must not exceed the agency's actual costs of copying the record, including the cost of the medium on which it is copied and the cost of mechanically reproducing it, but not including staff costs. In general, ten cents per copy has been deemed a reasonable fee for records in paper format. The Open Records Act authorizes public agencies to impose a higher copying fee for requests made for a commercial purpose. "Commercial purpose" is defined as any use by which the user expects a profit but excludes newspaper or periodical publications, radio or television broadcasts, or use by attorneys representing parties in litigation.

*Online access.* A public agency may provide online access to public records in electronic format. The agency may require that the requester enter into a contract, license, or other agreement with the agency, and may charge fees. The fees cannot exceed the cost of physical connection to the system and the reasonable cost of computer time access charges.

- *Public agencies may use a preprinted request form but cannot require use of the form or demand more information on the form than the statute allows (requester's name printed legibly, signature, description of records).*
- *Public agencies are not required to honor emailed open records request but should develop a standard response notifying the requester to submit his or her request by U.S. Mail, fax, or in person and immediately issue the standard response by U.S. Mail.*
- *A public agency's three day response time begins to run the day after the request is received.*
- *Denials based on an unreasonable burden to the agency or a belief that requests are intended to disrupt its essential functions must be supported by clear and convincing evidence; for example, the number of records requested, the estimated amount of time and expense to the agency to fulfill the request, the duplicative nature of the requests.*
- *An agency may impose copying fees greater than ten cents per page only if a specific statute authorizes the agency to do so or the agency can prove that its actual copying costs, not including staff costs, are greater than ten cents per page.*
- *No fee can be imposed for inspecting public records.*

## **What records are exempt from public inspection?**

The Open Records Act permits a public agency to withhold certain records from a requester unless the requester obtains a court order directing their release. The exemptions are located at KRS 61.878(1) and include:

- (a) records containing information of a personal nature if disclosure would constitute a clearly unwarranted invasion of personal privacy;
- (b) records confidentially disclosed to an agency and compiled and maintained for scientific research;
- (c) records confidentially disclosed to an agency or required by the agency to be disclosed to it which are generally recognized as confidential or proprietary and which if disclosed would permit an unfair commercial advantage to competitors, including records which are compiled and maintained in conjunction with an application for or the administration of a loan or grant; the application for or the administration of assessments, incentives, inducements, or tax credits; or the regulation of a commercial enterprise;
- (d) records that relate to the prospective location of a business or industry which has not previously disclosed that it is interested in locating, relocating, or expanding in Kentucky;
- (e) records developed by an agency in conjunction with the regulation or supervision of financial institutions which reveal the agency's internal examining or audit criteria;
- (f) real estate appraisals, engineering or feasibility estimates, and evaluations made by or for a public agency, in the course of acquiring property, until all of the property has been acquired;
- (g) test questions, scoring keys, and other examination data used to administer a licensing examination, examination for employment, or academic examination before the exam is given or if it is to be given again;
- (h) records of law enforcement agencies or agencies involved in administrative adjudication if disclosure of the records

would harm the agency by premature release (such records may be inspected after enforcement action is completed or a decision is made to take no action, unless they were compiled and maintained by a county or Commonwealth's attorney or unless another exception applies);

- (i) and (j) preliminary documents, including drafts, notes, correspondence with private individuals, recommendations, and memoranda in which opinions are expressed or policies formulated; and
  - (k) and (l) public records that are prohibited from disclosure by state or federal law;
  - (m) records the disclosure of which would have a reasonable likelihood of threatening the public safety by exposing a vulnerability in preventing, protecting against, mitigating, or responding to a terrorist act, as defined in the exemption, and limited to eight precisely described categories of records;
  - (n) records having historic, literary, artistic, or commemorative value that are accepted by the archivist of a public university, museum, or government depository from a donor or depositor other than a public agency if nondisclosure is requested in writing by the donor or depositor.
- *The exemptions are "a shield and not a shackle" and an agency may elect to release records that are otherwise exempt except for records made confidential by federal or state law; an agency should also exercise caution before releasing records protected by the privacy exemption.*
  - *A public agency employee is entitled to inspect any record that "relates" to him or her, even if the record is otherwise exempt, unless the requested record is part of an ongoing criminal or administrative investigation by the agency, the requested record is an examination, or the requested record is a record made confidential by federal or state law.*
  - *Public agencies are encouraged to share otherwise exempt public records with other public agencies if the sharing of the records serves a "legitimate governmental need."*
  - *A public agency cannot withhold a public record which contains both exempt and nonexempt information, but must mask the exempt portion of the record and release the nonexempt portion of the record.*

- *Although Commonwealth's and county attorneys' litigation records are permanently exempt from public inspection, Commonwealth's and county attorneys are not relieved of their duty to respond to an open records request for those records, and cannot deny access to other nonexempt records of their offices (for example, contracts, payroll records, time sheets, travel vouchers).*

## **What is the role of the Attorney General?**

If a public agency denies a request for public records, the requester may file an appeal with the Attorney General for review of the agency's actions. The appeal consists of a letter describing the circumstances of the denial, a copy of the written request, and a copy of the agency's written denial, if the agency issued a denial. Unless the requester is an inmate confined in a jail or correctional facility, and he or she is aggrieved by a denial issued by the Corrections Cabinet, the requester may bypass the Attorney General's Office and file an appeal in circuit court.

The Attorney General may request additional documentation from the agency, and may also request a copy of the disputed records. The Attorney General will not, however, disclose the records.

The Attorney General will review the appeal and issue a decision stating whether the agency violated the Open Records Act. The burden of proof rests with the agency to sustain its action. On the day he issues his decision, the Attorney General will mail a copy to the agency and a copy to the person who requested the disputed records. The decision will be issued in twenty days, excluding Saturdays, Sundays, and legal holidays. In unusual circumstances, this deadline may be extended an additional thirty days, excluding Saturdays, Sundays, and legal holidays.

Both the requester and the agency may appeal the Attorney General's decision to the circuit court of the county where the agency has its principal place of business or where the record is maintained. The Attorney General should be notified of any circuit court action, but may not be named as a party in the action.

If an appeal is not filed within thirty days, the Attorney General's decision has the force and effect of law, and can be enforced in circuit court. If the requester prevails against an agency in circuit court, he may be awarded costs, including reasonable attorney fees, if the court finds that the records were willfully withheld. The court may also award the requester up to \$25 for each day that he was denied the right to inspect the records. The Open Records Act contains criminal penalties for public officials who willfully conceal or destroy

records with the intent to violate the act. Officials who fail to produce records after entry of final judgment directing that records be produced may be found guilty of contempt.

- *The Attorney General will not consider an appeal that does not include a copy of the written request and the written denial, if the agency issued a denial.*
- *Upon receipt of an open records appeal, the Attorney General will issue notification of the appeal, and a copy of the appeal, to the public agency against which the appeal was filed, and the agency may respond in writing to the Attorney General; the agency must send a copy of its response to the individual who filed the appeal.*
- *Because the Open Records Act provides for judicial review of the issues raised in an appeal, the Attorney General will not reconsider an open records decision.*
- *The Attorney General will not consider an appeal if the requested documents are released to the requester after his or her appeal is filed but before an open records decision is rendered.*
- *The Attorney General will consider an appeal based on the allegation that the public agency "subverted the intent of the Act short of denial of inspection;" this includes appeals based on the imposition of excessive copying fees.*
- *Since 1992, open records decisions have been designated ORDs rather than OAGs because they are legally binding on the parties if not appealed.*
- *The designation "Not to be Published" that appears in ORDs issued from 1992 to 1999 does not mean that the ORD cannot be cited as precedent or made public; such ORDs carry the same weight as ORDs designated "To be Published."*
- *Because the public agency has the burden of proof to support its actions, the courts have directed that the agency "provide particular and detailed information in response to a request for documents," and not just a "brief explanation;" the agency should also take the opportunity to try to meet its burden of proof in preparing its supplemental response to the notification of appeal.*
- *The Attorney General's role in open records appeals is to issue a decision stating whether the public agency violated the Open Records Act; the Attorney General cannot enforce his decision by imposing penalties.*
- *A public agency that is dissatisfied with an ORD must appeal the decision within thirty days; if the public agency fails to appeal the decision, the decision has the force and effect of law, the agency is legally bound by the decision, and the circuit court must enforce it.*



## **The Open Meetings Act**

In 1974, the General Assembly enacted the Open Meetings Act, KRS 61.800 to KRS 61.850, which establishes a right of access to public meetings. The General Assembly recognized that the formation of public policy is public business, and should not be conducted in secret. The Act requires that all meetings of a quorum of the members of a public agency where public business is discussed or action is taken must be public meetings. Public meetings must be open to the public at all times unless the subject of the meeting falls within one or more of the twelve exceptions found in the statute. Members of the public may attend any public meeting and cannot be required to identify themselves in order to attend.

### **What is a public meeting?**

The Open Meetings Act applies to all meetings held by state and local government agencies. The agencies covered by the act include:

- state and local government boards, commissions, and authorities;
- state and local legislative boards, commissions, and committees;
- county and city governing bodies, councils, school district boards, special district boards, and municipal corporations;
- state and local government agencies, including policy making boards of educational institutions, that are created by state or local statute or other legislative act;
- bodies created by state or local statute or legislative act in the legislative or executive branch of government;
- an entity where the majority of its governing body is appointed by a public agency;
- agencies, including committees, advisory committees, and ad hoc committees, which are established, created, and controlled by a public agency; and
- interagency bodies of two or more public agencies.

Subject to thirteen exemptions, all gatherings of a quorum of the members of a public agency at which public business is discussed or action taken are public meetings and must be open to the public, regardless of where they are held, and whether they are regular or special or informational or casual gatherings held in anticipation of a regular or special meeting. An agency's meetings may be conducted by videoteleconference, which is defined as a meeting occurring in two or more locations where individuals can see and hear

each other by means of video and audio equipment, subject to specific legal requirements.

- *The courts have stated that the Open Meetings Act must be "interpreted most favorably to the public" since "failure to comply with the strict letter of the law in conducting meetings violates the public good."*
- *The Open Meetings Act applies to meetings of a quorum of the members of a public agency at which public business is discussed or action is taken; a discussion of public business by a quorum of the agency's members triggers the requirements of the Act even if no action is taken.*
- *The definition of "public agency" under the Open Meetings Act is narrower than the definition of "public agency" under the Open Records Act and does not include "state and local government officers" and bodies which receive "at least 25% of their funds from state or local authority funds;" this means, for example, that the mayor of a city is a public agency for open records purposes but not for open meetings purposes.*
- *A committee of a public agency, even if its function is purely advisory, is a public agency for open meetings purposes and a quorum of its members is calculated on the basis of the committee's membership and not the membership of the public agency that created it (the city commission, consisting of five members, creates a budget committee, consisting of three members – a quorum of the commission exists if three members are present and a quorum of the committee exists if two members are present); the committee must comply with all requirements of the Act.*
- *A work session and a retreat are public meetings under the Open Meetings Act, but a quorum of the members of a public agency may attend a conference sponsored by another entity without triggering the requirements of the Act as long as the members do not discuss the public business of the agency they serve while at the conference.*
- *"Public business" is not defined by statute but has been defined by the courts as "the discussion of the various alternatives to a given issue about which the [agency] has the option to take action."*
- *A quorum of the members of a public agency can attend a social gathering, sporting event, church service, etc. without triggering the requirements of the Open Meetings Act but cannot discuss the public business of the agency they serve while at these gatherings.*
- *Public agencies cannot conduct their meetings by telephone; an absent member may listen to the meeting by speakerphone but cannot be counted toward the quorum and cannot vote or otherwise participate.*

## What are the general requirements of the Open Meetings Act?

*Time and place of meetings.* All meetings must be held at specified times and places which are convenient to the public. Public agencies should provide for a schedule of regular meetings by ordinance, order, resolution, bylaws, or by other means. This schedule of regular meetings must be made available to the public.

*Minutes of meetings.* Public agencies must keep minutes of action taken at every meeting which set forth an accurate record of votes and actions taken. These minutes must be open for inspection by the public no later than the conclusion of the agency's next public meeting.

*Public attendance at meetings.* To the extent possible, meeting room conditions should allow for effective public observation of the meetings. No person attending the meeting can be required to identify himself in order to attend a meeting. The agency cannot place conditions on attendance of the public at a meeting other than the conditions required to maintain order. Since the General Assembly has not established procedural rules for the conduct of meetings and citizen participation, each agency must adopt its own rules of procedure, but those rules cannot conflict with the Open Meetings Act.

*News media coverage.* Public agencies must permit news media coverage, including recording and broadcasting.

*Requirements for holding special meetings.* All meetings which are not regular scheduled meetings are special meetings, and are subject to the following requirements:

*Who may call a special meeting.* The presiding officer or a majority of the members of the public agency may call a special meeting.

*Notice requirements and content.* The public agency must provide written notice of the special meeting consisting of the date, time, and place of the special meeting and the agenda. Discussion and actions at the meeting must be limited to the items on the agenda.

As soon as possible, written notice must be personally delivered, transmitted by facsimile, or mailed to every member of the agency and each media organization which files a written request to receive notice of special meetings. Notice should be received at least twenty-four hours before the special meeting.

As soon as possible, written notice must also be posted in a conspicuous place in the building where the special meeting will take place, and in a conspicuous place in the building where the agency has its headquarters. Notice should be posted at least twenty-four hours before the special meeting.

In the case of an emergency which prevents the public agency from complying with these requirements, the agency must make a reasonable effort to notify the members of the agency, media organizations which have filed a written request to be notified, and the public, of the emergency meeting. At the beginning of the emergency meeting, the person chairing the meeting must describe for the record the emergency which prevented compliance with the notice provisions, and these comments should appear in the minutes. Discussions and actions at the emergency meeting must be limited to the emergency for which the meeting was called.

- *The courts have stated that the Open Meetings Act does not require agencies to conduct business "only in the most convenient locations at the most convenient times"; the Act is "designed to prevent governmental bodies from conducting [their] business at such inconvenient times or locations as to effectively render public knowledge or participation impossible, not to require agencies to seek out the most convenient time or location."*
- *Agencies are not required to take minutes in closed sessions.*
- *If the public agency directs that a tape recording of its meeting be made, and the tape is created with agency equipment at agency expense, the tape of the meeting is a public record upon creation and must be made available for inspection within three business days of an open records request.*
- *The right of the public to attend a public meeting under the Open Meetings Act does not include the right to participate in the meeting and address the members of the agency; it is a statutory right "to observe with their eyes and ears what transpires at those meetings."*
- *A member of the public, as well as the media, must be permitted to record a meeting.*
- *The notice of a special meeting must include the agenda, containing specific agenda topics ("new business," "old business," "open to floor," etc. are not acceptable), in addition to the date, time, and place of the meeting. Because an agenda is not statutorily required for regular meetings, discussions at a regular meeting are not restricted to agenda topics if an agenda is prepared.*
- *Although the public agency can deliver notice of a special meeting by email, or post notice of the special meeting on the agency website, emailed or web notice of the meeting does not satisfy the statutory requirement and must be in addition to, rather than in lieu of, delivery of the notice by*

*U.S. Mail, facsimile, or in person and posting of the notice in a conspicuous place.*

- The public agency is not obligated to provide notice to "interested" individuals who have requested notice of special meetings, only to the parties identified in the statute.*
- The Attorney General has never found that conditions were sufficiently grave to justify a public agency's decision to call an emergency meeting.*

### **What subjects may be discussed in a closed session?**

The Open Meetings Act permits a public agency to discuss certain subjects in a closed or executive meeting if notice is given in the regular meeting of the general nature of the business to be discussed, the reason for the closed session, and the specific exemption authorizing the closed session. A closed session may be held only after a motion is made and carried in open session, and no final action may be taken in closed session. The exemptions to the Open Meetings Act are found at KRS 61.810(1) and include:

- deliberations of the Kentucky Parole Board;
- deliberations on the future acquisition or sale of real property by a public agency when publicity would be likely to affect the value of the property;
- discussions of proposed or pending litigation involving a public agency;
- grand or petit jury sessions;
- collective bargaining negotiations between public employers and their employees;
- discussions or hearings that might lead to the appointment, dismissal, or discipline of an individual employee, member, or student. However, general personnel matters may not be discussed in private;
- discussions between a public agency and a representative of a business entity and discussions concerning a specific proposal, if open discussions would jeopardize the siting, retention, expansion, or upgrading of the business;
- state and local cabinet meetings and executive cabinet meetings;
- committees of the General Assembly other than standing committees;
- deliberations of judicial or quasi-judicial bodies involving individual adjudications or appointments. This does not include meetings of planning commissions; zoning commissions, or boards of adjustment; and

- (k) and (l) meetings which federal or state law or the Constitution require to be conducted privately;
- (m) portions of meetings devoted to a discussion of a specific public record exempted from disclosure under KRS 61.878(1)(m).

The Open Meetings Act prohibits any series of less than quorum meetings, where the members attending one or more of the meetings collectively constitute at least a quorum of the members of the agency, if the meetings are held to avoid the requirements of the Act. This prohibition does not preclude discussions between individual members if the purpose of the discussion is to educate the members on specific issues.

- *The courts have stated that public agencies must give "specific and complete notification in the open meeting of any and all topics which are to be discussed during the closed meeting;" the Attorney General has stated that "notification must include both a statement of the exception authorizing the closed session and a description of the business to be discussed couched in sufficiently specific terms to enable the public to assess the propriety of the agency's actions."*
- *The courts have stated that the exemption for proposed or pending litigation applies to "matters inherent to litigation, such as preparation, strategy, or tactics, but not just when an attorney is present."*
- *Before going into closed session to discuss a personnel issue under KRS 61.810(1)(f), an agency must state whether the discussion will relate to either the appointment of, the dismissal of, or the discipline of an individual employee, member, or student, but the agency is not required to identify the individual by name.*
- *The prohibition on a series of less than quorum meetings conducted for the purpose of avoiding the requirements of the Open Meetings Act was added in 1992, prompting the courts to declare that the Act "prohibits a quorum from discussing public business in private or meeting in numbers less than a quorum for the express purpose of avoiding the open meetings requirement of the Act."*
- *The Act does not prohibit all discussions between public officials outside of a public meeting (for example, at a social event, at church, or during a casual encounter), but does prohibit a quorum of the members of the agency from privately discussing the agency's business or privately meeting in groups consisting of less than a quorum to discuss the agency's business in order to defeat the requirements of the Act. This includes telephone discussions.*

## What is the role of the Attorney General?

If a person believes that a public agency has violated the Open Meetings Act, he may file a written complaint with the presiding officer of the agency. The complaint must state the circumstances of the violation, and what the agency should do to correct it.

Within three business days of receipt of the complaint, the public agency must decide whether to correct the violation and notify the complaining party of its decision in writing. If the agency believes that no violation has occurred and rejects the proposed remedy, it must issue a written response which cites the statute authorizing its actions, and briefly explain how the statute applies.

The complaining party may appeal to the Attorney General for review of the agency's action within sixty days of receipt of the agency's response. The appeal must include a copy of the written complaint and a copy of the agency's response, if the agency issued a denial. The Attorney General will review the appeal and issue a decision stating whether the agency violated the Open Meetings Act within ten business days. Both the complaining party and the agency will receive a copy of the decision. Both may appeal the Attorney General's decision to the circuit court of the county where the public agency has its principal place of business or where the violation occurred. If an appeal is not filed within thirty days, the Attorney General's decision has the force and effect of law and can be enforced in circuit court.

If the complaining party prevails against an agency in circuit court, he may be awarded costs, including attorney fees, if the court finds that the violation was willful. The court may also award the complaining party up to \$100 for each violation.

- *A complainant must appeal a public agency's denial of, or failure to respond to, his or her open meetings complaint within sixty days, and if he or she does not do so the appeal is time-barred; there is no similar statutory limitation on bringing an open records appeal.*
- *Upon receipt of an open meetings appeal, the Attorney General will issue notification of the appeal, and a copy of the appeal, to the public agency against which the appeal was filed, and the agency may respond in writing to the Attorney General; the agency must send a copy of its response to the individual who filed the appeal.*
- *The Attorney General will not consider an appeal that does not include a copy of the written complaint and a copy of the written denial, if the agency issued a denial.*

- *Because the Open Meetings Act provides for judicial review of the issues raised in an appeal, the Attorney General will not reconsider an open meetings decision.*
- *Since 1992, open meetings decisions have been designated OMDs rather than OAGs because they are legally binding on the parties if not appealed.*
- *The designation "Not to be Published" that appears in OMDs issued from 1992 to 1999 does not mean that the OMD cannot be cited as precedent or made public; such OMDs carry the same weight as OMDs designated "To be Published."*
- *The Attorney General's role in an open meetings appeal is to issue a decision stating whether the public agency violated the Open Meetings Act; the Attorney General cannot comment on, or direct the implementation of, proposed remedial measures. Nor can he enforce his decision by imposing penalties.*
- *A public agency that is dissatisfied with an OMD must appeal the decision within thirty days; if the agency fails to appeal the decision, the decision has the force and effect of law, the agency is legally bound by it, and the circuit court must enforce it.*



## Sample Forms

### Sample open records response

Jane Q. Citizen  
100 Maple Avenue  
Anytown, Kentucky

Dear Ms. Citizen:

This will acknowledge receipt of your request for public records. You requested access to and copies of:

1. All contracts that the city has with Home Wrecker Service;
2. All invoices that the city has received from Home Wrecker Service;
3. All complaints received by the city that relate to Home Wrecker Service's performance of duties under its contract with the city.

Contracts and invoices are available for inspection in my office Monday through Friday from 8:00 a.m. to 4:30 p.m. You may wish to contact me in advance to schedule an appointment and facilitate prompt access to these records.

Alternatively, we will send you copies of these records by mail at a cost of 10¢ per page. The cost to you, including postage, which is payable in advance, will be \$2.46 (15 pp. at 10¢ per page, plus 96¢ postage). Please contact me if you would prefer to receive copies by mail.

One complaint has been filed against Home Wrecker Service. The city is currently investigating that complaint and considering an enforcement action. Release of the complaint at this time might harm the city by revealing the identity of the complainant, who has requested anonymity. Therefore, pursuant to KRS 61.878(1)(h), we must deny that portion of your request.

Sincerely,

John Q. Public  
City Clerk

## Sample open meetings response

John Q. Citizen  
Commonwealth Avenue  
Anytown, Kentucky

Dear Mr. Citizen:

In your recent letter to the city you stated that the city council, at its meeting held on September 6, 2005, went into an executive or closed session to discuss general personnel matters.

While the city recognizes that it cannot discuss general personnel matters in a closed or executive session, the city is permitted, pursuant to KRS 61.810(1)(f), to go into a closed session to discuss matters that might lead to the appointment of an individual employee.

The office of director of the streets and parks department is currently vacant and two persons have applied for the position. The matters discussed by the council during the closed session on June 30, 1994, involved the council's evaluations of the two applicants for that office and such matters may be discussed at a closed session.

Sincerely,

Jane Q. Public  
Mayor

## Sample open records rules and regulations

### NOTICE

#### ADMINISTRATIVE REGULATIONS GOVERNING INSPECTION OF THE PUBLIC RECORDS OF THE

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(Name of State Administrative Agency)

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(Office, Bureau, Division, etc.)

Pursuant to KRS 61.870 to 61.884, the public is notified that, as provided herein, the public records of the above named Agency of the Commonwealth of Kentucky are open for inspection by any person on written application to \_\_\_\_\_ (name), \_\_\_\_\_ (title), official custodian of the public records of the \_\_\_\_\_ (state administrative agency) whose address is \_\_\_\_\_ or to \_\_\_\_\_ (name), \_\_\_\_\_ (title), official custodian of the public records of the \_\_\_\_\_, (office, bureau, division, etc.) whose address is \_\_\_\_\_, from \_\_\_\_ a.m. to \_\_\_\_ p.m., Monday through Friday, each week, except holidays. Application forms for the inspection of the public records of this agency will be furnished on request to any person by an employee in this office. Assistance in completing the application form will be provided by an employee on request.

Applicants for the inspection of public records shall be advised of the availability of the records requested for inspection, and shall be notified in writing not later than three (3) working days after receipt of an application for inspection of any reason the records requested are not available for public inspection.

Copies of written material in the public records of this agency shall be furnished to any person requesting them on payment of a fee of ten (10) cents a page; copies of nonwritten records (photographs, maps, material stored in computer files or libraries, etc.) shall be furnished on request, on payment of a charge equal to the actual cost of producing copies of such records by the most economic process not likely to damage or alter the record.

This the \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_.

---

(Agency Head or Designated Representative)

## Open meetings and open records publications and decisions on-line and related publications:

An annotated *Open Records and Open Meetings Outline*, containing a summary of the Open Records and Open Meetings Acts and how the Acts have been interpreted by the courts and the Attorney General, may be accessed on our website at <http://ag.ky.gov/civil/bkOR3.html>, and is also available upon request. This outline provides information regarding the application of the Acts to particular situations.

Open Meetings Decisions and Open Records Decisions (OMDs and ORDs) issued by the Attorney General from 1993 to the present may also be accessed on our website at <http://ag.ky.gov/civil/openrec.htm>. If you know the OMD or ORD number you wish to review, you may "Find all decisions for a particular year" (for example, 04-ORD-216 may be accessed by selecting the year 2004 and scrolling through the decisions for that year until 04-ORD-216 is located). If you wish to review OMDs or ORDs relating to a specific subject, you may "Search for an ORD or OMD" by word search or query (for example, "work sessions," "accident reports," "timely access," or "adequate notice"). You may also access a particular ORD or OMD by typing the ORD or OMD citation in the search query box.

These additional resources will further enhance the public official's understanding of his or her duties under the Open Meetings and Open Records Acts as well as related records management duties:

1. "Kentucky Open Meetings Open Records Laws: Statutes and Q&A"  
<http://www.lrc.ky.gov/Lrcpubs/OpenMtgsRecords.pdf>
2. Local Records Retention Schedules  
<http://www.kdla.ky.gov/recmanagement/localschedule.htm>
3. State Records Retention Schedules  
<http://www.kdla.ky.gov/recmanagement/stateschedule.htm>
4. "Managing Government Records: An Introduction to Kentucky's Public Records Management Law"  
<http://www.kdla.ky.gov/resources/managinggovrecords.htm>
5. Full text of the Open Meetings and Records Acts  
<http://www.lrc.ky.gov/KRS/061-00/CHAPTER.HTM>

## **Board of Control Background and Mission Statement**

### *Preface*

This is a section of the KHSAA Manual of Policies and Procedures, a constantly evolving series of information concerning the operation of the Association. This section is not intended to represent all aspects of being a Board member for the association, but to merely serve as an outline. This particular section is designed to assist in the orientation of Board of Control members as well as providing pertinent information related to the general operation of the Kentucky High School Athletic Association. Members of the Association's Board of Control have been chosen as a leader in the field of education, and the job is an important, responsible one. However, despite occasional temptation and constituent pressure, care should be taken to remember that the day to day operations of the Association rest with the Commissioner and his/her staff.

The function of the Board of Control is to establish and review major policy and plans of the Kentucky High School Athletic Association. Board of Control members have specific legal and fiscal responsibilities to the members of the Association, and to the Association as a whole. As a Board of Control member, you will be working with your officers, your fellow Board of Control members, your Association Commissioner, and staff, and the membership. This section of the manual is designed to inform and assist you.

This Kentucky High School Athletic Association Strategic Plan, adopted for 2003-2007, was prepared under the auspices of the Board of Control of the Association. The KHSAA is a private non-profit organization and operates within Internal Revenue Service code 501 (c) 3 as an independent entity. The Association gets its authority to manage interscholastic athletics from the Kentucky Board of Education through 702 KAR 7:065, an enabling and restricting regulation which affects the makeup of the organization.

### *Mission Statement of the Association*

The KHSAA shall establish and deliver the highest quality interscholastic athletic programs and activities in an efficient manner which emphasizes sportsmanship and integrity and enhances the education of the student-athlete.

### *Values, Missions and Goals*

The Board of Control values must be the basis for the Association philosophy and are the building blocks for the future.

The ten values which are the basis and building blocks for the future are:

1. The opportunity for participation for all student athletes.
2. Strong leadership at all levels within the association.
3. Education and the role of athletics in that process.
4. Sportsmanship and citizenship.
5. Quality of the total program.
6. Integrity of the membership.
7. Professionalism and efficiency within the organization.
8. Fairness and consistency as it relates to the enforcement of rules.
9. Accountability of the student athlete.
10. Preservation of the heritage of interscholastic athletics.

### *Strategic Planning Process*

The Board of Control shall ensure that a Strategic Plan is in place for the Association, driven by goals and objectives set forth by the Board and staff in consultation and shall periodically review such plan for its progress.

### *Role In Representing The Membership*

As a Board of Control member, Board members are representative of the member schools. The following are some suggestions to consider while serving as a member of the Board of Control.

The Kentucky High School Athletic Association has a Constitution, Bylaws, Tournament Regulations, and other documents stating its purpose, objectives, and methods of operation. These documents chart the Association's operation, and spell out in detail what the Association can and cannot do. The Board of Control will be asked from time to time to help to interpret some of these policies during discussion at a formal Board of Control meeting. But until a policy or regulation is changed through formal procedures, the Association and all its entities must adhere to it.

Board members are responsible for considering the needs of the membership at large regardless of the constituency which placed you on this Board. Your effectiveness will be measured by your ability to judge and plan on the basis of overall consideration.

It is the Board member's responsibility to determine what the member schools need and want, and to bring those needs to the attention of the full Board of Control. Members should also suggest ways in which these needs can be fulfilled.

Board members are closer than most member schools to the operation of the Association. When statements are made about the Association, member school representatives will tend to believe you, to accept your statements as official policy. For this reason, Board of Control members should carefully consider what is said and done as they will usually be interpreted as representing the Association.

Well informed, constructive criticism is essential to the operation of a healthy Board of Control and staff. If a Board member is critical of an Association policy or an issue under consideration by the Board of Control, know when and how to present views.

Discuss Board of Control responsibilities with the Commissioner as needed. The staff is continually working with the problems of the Association and can offer you valuable suggestions and advice as much of the staff is in contact with member schools throughout the state each day.

The President will advise Board members on issues that need priority attention, and concentration should be focused on these areas. Each member's input and professional opinion will also be valuable.

Members of the Board of Control can be held individually or collectively liable if someone decides to challenge the legality of Association's actions. Therefore each member must be prudent in exercising his/her role.

Make all efforts constructive. Strive to build a stronger organization which reflects current and future needs of the member schools. It is of the utmost importance that Board members fully acknowledge the administrative and fiduciary role played in the Association's future. Each member must strive to be fully informed on all of the issues about which a decision is to be made.

Board of Control members guide the organization. To do this effectively, each member must address the major problems facing the Association, and not be concerned with insignificant administrative details better assigned to others.

## **Working with the Association Staff**

### *General Philosophy*

The Board of Control should expect from the Commissioner a complete overview of the work which the Association is presumed to cover, and at any time the Board of Control is considering matters of policy, the Commissioner should be able to present to the Board of Control the general background and practice of the Association in the past. The Commissioner should have thought through the problem and be ready to make recommendations in keeping with previous policies or to suggest changes in policies for the Board of Control's approval.

### *Release of Information*

The Commissioner's office should be the only parties authorized to issue public statements or releases of information to the press, and should be the source of reference in disclosing general decisions to concerned parties. If a Board of Control member is asked for a ruling, he/she would have the right to express his/her opinion, but he/she should not give the opinion as a final ruling. Instead, the person should be referred to the Commissioner. In this way, the Association can maintain consistent rulings on particular rules and policies. The Board of Control and Commissioner will need to cooperate in the area of public relations. Only as they work in harmony, with full confidence in each other, understanding the policies, rules and regulations, can this be successfully accomplished. It is important for the Board of Control and the Commissioner to present the same picture of the KHSAA to the public.

### *Conclusion*

A term on the Board of Control is significant for the organization and for personal growth. The goals set for each individual and for the Board of Control will determine the direction the Association will take during the coming years. Keep those goals in mind as you plan out the year ahead, and how those goals relate to the needs of the membership of the Association. Use the thoughts in this manual as a guide as responsibilities of the Board of Control are approached.

## **Relationship To The Kentucky Board of Education (KBE)**

### *Background*

The KHSAA is a designated agency of the Kentucky Board of Education as per Kentucky Administrative Regulation 702 KAR 7:065, and as such, the State Board and KHSAA Board must attempt to have a professional yet harmonious relationship. This designation and relevant regulations have developed since the late 1970s when control of all facets of the educational process was reinforced to be with the State Board but authority given to that group to designate an outside agency to manage athletics.

*Text of 702 KAR 7:065. Designation Of Agent To Manage High School Interscholastic Athletics.*

### **702 KAR 7:065. Designation of agent to manage high school interscholastic athletics.**

RELATES TO: KRS 156.070(2)

STATUTORY AUTHORITY: KRS 156.070(2)

NECESSITY, FUNCTION, AND CONFORMITY: KRS 156.070 requires the Kentucky Board of Education (KBE) to manage and control the common schools, including interscholastic athletics in the schools, and authorizes the KBE to designate an agency to manage athletics. This administrative regulation designates an agent for high school athletics; establishes the financial planning and review processes for the agent; and incorporates by reference the bylaws, procedures and rules of the agent.

Section 1. The Kentucky High School Athletic Association (KHSAA) shall be 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 KHSAA and to compete with a common school.

Section 2. To remain eligible to maintain the designation as the agent to manage interscholastic athletics, the KHSAA shall:

- (1) Accept four (4) at-large members appointed by the Kentucky Board of Education to its governing body;
- (2) Sponsor an annual meeting of its member schools;
- (3) Provide for each member school to have a vote on constitution and bylaw changes submitted for consideration;
- (4) Provide for regional postseason tournament net revenues to be distributed to the member schools in that region participating in that sport, utilizing a share approach determined by the schools within that region playing that sport;
- (5) Require its governing body to annually establish goals and objectives for its Commissioner and perform a self-assessment and submit the results annually to the KBE by October 31.
- (6) Advise the Department of Education of all legal action brought against the KHSAA by October 31;
- (7) Permit a board of control member to serve a maximum of two (2) consecutive four (4) year terms with no region represented for more than eight (8) consecutive years;
- (8) Employ a commissioner and evaluate that person's performance annually by October 31, and establish all staff positions upon recommendation of the commissioner;
- (9) Permit the commissioner to employ other personnel necessary to perform the staff responsibilities;
- (10) Permit the Board of Control to assess fines on a member school;



- [11] Utilize a trained independent hearing officer instead of an eligibility committee for an appeal;
- [12] Establish a philosophical statement of principles to use as a guide in an eligibility case;
- [13] Conduct field audits of the Association's entire membership over a five-year period regarding each school's compliance with 20 USC Section 1681 (Title IX) and submit summary reports including the highlighting of any deficiencies in compliance on a regular [not less than three times annually] basis to the Kentucky Board of Education as requested; as a condition precedent to membership, require each member school and superintendent to annually submit a written certification of compliance with 20 USC Section 1681 (Title IX). ;
- [14] Conduct all meetings in accordance with KRS 61.805 through 61.850; and
- [15] Provide written reports of any investigations into possible violations of statute, administrative regulation, KHSAA Constitution, bylaws, and other rules governing the conduct of interscholastic athletics conducted by KHSAA or their designees to the superintendent and principal of the involved school district and school prior to being made public.

### Section 3. Financial Planning and Review Requirements..

- [1] KHSAA shall annually submit the following documents to the KBE by October 31:
  - (a) Draft budget for the next two (2) fiscal years, including the current year;
  - (b) End of Year budget status report for the previous fiscal year;
  - (c) Revisions to the KHSAA Strategic Plan as a result of an annual review of the plan by the KHSAA governing body;
  - (d) A summary report of operations including financial, legal and administrative summaries of actions taken and other items ongoing within KHSAA. This report shall also include a summary of items affecting:
    - 1. Athletic appeals and their disposition including the name of the individual, grade, school, and the action taken by KHSAA;
    - 2. Eligibility rules;
    - 3. Duties of school officials;
    - 4. Contests and contest limitations;
    - 5. Requirements for officials and coaches; and
    - 6. Results of a biennial review of its bylaws that results in a recommendation for a change, directing any proposals for change in association rules to be considered for vote by the member schools at the next legislative opportunity; and
  - (e) A review of all items which have been submitted to the membership for approval through the processes established in the KHSAA Constitution and the result of the voting on those issues;
- [2] The KHSAA shall annually submit by December 31, audited financial statements with the KHSAA Commissioner's letter addressing exceptions or notes contained in Management Correspondence, if any.

### Section 4. The bylaws, tournament rules, and due process procedures of the KHSAA Handbook, Fall 2005 shall apply to high school interscholastic athletics in Kentucky.

### Section 5. Incorporation by Reference.

- [1] "Kentucky High School Athletic Association Handbook, Fall 2005 ", Kentucky High School Athletic Association, is incorporated by reference.
- [2] This document may be inspected, copied, or obtained, subject to applicable copyright law at the Office of Legal and Legislative Services, Department of Education, First Floor, Capital Plaza Tower, Frankfort, Monday through Friday, 8 a.m. through 4:30 p.m.

## **Governance Of The Association**

### *General Background*

The Association is regulated by its Constitution, Bylaws and Tournament Rules. These publications along with the directory of membership, Officials' Guidebook, and other important Association policies are printed annually in the KHSAA Handbook, which may be referred to in this document.

### *Amendments To The Constitution, Bylaws and Tournament Rules*

The Constitution, Bylaws and Tournament Rules of the Association have varying procedures for amendments.

#### *Constitution*

The Constitution may only be amended by a vote at the Annual Meeting of the membership or by referendum of the membership as described in Constitution Article IX. The Board of Control may propose amendments to the Constitution but these must be finalized in time for the September 10 deadline for receipt. Amendments to the Constitution are not subject to review by the Kentucky Board of Education.

#### *Bylaws*

The Bylaws of the Association may only be amended by a vote at the Annual Meeting of the membership or by referendum of the membership as described in Constitution Article IX. The Board of Control may propose amendments to the Bylaws but these must be finalized in time for the September 10 deadline for receipt. Amendments to the Bylaws are subject to review by the Kentucky Board of Education and such implementation will be at the point in time that they have received full regulatory approval.

#### *Tournament Rules*

The Board of Control has the full authority to amend any provision contained in the Tournament Rules at any time or this document may be amended by adoption by reference by the Kentucky Board of Education as described above.

### *Procedure for Amendments to Constitution, Bylaws and Tournament Rules*

Annually, the Board of Control shall accept through the Commissioner's office, requests for amendments to the Constitution and Bylaws of the KHSAA. Amendments which have adhered to the deadlines in the Constitution, and recommended by the Association and Kentucky Department of Education Legal Counsel as not contrary to law, regulation or judicial order shall be placed on the agenda for the Annual Meeting. Items failing to meet this deadline may be considered by the Board for distribution as a Referendum as described in the KHSAA Constitution.

Each amendment to the Bylaws of the Association, once approved by the requisite vote of the schools, must be considered by the Board of Control. The Board of Control must recommend final approval by the Kentucky Board of Education in accordance with 702 KAR 7:065; recommend against approval; or submit the proposal with no recommendation. It is the documented request of the Kentucky Board of Education that no proposal be submitted without recommendation.

Annually, the changes in the Tournament Rules and Regulations are submitted to the Kentucky Board of Education for adoption by reference in accordance with 702 KAR 7:065.

### **Duties of the Board of Control**

1. Have general supervision of the affairs of the Association deciding all questions and performing all duties not provided for in the Constitution.
2. Establish the Office of the Commissioner. Evaluate annually the performance of the Commissioner.
3. Establish salaries for staff comparable to duties and responsibilities.
4. Establish annually, goals and achievements for the Board of Control and the Association.
5. Perform a self-assessment of the Board of Control and the Association.
6. Report annually, the goals, achievements and self-assessments to the Kentucky Board of Education.
7. Hold a minimum of six regular meetings.
8. Be empowered to transact its business when a majority of its members is present at a meeting. This shall constitute a quorum.
9. Review all proposed changes to the KHSAA Constitution and Bylaws. Have authority to reject any proposed change determined not to be in the best interest of the Association.
10. Have authority to publish an Association magazine.
11. Have authority, upon petition and for cause shown, to reinstate any student or coach who has been barred from competition.
12. Have the authority to assess fines and impose penalties in compliance with an established penalty code with minimum and maximum penalties for each rules violation.
13. Have authority to establish tournaments and meets in all sports and to adopt regulations for these tournaments and meets. The Board of Control shall have the authority to assess receipts of all postseason games, meets, or tournaments in all sports.
14. Have authority to amend the playing rules for any sport sponsored by the Association.
15. Have authority, as trustees, to purchase or otherwise acquire real property, and to sell, exchange, lease, mortgage, or in any manner dispose of any real property upon such terms and for such considerations as the trustees consider proper.
16. The Board of Control shall appoint the delegate(s) who represents Kentucky at the annual meeting of the National Federation of State High School Associations yearly.

### **Responsibilities of the Commissioner**

1. Be the executive officer of the Association, subject to the advice of the Board of Control, and shall act as secretary-treasurer of the organization. Employ personnel deemed necessary including those required by statute or decree.
2. Prepare and receive reports and keep all records as directed by the Board of Control as outlined in the Constitution, Bylaws, and Tournament Regulations. Provide a quarterly report of eligibility rulings to the Board of Control.
3. Interpret the Constitution, Bylaws, and Tournament Regulations.
4. Enforce all penalties provided for and fix penalties for violations for which no penalties are prescribed.
5. Have the authority to suspend offending schools for the violation of regulations prescribed in the Bylaws and Tournament Regulations (The Board of Control through its own initiative or on appeal from a suspended school may sustain or set aside the action of the Commissioner).
6. Make arrangements for and conduct the management of all state tournaments after consulting the Board of Control as to the site and proposed plan of management. Have authority to contract with appropriate entities to manage all postseason contests.

7. Be responsible for editing and publishing the "Athlete", and shall cause to be published in the "Athlete" the complete record of the minutes of each regular and called meeting of the Board of Control, said minutes to appear in the next issue of the "Athlete" immediately following the meeting of the Board of Control.
8. Arrange a series of baseball, basketball, field hockey, football, golf, soccer, softball, swimming, track, volleyball and wrestling rules interpretation clinics before the beginning of the respective seasons.
9. Promote sportsmanship among schools, athletes, and the general public.
10. Submit an annual report through the Commissioner of Kentucky Department of Education to the Kentucky Board of Education in compliance with approved KARs relating to finances and programs for the preceding year, and planned programs for the current year.
11. Advise the Kentucky Department of Education legal counsel of all legal action brought against the Association.

#### *Officers of the Board of Control*

At the regular scheduled meeting of the Board prior to the close of the school year, the members of the Board shall elect from their membership, a President and Vice-President to serve for the following year. They shall not be eligible to serve for more than two one-year terms in succession as an officer.

#### *Validation of Candidacy*

The President shall direct the Commissioner's office to be responsible for validating the candidacy of all potential Board of Control members (Sectional and Designated), and to validate the ballot for any election prior to distribution. Candidates shall provide documentation from the employed school system that the time commitments for serving on the Board of Control are understood by all superiors.

## **Meetings of the Board of Control**

The Board of Control has regularly scheduled meetings per year. Most Board meetings are held in Lexington unless being held in conjunction with a state event. They are as follows:

### *July/August Meeting*

This meeting is the primary organizational meeting for the Board of Control for the year. Board of Control members and their families usually arrive on the night before the meeting. The typical agenda is as follows:

Day one – An orientation for new members and / or other activity involving the entire Board of Control. Committee meetings may be scheduled after this time.

Day two morning – Completion of Committee Meetings and Regular Board of Control Meeting

The meeting in July is an informal meeting of the year and gives the families of Board of Control members an opportunity to get to know one another.

### *September Meeting*

This meeting is usually scheduled in Lexington. The agenda is usually as follows:

Day one morning – Committee meetings in the morning, full Board of Control meeting may also be called for the afternoon.

Day two morning – Regular Board of Control meeting

Board of Control members usually arrive on the night before and depart at the conclusion of the meeting.

### *November/December Meeting*

This meeting is usually held in Lexington during the last full week prior to Thanksgiving. The agenda is usually as follows:

Day one morning – Committee meetings, which may continue into the afternoon, or the full Board of Control may convene in the afternoon.

Day two morning – Regular Board of Control meeting

Board of Control members usually arrive on the night before and depart at the conclusion of the meeting.

### *January/February Meeting*

This meeting is usually scheduled in early-January in Lexington. The agenda is usually as follows:

Day one – Committee meetings, which may continue into the afternoon, or the full Board of Control may convene in the afternoon.

Day two – Regular Board of Control meeting

Board of Control members usually arrive on the night before and depart at the conclusion of the meeting.

### *April Meeting*

The full Board of Control meeting is usually held during the second week in April.

Various committee meetings may be held during the boys' and girls' basketball tournaments. Board of Control members and their families usually arrive for the boys' basketball tournament on Tuesday evening to attend the Hall of Fame banquet, and depart Sunday morning. Board members and their families usually arrive for the girls' basketball tournament on Wednesday morning and depart on Sunday morning.

### *May/June Meeting*

This meeting is scheduled in Lexington and serves as a wrap-up meeting for the school year.

Day one afternoon - Committee meetings, which may continue into the afternoon, or the full Board of Control may convene in the afternoon.

Day one night - Reception or other activity honoring those members who are completing their service to the Board of Control.

Day two morning - Completion of meeting.

### *Special Meetings*

In accordance with accepted rules of practice, the President of the Board of Control may call a special meeting of the Board or any committee of the Board should the affairs of the Association warrant such action. Such call will routinely be made with advance notice and Board members should remember that only items on the Special Meeting Call can be considered for action.

The Board of Control has determined that it will meet once per month, on or near the third week of the month, if necessary to consider the reports from the KHSAA Hearing Officer.

## **Committee Appointments**

### *General Procedure and Standing Committees*

The President of the Board of Control shall be responsible for appointing individuals to KHSAA committees for which the Board of Control is responsible. He/she shall also be responsible for appointing the chairperson for each of these committees. The standing committees of the Association are Executive, Audit and Finance, Hall of Fame Screening, Hall of Fame Selection, Constitution and Bylaws, Basketball, Football, Team Sports, Individual Sports, Officials Review and Compliance with Title IX. Most committee appointments will be made during the summer (July) meeting except that special committees or replacements for committee individuals may be appointed at other meetings. In addition, the President is empowered to convene an Ad Hoc Committee for the purpose of studying an issue pertinent to the Association's current operations and the needs of the membership.

### *Executive*

The President shall appoint a committee to decide issues relative to the administrative offices, the employment and evaluation of the Commissioner, and approval of the salary and benefit packages given to each employee. This committee also shall decide issues related to the Dawahares/KHSAA Hall of Fame including the event management information, event format, and the adoption of policies for induction.

### *Audit and Finance*

The President shall appoint a committee to decide issues relative to the administrative budget of the association, consult with the association auditing firm, and other issues related to the financial operations of the association.

### *Basketball*

The President shall appoint a committee to decide issues relative to the conducting of championships in the sport of basketball including but not limited to, district alignment, tournament format and rules and regulations, and dates and times for tournaments.

### *Constitution and Bylaws*

The President shall appoint a committee to annually review the KHSAA Constitution and Bylaws for possible changes to be submitted to the schools and/or the annual meeting. In addition, this committee shall review all changes submitted by the membership for inclusion at the annual meeting.

### *Football*

The President shall appoint a committee to decide issues relative to the conducting of championships in the sport of football including but not limited to, district alignment, playoff format and rules and regulations, and dates and times for playoffs.

### *Hall of Fame Screening*

Board of Control members rising to the third year of a term in office shall serve on the Hall of Fame screening committee. In addition, other appointees are mandated by Board of Control Hall of Fame Policy.

#### *Hall of Fame Selection*

All sitting members of the Board of Control shall serve on the Hall of Fame Selection Committee in addition to any other members so designated by Association policy.

#### *Individual Sports Committee*

The President shall appoint a committee to decide issues relative to the conducting of championships in individual sports including but not limited to, alignment of teams, playoff/meet/match format and rules and regulations, and dates and times for post season play. This committee shall consider issues relative to cross country, golf, swimming, tennis, track and wrestling.

#### *Museum/Hall of Fame Development Committee*

The President shall appoint a committee to decide issues relative to the development of the auxiliary space at the Association office which was originally designed to house the high school sports museum and decide such issues as the display location for the Dawahares / KHSAA Hall of Fame materials.

#### *Officials Review*

The President shall appoint a committee to decide issues relative to any issues related to the 1971 Federal Court Decree and the Assignment of Officials and this committee shall evaluate requests for changes in the pay structure for officials in sports where a standard fee is set and for the selection of post season officials.

#### *Team Sports Committee*

The President shall appoint a committee to decide issues relative to the conducting of championships in team sports other than football and basketball including but not limited to, alignment of teams, playoff/meet/match format and rules and regulations, and dates and times for post season play. This committee shall consider issues relative to baseball, fast pitch softball, soccer, slow pitch softball and volleyball.

#### *Title IX Compliance Education Committee*

The President shall appoint a committee to decide issues relative to the conducting of seminars and audits and the publication of materials relative to the Association's directed effort to educate its membership about the provisions of Title IX.

#### *Other Committees*

The President may, at his/her discretion, appoint an Ad Hoc or special committee at any time if it is felt that this appointment would be in the best interests of the Association.



## **Board of Control Meeting Procedures**

### *Agenda Information*

Approximately seven to ten days prior to a scheduled Board of Control meeting, the Commissioner will send to each Board of Control member a meeting agenda and available support information for each agenda item.

Agenda items may be submitted by any member school, members of the Board of Control, the Commissioner, or the Association staff. They shall be submitted at least two weeks in advance of a regularly scheduled meeting. Items received following completion of the agenda may be added with the approval of the President prior to the beginning of the meeting and with proper notification.

The Commissioner shall ensure that a meeting folder/book of each meeting is maintained on permanent file at the Association including all items distributed in open session, and the final approved minutes of the meeting.

### *Recording of Meetings*

It is the duty of the Commissioner to ensure that an accurate record is made of each meeting of the Board of Control. This may be done via electronic recording. Such recording may be by audio or video. If electronic recording is utilized, microphones are placed throughout the meeting area and are constantly recording. Any time the meeting is open to the public, the meeting shall be recorded and all microphones are constantly recording. Board of Control and staff members are encouraged to remember this fact and to conduct a professional meeting at all times. Votes on all motions are recorded in the Minutes along with the names of the individuals making and seconding the motions, and other options considered.

### *Committee Meetings*

The President of the Board shall appoint the members of the standing committees as detailed in this manual. It is the duty of the Committee chairman to ensure that an accurate record is made of each meeting of the Committee. Actions taken in committee will require a simple majority vote based on the number of members of the Committee as a whole, including eligibility committees.

### *Budget*

The draft budget of the Association for the coming fiscal year is presented to the Board of Control at the May meeting of the Board of Control for approval to operate until the July meeting. The final proposed annual budget of the KHSAA is presented to the Board of Control at the July meeting of the Board of Control for approval.

Each meeting, the Board of Control members will receive an accounting of all monies spent since the last meeting, and an updated budget document to better inform as to the entire financial picture of the Association. The report of items expended will be an action item for Board of Control approval at each meeting. The budget status report shall be an action item for approval at the January, May and July meetings.

The Board of Control will normally establish the salary of the Administrative staff and other personnel during the May meeting of the Board of Control.

### *Rules of Order for Meetings*

It has been customary that Robert's Rules of Order as modified for practical and efficient administration of meetings be used. Although most items are handled by appropriate motion

procedures, consensus action is also frequently used. Rulings as to actual procedures have been left to the discretion of the President.

All members of the Board of Control are entitled to one vote including the President, and all members shall have the right to vote and make motions. This policy was established due to the fact that each sectional and designated member is elected to represent a specific portion of the Association, and if the President or other member were not afforded a vote, his/her electorate would be void in the voting procedures.

Actions by the Board of Control [except for those related to eligibility appeals] are determined by simple majority rule of the seated Board of Control as a whole. Votes on all motions are recorded in the Minutes along with the names of the individuals making and seconding the motions, and other alternatives considered. Members may wish to have their vote recorded and may request that the minutes reflect a particular vote even if the actual vote is taken by voice. Any member abstaining is considered to have voted with the prevailing side, however that vote may not be used in calculating the necessary majority needed for passage.

### *Consideration of Eligibility Reports*

For actions related to student eligibility, affirmative votes will be required from a majority of the seated board members to pass any motion. For matters related to student eligibility, a case must be completely disposed of by the passage of a motion with this minimum of affirmative votes, and no defeated motion shall carry by default.

Unless a Board member is acting within the scope of Bylaw 1, he/she may not participate in the presentation of material on any appeal case involving his/her member school, up to and including a denovo matter.

KHSAA eligibility matters are conducted under the auspices of KRS Chapter 13B. As such, it is the role of the Board of Control to consider the written report of the hearing officer concerning each eligibility case brought before the Association in compliance with the Due Process Procedure. In considering these cases, the Board is to be careful not to substitute its judgment, individual or collective, for the judgment of the hearing officer, but rather is to consider the proper procedures required to ensure Due Process and the effect of the decision on the overall operating policy of the Association.

Board of Control members must disclose in advance of consideration, any conflict of interest, implied or actual, in consideration of an eligibility case. In addition, full disclosure is required of any ex parte communication with parties involved or effected by the decision (including media comments and conversation) if such conversation / communication could be perceived as having an effect on any Board member's consideration of the matter.

The Board member shall recuse (abstain from voting and remove his/herself from any part of the matter) in any case:

1. In which ex parte communication has served to influence or effect the member's consideration of the matter, or which would effect the consideration of others;
2. Which is a matter involving his/her school (if employed by a single school);
3. Which is in any school in the school district (if employed in the central office of a district);
4. Which is in any school at which the member is a member of the Board of Education, Site Based Decision Making Body or any comparable group;
5. Which is in any school at which a sitting Board member has an enrolled child or other direct employed family member, or

6. Which involves other conflicts which may serve to jeopardize the Association's ability to defend an unbiased decision making process upon further judicial appeal.

The Board may by majority vote, exercise the collective option of recusing an individual member if at any time it becomes apparent that one of these conditions exists, and was not previously recognized by the member.

## **Open Meeting Provisions**

The KHSAA voluntarily maintains its meetings in accordance with KRS 61.805 to KRS 61.850, Open Meetings of Public Agencies. While the Association does not necessarily feel it is legally required to comply with these provisions, it is important that this voluntary compliance occur to ensure the integrity of the proceedings. Any meeting of the KHSAA Board of Control or committee of the Board shall be an open meeting [public] with minutes recorded.

The KHSAA staff and legal counsel will respond to your inquiries and will provide relevant Attorney General opinions upon request.

### *Exceptions to Open Meetings [KRS 61.810]*

Relevant exceptions listed in KRS 61.810 to open meetings requirements--

All meetings of a quorum of the members of any public agency at which any public business is discussed or at which any action is taken by the agency, shall be public meetings, open to the public at all times, except for the following:

- (a) Deliberations for decisions of the Kentucky Parole Board;
- (b) Deliberations on the future acquisition or sale of real property by a public agency, but only when publicity would be likely to affect the value of a specific piece of property to be acquired for public use or sold by a public agency;
- (c) Discussions of proposed or pending litigation against or on behalf of the public agency;
- (d) Grand and petit jury sessions;
- (e) Collective bargaining negotiations between public employers and their employees or their representatives;
- (f) Discussions or hearings which might lead to the appointment, discipline, or dismissal of an individual employee, member, or student without restricting that employee's, member's, or student's right to a public hearing if requested. This exception shall not be interpreted to permit discussion of general personnel matters in secret;
- (g) Discussions between a public agency and a representative of a business entity and discussions concerning a specific proposal, if open discussions would jeopardize the siting, retention, expansion, or upgrading of the business;
- (h) State and local cabinet meetings and executive cabinet meetings;
- (i) Committees of the General Assembly other than standing committees;
- (j) Deliberations of judicial or quasi-judicial bodies regarding individual adjudications or appointments, at which neither the person involved, his representatives, nor any other individual not a member of the agency's governing body or staff is present, but not including any meetings of planning commissions, zoning commissions, or boards of adjustment;
- (k) Meetings which federal or state law specifically require to be conducted in privacy; and
- (l) Meetings which the Constitution provides shall be held in secret.

### *Requirements for Conducting Closed Sessions*

Except for exceptions related to KRS 61.810 (b), KRS 61.810 (c) and KRS 61.810 (d) [but only as this relates to students], the following requirements shall be met as a condition for conducting closed sessions as authorized by KRS 61.810.

Notice shall be given in the regular open meeting of the general nature of the business to be discussed in closed session, the reason for the closed session, and the specific provision of KRS 61.810 authorizing the closed session. [KRS 61.815 (a)]

Closed sessions may be held only after a motion is made, and carried by a majority vote in open, public session. [KRS 61.815 (b)]

No final action may be taken at a closed session. [KRS 61.815 (c)]

No matters may be discussed in the closed session other than those publicly announced prior to convening the closed session. [KRS 61.815 (d)]

#### *Schedule of Regular Meetings To Be Made Available*

All meetings shall be held at specified times and places which are convenient to the public, and a schedule shall be made available by ordinance, order, resolution, bylaws or whatever other means may be required for the conduct of business. The schedule of regular meetings shall be made available to the public. [KRS 61.820]

#### *Special and Emergency Meetings*

Unless an emergency is declared., special meetings shall be held in accordance with the following provisions:

The presiding officer or a majority of the members of the public agency may call a special meeting. [KRS 61.823 (2)]

The public agency shall provide a written notice of the special meeting. The notice shall consist of the date, time and place of the special meeting and the agenda. Discussions and action at the meeting shall be limited to items listed on the agenda in the notice. [KRS 61.823 (3)]

As soon as possible, written notice shall be delivered personally, transmitted by facsimile, or mailed to every member of the organization as well as each media organization that has filed a written request which includes a mailing address. The notice shall be calculated so that it shall be received at least twenty-four (24) hours before the meeting. The Association may periodically, but no more than once a year, inform media organizations that they need to have a new written request for notices of special meetings or no longer will they receive notice. [KRS 61.823 (4a)]

As soon as possible, written notice shall be posted in a conspicuous place in the building where the meeting will take place and in the headquarters, and shall be posted at least twenty-four (24) hours before the special meeting. [KRS 61.823 (4b)]

#### *Exceptions to Notice of Special Meetings*

In the case of an emergency which prevents compliance with the notice provisions of KRS 61.823 (3) and KRS 61.823 (4), a special meeting may be called by the presiding officer or a majority vote of the members. The Association shall make a reasonable effort, under emergency circumstances, to notify members of the media who have filed requests, and the public as to the time and place of the meeting. At the beginning of the meeting the person chairing shall briefly describe for the record the emergency circumstances which prevented compliance with the notice provisions of KRS 61.823 (3) and KRS 61.823 (4). Discussions and action at the emergency meeting shall be limited to the emergency for which the meeting was called. [KRS 61.823 (5)]

#### *Minutes to be Recorded and Open to Public*

The minutes of action taken at every meeting, setting forth an accurate record or votes and actions at such meetings, shall be promptly recorded and such records shall be open to inspection at reasonable times no later than immediately following the next meeting. [KRS 61.835]

### *Conditions for Attendance*

No condition other than those required for the maintenance of order shall apply to the attendance of any member of the public at any meeting. No person may be required to identify himself in order to attend the meeting. All meetings shall be held under conditions which insofar as is feasible, allow effective public observation of the public meeting. In addition, news media coverage shall be permitted, including but not limited to, recording and broadcasting. (KRS 61.840)

### *Enforcement by Administrative Procedures*

Any complaint against noncompliance with these provisions shall be handled in compliance with KAR 61.846 as requested.



## **Eligibility Appeals Procedures**

### *Investigation*

#### *Initial Inquiry*

- a. Taped conference or conference call with principals of sending and receiving school, or other documented explanation of procedures.
- b. Letter to principals requesting position statement.
  1. evidence to support position
  2. affidavits
  3. names, addresses and phone numbers of all witnesses
  - \* Place burden of investigation on principals
- c. Visit schools for personal investigation of principals and witnesses or arrange interviews of witnesses.

#### *Compilation of Records and Relevant Information.*

##### Specific Areas of Inquiry - Evidence of:

- a. student seeking superior athletic advantage
- b. conflict in philosophy or action of coach, teacher or administrator
- c. student seeking team consistent with student's athletic abilities
- d. student seeking to nullify punitive action of previous school
- e. recruitment
- f. student seeking means to circumvent eligibility rules of another state athletic association
- g. bona fide change of residence
- h. change in residence resulting from divorce and custody change
- i. death of parent where transfer relieves evident injustice
- j. enrollment in boarding school

### *Hearing Procedures*

All KHSAA eligibility hearings and hearings conducted under the KHSAA Due Process Procedure shall be conducted in accordance with KRS Chapter 13B.

### *Evidential Issues*

- 1 All relevant evidence [including hearsay] is admissible. While hearsay evidence is admissible, a decision may not be based solely on hearsay evidence.
2. Decision on issues of fact must be supported by substantial evidence in record considered as a whole.
3. Substantial evidence is such relevant evidence as reasonable mind might accept as adequate to support a conclusion; it is something less than the weight of evidence, and the possibility of drawing two inconsistent conclusions from the evidence does not prevent an administrative agency's finding from being supported by substantial evidence.



### **KHSAA Open Records**

The KHSAA voluntarily maintains records in accordance with KRS 61.870 to KRS 61.884, Open Records. While the Association does not feel it is legally required to comply with these provisions, it is important that this voluntary compliance occur to ensure the integrity of the proceedings.

The KHSAA staff and legal counsel will respond to your inquiries and will provide relevant Attorney General opinions upon request.

#### *Background*

All public records shall be open for inspection. No person shall remove original copies of public records from the offices without the written permission of the Commissioner (KRS 61.872 (1))

Any person shall have the right to inspect public records during the regular office hours of the office. Written application may require written application describing the records to be inspected. (KRS 61.872 (2))

If the Commissioner does not have custody of the record, such person shall so notify the applicant and shall furnish the name and location of the custodian of the record if such is known. (KRS 61.872 (3))

If the public record is in use, in storage, or not otherwise available, the Commissioner shall notify the applicant and shall designate a place, time and date for inspection not to exceed three (3) days from receipt of the application, unless there is an explained reason for the delay. (KRS 61.872(4))

If the application places an unreasonable burden due to volume, or if the Commissioner has reason to believe that repeated requests are intended to disrupt essential functions, the Commissioner may refuse inspection, but this should be done with clear and convincing evidence. (KRS 61.872(5))

#### *Fee Charged for Abstract, Memoranda, Copies*

Upon inspection, the applicant shall have the right to make abstracts of the written records, and to obtain copies. When copies are requested, the Commissioner may require a written request and advance payment of the prescribed fee. If the applicant desires copies of public records other than written records, the Commissioner shall permit such to be duplicated, but not in a manner so as to damage the records. (KRS 61.874 (1))

The KHSAA may prescribe a reasonable fee for making copies not to exceed the actual cost thereof not including cost of staff. (KRS 61.874 (2))

#### *Protection of Records*

The KHSAA shall make steps to ensure compliance and the protection of records free from damage and disorganization, to prevent excess corruption of essential functions; to provide assistance upon request; and to ensure efficient and timely action in response to applications for inspection of records.

Such steps shall include making known the principal office address and regular hours; fees to be charged for copies; and procedures to be followed to request public records. (KRS 61.876)

### *Exceptions to Public Records*

The following shall be exempted from public records inspection except by order of the court.

Public records containing information of a personal nature where public disclosure would constitute a clearly unwarranted invasion of personal privacy. [KRS 61.878 (a)]

The contents of appraisals, engineering or feasibility estimates or other evaluations made in the acquisition of real property. [KRS 61.878 (d)]

Records of law enforcement agencies or other agencies involved in administration which are compiled in the process of detecting and investigating violations. [KRS 61.878 (f)]

Preliminary drafts, notes, correspondence with private individuals other than correspondence which is intended to give final notice of action. [KRS 61.878 (g)]

Preliminary recommendations and preliminary memoranda in which opinions are expressed or policies formulated or recommended. [KRS 61.878 (h)]

All public records for which disclosure is prohibited by other statutes (student records, etc.) [KRS 61.878 (i)]

No exemption shall be construed to prohibit disclosure of statistical information not descriptive of any readily identifiable person. [KRS 61.878 (2)]

If any public record contains material which is not excepted under this section, the KHSAA shall separate the excepted and make the non-excepted material available. [KRS 61.878 (4)]

The provisions of this section in no way prohibit or limit the exchange of public records between agencies when the exchange serves a legitimate governmental need or function. [KRS 61.878 (5)]

### *Access to Person's Records*

Any person shall have access to any public record relating to him or in which he is mentioned by name, upon presentation of identification, subject to the provisions of KRS 61.878. [KRS 61.884]

### *Enforcement by Administrative Procedures*

Any complaint against noncompliance with these provisions shall be handled in compliance with KAR 61.880 and 61.882 as requested.

### **KHSAA Conflict of Interest Statement**

The Board of Control of the Kentucky High School Athletic Association requires that each person elected to membership on the Board of Control be without interest which might jeopardize the performance of duties which are in the best interest of the KHSAA and interscholastic athletic programs in general.

Conflicts of interest would include but are not limited to, direct financial or close personal interests in a company or product which could be affected by a decision of a committee on which you serve. Compensation in the form of fees or salaries is prohibited if the source of such payments is affected directly or indirectly by your work with the Association.

The Kentucky High School Athletic Association is not critical of such interests. It merely requests that you disqualify yourself from direct service to the Association if you have such interests. If you have questions regarding this policy, please feel free to contact the KHSAA office.

## **General Information**

### *Property*

The Kentucky High School Athletic Association owns the office building, and lot, 2280 Executive Drive in Lexington. The construction on the building was completed in February, 1992. The value of the land and all assets of the Association are included in the annual inventory presented to the auditing firm and Board of Control.

### *Dissolution of the Association*

Upon the dissolution of the Association, the Board of Control shall, after paying or making provisions for the payment of all liabilities of the Association, dispose of all assets of the Association exclusively for the benefit of the member schools of the Association that shall at that time qualify as exempt organizations under section 501 c [3] of the Internal Revenue Service Code of 1954 [or the corresponding provision of any future United States Internal Revenue Service Law]. Any of such assets not so disposed of, shall be disposed of by the Court of Common Pleas of the county in which the principal office of the Association is then located, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for educational purposes.

### *Inventory*

The Commissioner provides the auditing firm with a copy of the general inventory of holdings and financial investments of the Association on an annual basis. During the September/October meeting of the Board of Control when the Association audit is presented, such inventory shall be available to the Board of Control

### *Corporate Partnership*

The Association actively seeks Corporate Partnership of its activities to help with the funding of the Association's operations. All new contracts for Event Title Corporate Partnership are to be approved by the Board of Control.

### *Legal Matters*

The Board of Control has a legal firm to be utilized as the need arises. The firm is on a modified retainer fee schedule. Representatives of the firm are available to Board of Control members for advice on matters pertaining to the Association. Requests for service should be submitted through the Commissioner's office to allow for adequate monitoring of the expenses incurred. A representative of the firm will be present at all Board of Control meetings when requested by the Commissioner.

### *Management Review*

In 1992-93, a Management Review of the daily operations of the KHSAA was conducted by representatives of the State Department of Education. This review recommended several changes to the daily operations of the Association, and continual refinement of the Associations' Policies and Procedures.

### *Appealing a Decision*

The Board of Control of the Kentucky High School Athletic Association adopted a Due Process Procedure for appealing decisions of the Commissioner or Board of Control effective July 1, 1976. [See Due Process Procedure in Handbook for appeals procedure]

### *Board of Control Attendance at Championship Events*

Board of Control members are welcome at any state tournament in any sport. Tickets and hotel rooms are available upon request with reimbursement according to the approved schedule. We ask you to help in the presentation of awards at any of our tournaments you can attend.

### *Election of Officers*

The President and Vice-President of the Board of Control are elected at the April meeting of the Board of Control. The new President is elected at the April/May meeting, and will assume office on July 1. If two or more candidates are nominate for President or Vice-President, the election will be held by secret ballot.

### *State Department Liaison*

The Commissioner of the Kentucky Department of Education shall designate a liaison person to meet with the Board of Control and to participate in all discussions, but to have no vote as a member of the Board of Control.

The KDE liaison shall provide an update on the actions taken by the Board of Control at each Kentucky Board of Education meeting, and shall report to the Board of Control any relevant action and appropriate information from the Kentucky Board of Education.

### *Breaking Tie Votes*

Votes on matters before the Board of Control which remain tied for three ballots, shall be decided by the draw from a hat, or coin toss.

### *KHSAA Blazers*

Newly elected Board of Control members will be furnished a KHSAA blazer. The blazer may be worn at all Board of Control business meetings; when serving as a representative of the KHSAA at any meetings; at the Annual Meeting; and for other occasions to be determined by the Board of Control and/or requested by the Commissioner.

**KENTUCKY HIGH SCHOOL ATHLETIC ASSOCIATION**  
**Administrative Staff Employment Information**  
**Introduction and Background**

***Welcome Statement and Employee Expectations***

The KHSAA wishes each of its employees the best for success. It is believed that each employee contributes directly to the KHSAA's growth and success, and hoped that all staff will take pride in being a member of the KHSAA team.

This section of the Policies and Procedures Manual (hereinafter referred to as the "Employee Manual") describes some of the expectations of employees and outlines the policies, programs, and benefits available to eligible employees. Employees should familiarize themselves with the contents of the Employee Manual as soon as possible, for it will answer many questions about employment with the KHSAA.

We hope that each employee's experience at the KHSAA is challenging, enjoyable, and rewarding.

***Introduction***

This Employee Manual is designed to acquaint all employees with the KHSAA and provide them with information about working conditions, employee benefits, and some of the policies affecting employment. Employees should read, understand, and comply with all provisions of the Employee Manual. It describes many of the employee responsibilities and outlines the programs developed by the KHSAA to benefit employees. One of the primary objectives is to provide a work environment that is conducive to both personal and professional growth.

No Employee Manual can anticipate every circumstance or question about policy. As the KHSAA continues to grow, the need may arise and the KHSAA through its Board of Control through the Commissioner, reserves the right to revise, supplement, or rescind any policies or portion of the Employee Manual from time to time as it deems appropriate, in its sole and absolute discretion. The only exception to any changes is the employment-at-will policy permitting the employee or the KHSAA to end the employment relationship for any reason at any time or in compliance with signed contracts. Employees will, of course, be notified of such changes to the Employee Manual as they occur.

However, this Employee Manual cannot anticipate every situation or answer every question about employment. It is not an employment contract and is not intended to create contractual obligations of any kind. Neither the employee nor the KHSAA is bound to continue the employment relationship if either chooses, at its will, to end the relationship at any time. The only recognized deviations from the stated policies are those authorized and signed by the Commissioner of the KHSAA.

***Background***

The policies in this Employee Manual are to be considered as guidelines.

The Board of Control through the Commissioner, at its option, may change, delete, suspend or discontinue any part or parts of the policies in this Employee Manual at any time without prior notice as business, employment legislation, and economic conditions dictate.

Any such action shall apply to existing as well as to future employees.

Employees may not accrue eligibility for monetary benefits that they have not become eligible for through actual time spent at work.

Employees shall not accrue eligibility for any benefits, rights, or privileges beyond the last day worked.

No one other than the Board of Control through the Commissioner may alter or modify any of the policies in this Employee Manual. Any alteration or modification of the policies in this Employee Manual must be in writing.

No statement or promise by a supervisor, past or present, may be interpreted as a change in policy nor will it constitute an agreement with an employee.

Should any provision in this Employee Manual be found to be unenforceable and invalid, such finding does not invalidate the entire Employee Manual, but only that particular provision.

This Employee Manual replaces [supersedes] any and all other or previous KHSAA Employee Manuals, or other KHSAA policies whether written or oral.

### ***What an Employee Can Expect From KHSAA***

The KHSAA believes in creating a harmonious working relationship between all employees. In pursuit of this goal, the KHSAA has created the following employee relations objectives:

- 1) Provide an exciting, challenging, and rewarding workplace and experience.
- 2) Select people on the basis of skill, training, ability, attitude, and character without discrimination with regard to age, sex, color, race, creed, national origin, religious persuasion, marital status, political belief, or a disability that does not prohibit performance of essential job functions.
- 3) Review wages, employee benefits and working conditions regularly with the objective of being competitive in these areas consistent with sound business practices.
- 4) Provide vacation, sick leave, and holidays to all eligible employees.
- 5) Provide eligible employees with health and welfare benefits.
- 6) Assure employees, after talking with their supervisor, an opportunity to discuss any issue or problem with the Executive Staff of the KHSAA.
- 7) Take prompt and fair action of any complaint which may arise in the everyday conduct of Association business; to the extent that is practicable.
- 8) Respect individual rights, and treat all employees with courtesy and consideration.
- 9) Maintain mutual respect in all working relationships.
- 10) Provide buildings and offices that are comfortable, orderly and safe.
- 11) Retain and promote employees on the basis of their ability and merit.
- 12) Make promotions or fill vacancies from within the KHSAA whenever practical.
- 13) Keep all employees informed of the progress of the KHSAA, as well as the Association's overall goals and objectives.
- 14) Promote an atmosphere in keeping with the KHSAA Mission Statement and Strategic Plan.

### ***What the KHSAA Expects From the Employee***

The KHSAA needs the assistance of all employees in making each working day enjoyable and rewarding. The employee's first responsibility is to know his/her duties and how to do them promptly, correctly and pleasantly. In addition, employees are expected to cooperate with management and fellow employees and to maintain a good team attitude.

How employees interact with fellow employees and those whom the KHSAA serves, and how they accept direction can affect the success of the Association. In turn, the performance of one operation can impact the entire service offered by the KHSAA. Consequently, whatever the position, each employee has an important assignment and that is to perform every task to the very best of that employee's ability.

Employees are encouraged to take advantage of opportunities for personal development offered to them. This Employee Manual offers insight on how employees can perform positively and to the best of their ability to meet and exceed the KHSAA expectations.

The KHSAA strongly believes each employee should have the right to make individual choices in matters that concern and control that employee's life. The KHSAA believes each employee should have direct access to his/her supervisor. The entire staff is dedicated to making the KHSAA an Association where an employee can approach his/her supervisor to discuss any problem or question. Employees are expected to voice opinions and contribute suggestions to improve the quality of the KHSAA and are encouraged to communicate with each other and with the specific employee's supervisor.

All employees collectively help create the pleasant and safe working conditions that the KHSAA intends. The result will be better performance for the Association overall and personal satisfaction for each employee.

### ***Employee Relations***

The KHSAA believes that the work conditions, wages, and benefits it offers to its employees are competitive with those offered by other employers in this industry.

Past experience has shown that when employees deal openly and directly with supervisors, the work environment can be excellent, communications can be clear, and attitudes should be positive. It is believed that the KHSAA amply demonstrates its commitment to employees by responding effectively to employee concerns.

### ***Employee Acknowledgment Form***

The Employee Manual describes important information about the KHSAA, and it must be understood that the Commissioner and/or that employee's supervisor should be consulted regarding any questions not specifically answered. Each employee shall acknowledge receipt of these policies and shall agree in writing to comply with them at all times. However, the signing of this document does not represent an employment contract committing for continual hiring.

Since the information, policies, and benefits described here are necessarily subject to change, it must be acknowledged that revisions to the Employee Manual may occur. All such changes will be communicated through official notices, and it is to be understood that revised information may supersede, modify, or eliminate existing policies.

Furthermore, it must be acknowledged that the Employee Manual is neither a contract of employment nor a legal document. All employees shall sign that they have received the Employee Manual, and it is each employee's responsibility to read and comply with the policies contained in the Employee Manual and any revisions made to it.



**KENTUCKY HIGH SCHOOL ATHLETIC ASSOCIATION**  
**Administrative Staff Employment Information**  
**Employment and Employee Policies**

***FLSA Employment Categories***

In accordance with the Fair Labor Standards Act (FLSA), a federal law that requires employees to be classified as either eligible for overtime pay and minimum wage requirements (non-exempt) or not (exempt), employers do not have the discretion to determine which employees to classify as exempt or non-exempt. FLSA criteria are based upon job scope, duties and responsibilities.

It is the intent of the KHSAA to clarify the definitions of employment classifications so that employees understand their employment status and benefit eligibility. These classifications do not guarantee employment for any specified period of time. Accordingly, the right to terminate the employment relationship at will at any time is retained by both the employee and the KHSAA.

Each employee is designated as either NONEXEMPT or EXEMPT from federal and state wage and hour laws. NONEXEMPT employees are entitled to overtime pay under the specific provisions of federal and state laws for performing their assigned duties on the published job description. EXEMPT employees are excluded from specific provisions of federal and state wage and hour laws. An employee's EXEMPT or NONEXEMPT classification may be changed only upon written notification by the KHSAA management.

At the time an employee is hired, he/she will be classified as either EXEMPT or NONEXEMPT. This is necessary because, by law, employees in certain types of jobs are entitled to overtime pay for hours worked in excess of eight (8) hours per day or forty (40) hours per work week for performing their assigned duties on the published job description. These employees are referred to as NONEXEMPT in this Employee Manual. This means that they are not exempt from (and therefore should receive) overtime pay.

In general according to FLSA standards, exempt employees are managers, executives, professional staff, technical staff, outside sales representatives, officers, directors, owners and others whose duties and responsibilities allow them to be "exempt" from overtime pay provisions as provided by the Federal Fair Labor Standards Act (FLSA) and any applicable state laws. If you are an exempt employee, you will be advised that you are in this classification at the time you are hired, transferred or promoted.

***KHSAA Employment Categories and Definitions***

Each employee will belong to one other employment category:

REGULAR FULL-TIME employees are those who are not in a temporary or introductory status and who are regularly scheduled to work the KHSAA's full-time schedule. Generally, they are eligible for the KHSAA's benefit package, subject to the terms, conditions, and limitations of each benefit program.

TEMPORARY employees are those who are hired as interim replacements, to temporarily supplement the work force, or to assist in the completion of a specific project. Employment assignments in this category are of a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status. Temporary employees retain that status unless and until notified of a change. While temporary employees receive all legally-mandated benefits (such as workers' compensation insurance and Social Security), they are ineligible for all of the KHSAA's other benefit programs.

PART-TIME employees are those hired to work fewer than 30 hours per week or on retainer or consultant basis. Part-time staff members are paid an hourly rate (or a contracted consultant rate) and are paid only for actual hours worked. Unless otherwise enumerated in this Employee Manual or approved by the Board of Control, PART-TIME employees are not eligible for leave time, including: vacation, sick, medical and bereavement. PART-TIME employees are eligible for pay for holidays in which the office is closed, but the PART-TIME employee was otherwise scheduled to work. Unless otherwise enumerated in this Employee Manual or approved by the Board of Control, Employees

classified as PART-TIME employees are not eligible to participate in any of the KHSAA employee benefit programs listed in this Employee Manual.

INTERNS are paid and non-paid persons selected and hired for the expressed purpose of training in the athletics management field of study. The employment of NFHS interns is for a set period of time determined by the administrator of the program, usually for a semester: fall, spring or summer. The internship program is administered by the Director of Promotions and Media Relations. Interns are paid (if the internship is funded for payment) for only those actual hours worked. Interns are not eligible for leave time, including: vacation, sick, medical and bereavement. Interns are eligible for pay for holidays in which the office is closed, but the intern was otherwise scheduled to work. Employees classified as interns are not eligible to participate in any of the KHSAA employee benefit programs listed in this Employee Manual.

EXECUTIVE STAFF - For reference, the members of the Executive Staff include the Commissioner of the Association, and those employees in Grades 1 (Assistant Commissioner/Director I), 2 (Director II) and 3 (Director III) of the Board of Control salary schedule. Specific position descriptions, duties and qualifications for these positions are detailed elsewhere in this Employee Manual. In general, these positions require a college education and are career track positions. The Commissioner and three assistants as mandated by the Federal Court Decree of 1971 (amended 1987), fall into this category.

SUPPORT STAFF - For reference, the members of the Support Staff include those employees in Grades 4 (Administrative Assistant/Supervisor), 5 (Administrative Support Specialist) and 6 (Receptionist/Clerical) of the Board of Control salary schedule. Specific position descriptions, duties and qualifications for these positions are detailed elsewhere in this Employee Manual. In general, these positions do not require a college education.

There are certain specific benefit differences between EXECUTIVE STAFF and SUPPORT STAFF detailed through the Employee Manual.

## ***Employment Procedures and Requirements***

### ***Employment of the Commissioner***

The Board of Control shall be responsible for the employment of the Commissioner and shall set salary and benefits comparable to his/her duties. Vacancies in this position shall be noticed throughout the KHSAA membership, and by using other means of communication with similar organizations and in advertising through applicable means of soliciting qualified individuals, along with detailed requirements for the individuals to be considered for filling the position. A detailed resume, vitae or other employment history shall be submitted by each prospective candidate. The duties and responsibilities of the Commissioner are outlined in the Constitution and Bylaws. The Board of Control shall evaluate the Commissioner on an annual basis.

### ***Employment of the Executive Staff***

The Commissioner shall be responsible for the employment of the employees in Grades 1 [Assistant Commissioner], 2 [Director II] and 3 [Director III] of the Board of Control salary schedule in consultation with the remainder of the Executive staff. Vacancies in these positions shall be noticed throughout the KHSAA membership, and by using other means of communication with similar organizations and in advertising through applicable means of soliciting qualified individuals, along with detailed requirements for the individuals to be considered for filling the position. A detailed resume, vitae or other employment history shall be submitted by each prospective candidate. A job description is on file in the Commissioner's office for each of the positions on the KHSAA staff. These positions are evaluated on an annual basis.

### ***Employment of the Support Staff***

The Commissioner shall be responsible for the employment of the employees in Grades 4 [Administrative Assistant/Supervisor], 5 [Administrative Support Specialist] and 6 [Receptionist/Clerical] of the Board of Control salary schedule and the part-time employees in consultation with the remainder of the Executive staff. A job description is on file in the Commissioner's office for each of the positions on the KHSAA staff. Vacancies in these positions shall be noticed through applicable means of soliciting qualified individuals, along with detailed requirements for the individuals to be considered for filling the position. A KHSAA job application shall be submitted by each prospective candidate. These positions are evaluated on an annual basis.

### ***Domicile of the Members of the KHSAA Staff***

All employees hired at the KHSAA for the first time after July 1, 2004 shall be required to reside in Fayette County, Kentucky or reside in a county contiguous to Fayette [Bourbon, Clark, Jessamine, Madison, Scott or Woodford].

### ***Introductory Period***

The introductory period is intended to give new employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether the new position meets their expectations. The KHSAA uses this period to evaluate employee capabilities, work habits, and overall performance. Either the employee or the KHSAA may end the employment relationship at will at any time during or after the introductory period, with or without cause or advance notice in accordance with at-will employment statutes.

All new and rehired employees work on an introductory basis for a maximum of the first 180 calendar days after their date of hire. Employees who are promoted or transferred within the KHSAA must complete a secondary introductory period of the same length with each reassignment to a new position. Any significant absence will automatically extend an introductory period by the length of the absence. If the KHSAA determines that the designated introductory period does not allow sufficient time to thoroughly evaluate the employee's performance, the introductory period may be extended for a specified period.

In cases of promotions or transfers within the KHSAA, an employee who, in the sole judgment of Commissioner, is not successful in the new position can be removed from that position at any time during the secondary introductory period. If this occurs, the employee may be allowed to return to his or her former job or to a comparable job for which the employee is qualified, depending on the availability of such positions and the KHSAA's needs.

Upon initial hiring, the employee enters the Salary Schedule at the applicable Step and Grade, however, the compensation shall be \$500 per year less than the schedule amount throughout the introductory period. Upon satisfactory completion of the initial introductory period, employees enter the "regular" employment classification, and shall move to the full amount on the salary schedule.

During the initial introductory period, new employees are eligible for those other benefits that are required by law, such as workers' compensation insurance and Social Security. They may also be eligible for other the KHSAA-provided benefits, subject to the terms and conditions of each benefits program. Employees should read the information for each specific benefits program for the details on eligibility requirements.

Employment status is not changed during the secondary introductory period that results from a promotion or transfer within the KHSAA.

### ***Equal Employment Opportunity***

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at the KHSAA will be based on merit, qualifications, and abilities. The KHSAA does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, disability, or any other characteristic protected by law.

The KHSAA will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

Any employees with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of their immediate supervisor or the Commissioner. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

### ***Conflicts of Interest***

Employees have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest. This policy establishes the framework within which the KHSAA wishes the Association to conduct business. The purpose of these guidelines is to provide general direction so that employees can seek further clarification on issues related to the subject of acceptable standards of operation. Employees shall contact the supervisor or the Commissioner for more information or questions about conflicts of interest or potential conflicts of interest.

Transactions with outside firms must be conducted within a framework established and controlled by the executive staff of the KHSAA. Business dealings with outside firms should not result in unusual gains for those firms. Unusual gain refers to bribes, product bonuses, special fringe benefits, unusual price breaks, information not available to all potential business entities making proposals and other windfalls designed to ultimately benefit the employer, the employee, or both. Promotional plans that could be interpreted to involve unusual gain require specific executive-level approval.

An actual or potential conflict of interest occurs when an employee is in a position to influence a decision that may result in a personal gain for that employee or for a relative as a result of the KHSAA's business dealings. For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

No "presumption of guilt" is created by the mere existence of a relationship with outside firms. However, if an employee has any influence on transactions involving purchases, contracts, or leases, it is imperative that he or she disclose to an officer of the KHSAA as soon as possible the existence of any actual or potential conflict of interest so that safeguards can be established to protect all parties.

Personal gain may result not only in cases where an employee or relative has a significant ownership in a firm with which the KHSAA does business but also when an employee or relative receives any kickback, bribe, substantial gift, or special consideration as a result of any transaction or business dealings involving the KHSAA.

An employee, or immediate family member, shall not accept or provide any cash, gifts, special accommodations, favors or use of property or facilities with anyone with whom the employee is or may be conducting and/or negotiating business on behalf of the KHSAA. If in doubt as to the possible impropriety of any gift or activity, it should be rejected, as contrary to Association policy and the Commissioner and supervisor should be notified.

### ***Outside Employment***

An employee may hold a job with another organization as long as he or she satisfactorily performs his or her job responsibilities with the KHSAA. All employees will be judged by the same performance standards and will be subject to the KHSAA's scheduling demands, regardless of any existing outside work requirements.

If the KHSAA determines that an employee's outside work interferes with performance or the ability to meet the requirements of the KHSAA as they are modified from time to time, including the employee's normally assigned work schedule, the employee may be asked to terminate the outside employment if he or she wishes to remain with the KHSAA. Any KHSAA employee with outside employment should consult with his/her supervisor to ensure proper communication regarding the demands of the KHSAA full time position. Any employee whose outside employment causes an interruption to his/her work schedule at the KHSAA must inform his/her supervisor, and take the appropriate amount of vacation time (no other leave is eligible for use) upon receiving the supervisor's permission.

Outside employment will present a conflict of interest if it has an adverse impact on the KHSAA.

### ***Hiring of Relatives***

The employment of relatives in the same area of an organization may cause serious conflicts and problems with favoritism and employee morale. In addition to claims of partiality in treatment at work, personal conflicts from outside the work environment can be carried into day-to-day working relationships.

Relatives of persons currently employed by the KHSAA may not be hired for regular positions at the Association office.

If the relative relationship is established after employment, the individuals concerned will decide which employee is to remain with the Association. If that decision is not made within 30 calendar days, the Commissioner will make that determination.

In other cases where a conflict or the potential for conflict arises, even if there is no supervisory relationship involved, the parties may be separated by termination from employment.

For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.



### ***Employment Reference Checks***

To ensure that individuals who join the KHSAA are well qualified and have a strong potential to be productive and successful, it is the policy of the KHSAA to check the employment references of all applicants.

The Commissioner or designee will respond to all reference check inquiries from other employers. Responses to such inquiries will confirm only dates of employment, wage rates, and position(s) held. No employment data will be released without a written authorization and release signed by the individual who is the subject of the inquiry.

### ***Accuracy of Employment Applications***

The KHSAA relies upon the accuracy of information contained in the employment application (or resume in the case of Executive Staff), as well as the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in the KHSAA's exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment.

### ***Performance Evaluation***

Supervisors and employees are strongly encouraged to discuss job performance and goals on a regular basis. Formal performance evaluations are conducted at the end of an employee's initial period in any new position. This period, known as the introductory period, allows the supervisor and the employee to discuss the job responsibilities, standards, and performance requirements of the new position. Additional formal performance evaluations are conducted to provide both supervisors and employees the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths, and discuss positive, purposeful approaches for meeting goals.

The performance of all employees is evaluated according to an ongoing 6-month cycle, beginning at the fiscal-year end. The Commissioner is charged with the responsibility of putting into place and reporting to the Board of Control, an evaluation for each employee each year. The Board of Control shall evaluate the performance of the Commissioner on an annual basis.

### ***Access to Personnel Files***

The KHSAA maintains a personnel file on each employee. The personnel file includes such information as the employee's job application, resume, records of training, documentation of performance appraisals and salary increases, and other employment records.

Personnel files are the property of the KHSAA, and access to the information they contain is restricted. Employees who wish to review their own file should contact the Commissioner. With reasonable advance notice, employees may review their own personnel files in the KHSAA's offices and in the presence of an individual appointed by the KHSAA to maintain the files, however there is no permission, expressed or implied that allows the copying of all or part of the file.

### ***Personnel Data Changes***

It is the responsibility of each employee to promptly notify the KHSAA of any changes in personnel data. Personal mailing addresses, telephone numbers, number and names of dependents, individuals to be contacted in the event of an emergency, educational accomplishment, and other such status reports should be accurate and current at all times. If any personnel data has changed notify the Office Manager.

### ***Resignation***

Resignation is a voluntary act initiated by the employee to terminate employment with the KHSAA. Although advance notice is not required, the KHSAA requests at least two weeks' written resignation notice from all employees.

### ***Employment Termination***

Termination of employment is an inevitable part of personnel activity within any organization, and many of the reasons for termination are routine. Below are examples of some of the most common circumstances under which employment is terminated:

RESIGNATION - voluntary employment termination initiated by an employee.

DISCHARGE - involuntary employment termination initiated by the organization.

LAYOFF - involuntary employment termination initiated by the organization for non-disciplinary reasons.

RETIREMENT - voluntary employment termination initiated by the employee meeting age, length of service, and any other criteria for retirement from the organization.

Since employment with the KHSAA is based on mutual consent, both the employee and the KHSAA have the right to terminate employment at will, with or without cause, at any time. Employees will receive their final pay in accordance with applicable state law.

Employee benefits will be affected by employment termination in the following manner. All accrued, vested benefits that are due and payable at termination will be paid. Some insurance related benefits may be continued, completely at the employee's expense, if the employee so chooses and in accordance with applicable law. The employee will be notified in writing of the benefits that may be continued and of the terms, conditions, and limitations of such continuance. In general, all unaccrued benefits immediately cease upon termination.

**KENTUCKY HIGH SCHOOL ATHLETIC ASSOCIATION**  
**Administrative Staff Employment Information**  
**Office Procedures**  
***Office Hours***

The offices of the Kentucky High School Athletic Association, located at 2280 Executive Drive in Lexington, maintain published open hours of 8:30 a.m. to 4:30 p.m. E.T. The Association staff shall observe the holiday schedule as contained in this Employee Manual, and will be closed on these days. The Commissioner may alter the office hours from time to time as work conditions permit.

***Work Schedules***

The schedule for all employees is seven and one-half hours per day, five days a week. Employees are expected to be at work at 8:15 a.m. and the scheduled work day shall end at 4:45 p.m. Supervisors will work cooperatively with the employee and the Commissioner in making minor, pre-approved adjustments to this schedule as needs are documented while ensuring the proper number of work hours. Staffing needs and operational demands may necessitate variations in starting and ending times, as well as variations in the total hours that may be scheduled each day and week. The Commissioner may alter the work schedule from time to time as work conditions permit.

***Rest and Meal Periods***

There shall be a one-hour period for all personnel for lunch. Employees will be relieved of all active responsibilities and restrictions during meal periods and will not be compensated for that time. Those staff members eating lunch in the building shall eat in the lunch room, special meetings and occasions approved by the Commissioner excluded.

The Office Manager shall be responsible for insuring that there will be at least two support staff members on duty at all times during lunch periods.

It is expected and understood that occasional breaks from the work station will be necessary. Since this time is counted and paid as time worked, employees must not be absent from their work stations beyond a reasonable time.

Employees are reminded to be respectful of co-workers in keeping non-work related conversation to a minimum at work stations.

All breaks should be taken outside of the work station area, preferably in the kitchen or other private area.

***Emergency Closings***

At times, emergencies such as severe weather, fires, power failures, or earthquakes, can disrupt Association operations. In extreme cases, these circumstances may require the closing of a work facility. In the event that such an emergency occurs during nonworking hours, local radio and/or television stations will be asked to broadcast notification of the closing. Primary notice will be given via WKYT TV [Channel 27, Insight Cable Channel 9] and WVLK Radio [AM-590].

When operations are officially closed due to emergency conditions, the time off from scheduled work will be paid. Employees in essential or current operations may be asked to report to work on a day when the offices are officially closed. In these circumstances, employees who work will receive regular pay and/or time benefits. The Executive Staff shall make a determination based on conditions, as to whether or not the office shall be closed. Executive Staff members shall notify the appropriate Support Staff person, and the communication linkage shall ensure that all employees are notified. On any day when the Fayette County schools are closed and the KHSAA is to be open, employees may have up to two-hours of delay to allow for safe travel [referred to as Plan B in notices] without loss of compensation.

In the event an employee is unable to be at work and yet the Association offices are open, employees shall deduct missing time from available leave balances within the published policies of this Employee Manual.

### ***Attendance and Punctuality***

To maintain a safe and productive work environment, the KHSAA expects employees to be reliable and to be punctual in reporting for scheduled work. Absenteeism and tardiness place a burden on other employees and on the KHSAA. In the rare instances when employees cannot avoid being late to work or are unable to work as scheduled, they should notify their supervisor as soon as possible in advance of the anticipated tardiness or absence.

Poor attendance and excessive tardiness are disruptive. Tardiness may include arrival to work past the start of the scheduled work day, or may include reporting late from lunch or breaks and shall be documented by the appropriate supervisor. Poor attendance and/or tardiness may lead to disciplinary action, up to and including termination of employment.

A regular attendance log will be maintained and compiled on a monthly basis by the Office Manager to assist the Commissioner and Executive Staff in monitoring attendance.

### ***Leaving the Office***

Any staff member leaving the office for any reason should report this absence to the receptionist and/or use the appropriate electronic in/out board. In this manner, efficient inner office communication can be maintained and accurate messages given to visitors and callers. The same is true of employees working for any length of time outside of their assigned workspace but within the building.



### ***Work Site Policies***

The Commissioner is free to determine the operational policies that suit the needs of the Association as long as office policies do not violate state or Federal laws and regulations,

### ***Employee Conduct and Work Rules***

To ensure orderly operations and provide the best possible work environment, the KHSAA expects employees to follow rules of conduct that will protect the interests and safety of all employees and the organization.

It is not possible to list all the forms of behavior that are considered unacceptable in the workplace. The following are examples of infractions of rules of conduct that may result in disciplinary action, up to and including termination of employment:

- Theft or inappropriate removal or possession of property
- Falsification of timekeeping records
- Working under the influence of alcohol or illegal drugs
- Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace, while on duty, or while operating employer-owned vehicles or equipment
- Fighting or threatening violence in the workplace
- Boisterous or disruptive activity in the workplace
- Language not considered appropriate for the workplace
- Negligence or improper conduct leading to damage of employer-owned or customer-owned property
- Insubordination or other disrespectful conduct
- Violation of safety or health rules
- Sexual or other unlawful or unwelcome harassment
- Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace
- Excessive absenteeism or any absence without notice
- Unauthorized absence from work station during the workday
- Unauthorized use of telephones, mail system, or other employer-owned equipment
- Unauthorized disclosure of business "secrets" or confidential information
- Violation of personnel policies
- Unsatisfactory performance or conduct
- Excessive socialization
- Rudeness to other office personnel or outside parties

Employment with the KHSAA is at the mutual consent of the KHSAA and the employee, and either party may terminate that relationship at any time, with or without cause, and with or without advance notice.

### ***Drug and Alcohol Use***

It is the KHSAA's desire to provide a drug-free, healthful, and safe workplace. To promote this goal, employees are required to report to work in appropriate mental and physical condition to perform their jobs in a satisfactory manner.

While on the KHSAA premises and while conducting business-related activities off the KHSAA premises, no employee may use, possess, distribute, sell, or be under the influence of alcohol or illegal drugs. The legal use of prescribed drugs is permitted on the job only if it does not impair an employee's ability to perform the essential functions of the job effectively and in a safe manner that does not endanger other individuals in the workplace.

Violations of this policy may lead to disciplinary action, up to and including immediate termination of employment, and/or required participation in a substance abuse rehabilitation or treatment program. Such violations may also have legal consequences.

### ***Smoking Policy***

Smoking shall not be allowed at any location within the building. This policy applies equally to all employees, customers, and visitors.

### ***Telephone Usage***

Association telephone lines are for Association business. The Commissioner shall direct implementation of a standard professional greeting system to ensure compliance with this policy. When using or answering the phone, remember to identify who you are or what office has been reached when you answer and use the appropriate initial greetings when answering the phone as you are the first contact. To assure effective telephone communications, employees should always use the approved greeting and speak in a courteous and professional manner. Please confirm information received from the caller, and hang up only after the caller has done so.

Be courteous, speak clearly, and pay attention to the caller. If you must transfer a call, be careful to explain this to the caller. Never leave the caller feeling he or she has gotten the "brush-off" treatment. To the caller, you are representing the Association, and telephone skills reflect directly upon the professionalism of the Association.

Employees should practice discretion in using Association telephones when making personal calls and are required to reimburse the KHSAA for any long distance and other charges resulting from their personal use of the telephone. All personal calls initiated from the office shall be made and if received, transferred to, a non-common area phone [i.e. Kitchen or back room] during break periods.

If telephone messages are taken for a call to be returned, care must be taken to send the person to the appropriate voice mail box or to properly record the phone number. In addition, if a staff member is to be out of the office for an extended period, the first option should be to refer the call to other staff on duty. In the case of a call for a member of the Executive Staff who is out of the office, the call shall first be referred that staff member's assigned support staff member. If this is not satisfactory, the electronic/voice mail option of the telephone system will allow the caller to leave the message for the party.

### ***Correspondence***

A great number of people who have contact with the Association do so through printed material and correspondence. It is to the Association's advantage to have letters, memos and reports as accurate and neat as possible. Care must be taken to see that all staff members who prepare correspondence, memoranda and reports are properly informed, directed and supervised. WITHOUT EXCEPTION, ALL APPROPRIATE STAFF NEED TO CAREFULLY PROOFREAD ALL ITEMS.

When errors are detected, they should be respectfully brought to the attention of the responsible person. Those preparing the correspondence are not mere "typists", but are in fact representatives of the Association. No individual is without error, and employees should not be resentful when errors are called to attention in the proper spirit and manner. Even though additional time may be required, efficiency with accuracy should be and is the goal of all of the Association staff.

All member school bulletins and memoranda to the member schools are to be approved and counter-signed by the Commissioner and appropriate staff when deemed necessary before mailing. Copies of all correspondence are to be made immediately available to the Commissioner, and a copy given to the responsible party. In addition, copies shall be made and maintained in the school file of all official correspondence between the Association and the member schools.

The KHSAA Support staff has collectively approved a standard format for communication to ensure a consistent appearance. In most cases, all official correspondence should be on return-address letterhead, Arial Font, Size 11 point, justified both sides, with single spacing. Employees needing assistance in complying with the standard should contact the Office Manager or appropriate member of the support staff.

## ***Dress Code***

Personal appearance should be a matter of concern for each employee. Dress, grooming, and personal cleanliness standards contribute to the morale of all employees and affect the business image the KHSAA wants to present to its members, the general public and visitors. During business hours, employees are expected to present a clean, neat, business-like appearance and to dress according to the requirements of their positions. This dress code affects all full-time KHSAA employees and any other employee or agent who is in a position of representing the Association to the public or the membership.

Employees are expected to dress in accordance with accepted social and business standards, particularly if your job involves dealing with customers or visitors in person. The first and preferred objective is business professional attire. First impressions on the part of visitors are drawn from an establishment or organization, its facilities and working conditions, and are greatly affected by the personal appearance of staff members.

A neat, tasteful appearance contributes to the positive impression you make for the KHSAA and its constituents. Employees are expected to be suitably attired and groomed during working hours or when representing the KHSAA. A good, clean appearance bolsters your own poise and self-confidence and greatly enhances the Association image. When working away from the KHSAA offices, dress appropriately according to the corporate culture. Clothing should be clean, lack holes and be relatively wrinkle free.

All staff members are expected to dress professionally throughout the year.

For male staff, a shirt and tie are preferred and are optimal for the majority of the work week. Business professional dress and other appropriate professional wear includes suits, blazers, sport coats, khakis, slacks, dress shirts with or without a tie, polo shirts with KHSAA logos and sweaters. It is understood that during clinics or other events and specific travel, professional dress may not be possible, but is always preferred.

For female staff, the professional attire expectation includes suits, pant suits, blazers, khakis, slacks, dress shirts and blouses, polo shirts or blouses with KHSAA logos, sweaters, skirts and dresses. It is understood that during clinics or other events and specific travel, professional dress may not be possible, but is always preferred.

On days where official meetings are scheduled at the Association offices, or Association staff is to speak or attend in an official capacity, meetings in other venues, the business professional dress requirement will prevail for the entirety of the business day.

On days when KHSAA logo wear is deemed appropriate, clothing shall bear the KHSAA logo, or other KHSAA related emblems such as event title garment, NFHS or representative of an official KHSAA corporate partner.

Items considered to be unacceptable during normal work hours for all employees include denim jeans, shorts, tank or tube tops, bare-shouldered shirts and sweaters, sweat pants and shirts, warm-up suits, spandex or other form fitting clothing including skin-tight fashions, other types of jeans, low riding or hip-hugging pants of any type, mini-skirts, spaghetti strap dresses, and other fashions with plunging or revealing necklines or items that reveal an amount of skin inappropriate to a professional environment.

For all employees, tops/shirts should always meet the top of the pants/skirt with bare midriff or no skin showing in between, even when an employee sits down or reaches for something. For footwear, athletic shoes, sneakers and thongs [flip-flops] are not acceptable. Loafers, boots, flats, dress sandals with heels and leather deck shoes are acceptable.

The Commissioner has the discretion to relax the standards at certain non-peak times of the year, however, all employees are expected to dress in good taste and appropriate to their jobs. It should be noted that employees may need to prepare in advance for the eventuality that the dress needs may change during the day, based on meetings, events and activities, and the employee should always be prepared to conform.

If your supervisor feels your attire and/or grooming is out of place, you may be asked to leave your workplace until you are properly attired and/or groomed. Employees who violate dress code standards may be subject to appropriate disciplinary action.

### ***Condition of Work Areas***

It is the responsibility of each employee to keep the assigned work station/office and supply area neat and orderly. Limited personal memorabilia is acceptable, but should not interfere with the professional appearance of the work area. Such memorabilia shall be located in a position visible only to the employee. All employees collectively are responsible for monitoring the cleanliness and neatness of common work areas such as file rooms and general work areas. The support staff area and receptionist desk are the first points of contact for the general public and other constituent visitors. Due to this fact, it is of paramount importance that these areas and neat be clean at all times. In addition, no Association related documents, including forms, money in any form or incomplete deposits, correspondence, agenda books or other documents, should be on the primary surfaces of the common areas as such makes them vulnerable to view by non-KHSAA individuals.



### ***Non-Disclosure***

The protection of confidential business information is vital to the interests and the success of the KHSAA. Such confidential information includes, but is not limited to, the following examples:

- Compensation data
- Customer lists
- Financial information
- Pending projects and proposals

All employees may be required to sign a nondisclosure agreement as a condition of employment. Any employee who improperly uses or discloses confidential business information will be subject to disciplinary action, up to and including termination of employment and legal action, even if he or she does not actually benefit from the disclosed information.

## ***Job Safety***

Employees are responsible for taking basic safety precautions to protect themselves and others from unnecessary health hazards. Standard extension cords should not be used to operate heavy equipment such as heater units as electrical overloads are a leading cause of fire. Also, take time to learn the escape routes in and out of the office and other procedures designed to ensure your safety in case of emergency.

To assist in providing a safe and healthful work environment for employees, customers, and visitors, the KHSAA has established a workplace safety program. This program is a top priority for the KHSAA. The Commissioner has responsibility for implementing, administering, monitoring, and evaluating the safety program. Its success depends on the alertness and personal commitment of all.

The KHSAA provides information to employees about workplace safety and health issues through regular internal communication channels such as supervisor-employee meetings, bulletin board postings, memos, or other written communications.

Some of the best safety improvement ideas come from employees. Those with ideas, concerns, or suggestions for improved safety in the workplace are encouraged to raise them with their supervisor, or with another supervisor or manager, or bring them to the attention of the Commissioner. Reports and concerns about workplace safety issues may be made anonymously if the employee wishes. All reports can be made without fear of reprisal.

Each employee is expected to obey safety rules and to exercise caution in all work activities. Employees must immediately report any unsafe condition to the appropriate supervisor. Employees who violate safety standards, who cause hazardous or dangerous situations, or who fail to report or, where appropriate, remedy, such situations, may be subject to disciplinary action, up to and including termination of employment.

In the case of accidents that result in injury, regardless of how insignificant the injury may appear, employees should immediately notify the Commissioner or the appropriate supervisor. Such reports are necessary to comply with laws and initiate insurance and workers' compensation benefits procedures.

From time to time, additional procedures may be developed due to current hazard and emergency guidelines and each employee is expected to comply with these directives.

### ***Association Automobiles and Transportation***

Through contracts with automobile dealers via in kind donations, and under the assumption that such arrangements are able to be negotiated, transportation is provided in the form of a maximum of five (5) automobiles to be obtained for use in conjunction with the employment contracts of the members of the Executive Staff. Contracts for these automobiles are subject to the approval of the Board of Control. All automobiles driven by Association representatives must be driven in accordance with the policies and procedures adopted for their use. In the event that a transportation unit is unavailable and an unexpired obligation exists to the member of the Executive Staff, the Board of Control may approve an allowance to be paid to the staff member in lieu of transportation until such time as the situation can be rectified. This amount shall encumber the full tax consequences per the payroll vendor of the Association.

Any automobile donated for use by the Association shall be assigned to a specific staff member. That staff member may be asked to document mileage driven on behalf of the Association, and if such a log is required, the log shall remain with the car.

Staff members issued automobiles owned by or in the care of the Association shall be responsible for ensuring that the vehicle maintains a high standard in terms of appearance and maintenance. Mechanical problems should be promptly reported to the Physical Plant Director.

Automobiles may be designated to other Association professional staff or to the immediately family of the assigned driver on an emergency basis only. Only drivers licensed in Kentucky and over the age of twenty-five (25) shall be eligible to drive the cars owned by or in the care of the Association.

If an employee is authorized to operate an Association vehicle in the course of your assigned work, or if you operate your own vehicle in performing your job, you must adhere to the following rules:

- 1) The employee must be a Kentucky [state] licensed driver.
- 2) Upon request of the Commissioner or Board of Control, the prospective driver and any new drivers assigned following the revision of this policy shall submit to a Criminal Records Check. Items related to illegally operating a motor vehicle are cause for immediate removal of privileges to operate KHSAA assigned automobiles.
- 3) The assigned employee is responsible for following all the manufacturer's recommended routine maintenance schedules to maintain valid warranties, and for following the manufacturer's recommended oil change schedule.
- 4) The KHSAA provides insurance on Association vehicles, however, the employee will be considered completely responsible for any fines, moving or parking violations incurred.
- 5) The employee to which the automobile is assigned must keep the vehicle clean at all times including washing and vacuuming the vehicle as often as necessary. Employees will be reimbursed for reasonable expense for any emergency repairs which would not be considered normal maintenance. This may include emergency service when traveling on behalf of the Association, or the periodic repair of items such as brakes and tires which fail due to normal wear and tear as these items are necessary to maintain the value to the dealer/donor. In general, any amount under \$50 is the responsibility of the employee and not the Association. For all Association paid expenses, the assigned employee is to retain any receipts for reimbursement or in an emergency, the appropriate credit card receipts.
- 6) Persons not authorized or employed by the KHSAA cannot operate an Association vehicle.

The Association shall cover property damage, collision, comprehensive and bodily injury liability insurance for each of the cars owned by the Association. For those cars in the care of the Association but owned by an outside source, provisions shall be made for each of these coverages. The Association will fund comprehensive and collision coverage on all automobiles with a \$1,000 deductible.

Any Association employee provided with an automobile shall be issued information at the end of the calendar year with respect to the taxable benefit of such an assignment. This shall be executed in conjunction with the auditing firm and in accordance with the records of the Association. To ensure the adequate reporting of these amounts, and the applicable tax consequences, withholding shall be made from each payroll check of the effected employee.

These usage policies shall also apply to any other form of transportation rented or leased by, or loaned to, the KHSAA for official business use.

### ***Association Cellular Phones***

Through contracts with selected wireless service providers via in kind donations, and under the assumption that such arrangements are able to be negotiated, a maximum of six (6) cellular phones are obtained for use in conjunction with the employment contracts the members of the Executive Staff. Contracts for these phones are subject to the approval of the Board of Control. All phones used by Association representatives must be used in accordance with the policies and procedures adopted for their use.

Any phone donated for use by the Association shall be assigned to a specific staff member. Staff members issued telephones owned by or in the care of the Association shall be responsible for ensuring that they are properly maintained. Mechanical problems should be promptly reported to the Director of Promotions and Media Relations.

Telephones may also be designated to other Association staff per contract obligations. All users must adhere to the following rules:

- 1) The phone number is public with respect to the membership and activities of the Association.
- 2) Care must be taken to ensure that the billable time, both roaming and otherwise, are kept to an absolute minimum, including out of state and directory charges.
- 3) The employees must make restitution to the Association for any accrued long distance charges not related to the Association and its business.
- 4) Persons not authorized or employed by the KHSAA cannot operate an Association telephone.
- 5) The Association shall cover replacement cost insurance for the donated phones.
- 6) All employees are responsible for the accurate reporting of all legal and tax obligations regarding the personal use of the donated cell phones.

### ***Association Credit Cards***

The Association shall enter into an agreement with its designated banking agency to supply a maximum of six (6) charge cards for use in conjunction with approved Association business and within published guidelines and these shall be the only authorized BTA (business travel accounts). Any card used by the Association shall be assigned to a specific staff member. That staff member must reconcile, on a monthly basis, all charges to the account including specific designation of the expense account within the Association budget, and such shall be submitted to the Commissioner for approval. Employees shall be responsible for reconciling on a monthly basis, the BTA cards that are issued. Such reconciliation shall be detailed including all receipts and verification of charges. All employees shall be responsible for the payment of any finance charge incurred to the lack of timely reconciliation.

Personal expenses are not allowed on the KHSAA BTA cards. Occasionally, designated staff may utilize the BTA card for local purchases. In this instance, receipts are to be maintained after each use, with a clear notation of the purpose of the charge. Any purchases shall follow the established purchasing guidelines in the Financial Procedures Manual.

Persons not authorized or employed by the KHSAA may not use the Association cards.

### ***Use of KHSAA Facilities***

Staff may utilize the work room, small conference room, or the theatre of the office for meetings. Staff must inform the Office Manager and the Office Manager shall post such usage on the activities calendar in the main work room well in advance of the desired time, date and duration of the meeting to lessen the chance of conflict with other meetings. Staff is responsible for seeing that these facilities are ready for the next day's needs following such usage.

### ***Use of Equipment and Supplies***

There is to be no personal use of association materials and supplies.

Equipment essential in accomplishing job duties is expensive and may be difficult to replace. When using property or equipment, employees are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards, and guidelines.

Please notify the supervisor if any equipment, machines, tools, or vehicles appear to be damaged, defective, or in need of repair. Prompt reporting of damages, defects, and the need for repairs could prevent deterioration of equipment and possible injury to employees or others. The supervisor can answer any questions about an employee's responsibility for maintenance and care of equipment or vehicles used on the job. All employees must fully comply with the documented inventory tracking system through the designated staff.

Any equipment taken from the office of the KHSAA shall be properly attributed to an employee through a sign-out procedure recorded by a designated employee. This shall include but not be limited to the audio visual, computer and all other electronic equipment.

No equipment may be loaned or rented to individuals outside the membership and constituents of the Association. The improper, careless, negligent, destructive, or unsafe use or operation of equipment or vehicles, as well as excessive or avoidable traffic and parking violations, can result in disciplinary action including reimbursement for the item as well as up to and including termination of employment.

### ***Use of Mailing Equipment***

The use of the KHSAA-paid postage for personal correspondence is not permitted. The Administrative Assistant to the Commissioner and designated Executive Staff will be responsible for the acquisition of mailing equipment, and the Administrative Assistant to the Commissioner will ensure that it remains in working order.

### ***Return of Property***

Employees are responsible for all property, materials, or written information issued to them or in their possession or control. Employees must return all the KHSAA property immediately upon request or upon termination of employment. Specifically, the employee shall return not later than the last date of employment, any keys issued, electronic or otherwise, for use in performing job tasks. Where permitted by applicable laws, the KHSAA may withhold from the employee's check or final paycheck the cost of any items that are not returned when required. The KHSAA may also take all action deemed appropriate to recover or protect its property.

### ***Computers, Electronic Mail, Internet, and Voice Mail Usage Policy***

The KHSAA makes every effort to provide the best available technology to those performing services for the KHSAA. In this regard, the KHSAA has installed, at substantial expense, equipment such as computers, electronic and voice mail. This policy is to advise those who use business equipment on the subject of access to and disclosure of computer-stored information, voice mail messages and electronic mail messages created, sent or received by the KHSAA's employees with the use of the KHSAA's equipment. This policy also sets forth policies on the proper use of the computer, internet, voice mail, and electronic mail systems provided by the KHSAA.

The KHSAA property, including computers, electronic mail and voice mail, should only be used for conducting Association business and are not for the personal gain of the employee. Personal use of the email system is permitted on a limited basis, similar to phone calls. Personal use should be infrequent, of limited duration, primarily after hours or during break time, and not violate KHSAA policies. Personal use of the workstations for storage of small personal files should be on an extremely limited basis, and under no circumstances, can the equipment be used for any endeavor which violates KHSAA policy or causes the employee personal financial or other gain.

Although the KHSAA provides certain codes to restrict access to computers, voice mail and electronic mail to protect these systems against external parties or entities obtaining unauthorized access, employees should understand that these systems are intended for business use, and all computer information, voice mail and electronic mail messages are to be considered as Association records.

The KHSAA also needs to be able to respond to requests resulting from legal proceedings that call for electronically-stored evidence. Therefore, the KHSAA must, and does, maintain the right and the ability to enter into any of these systems and to inspect and review any and all data recorded in those systems. For this and other reasons, the Commissioner's designee will maintain a specific format for the storage of files and data, to allow for its retrieval in the least intrusive fashion should an employee not be available. Adherence to these policies, further detailed in the Computer Procedures Manual, is absolutely essential. Because the KHSAA reserves the right to obtain access to all voice mail and electronic mail messages left on or transmitted over these systems, employees should not assume that such messages are private and confidential or that the KHSAA or its designated representatives will not have a need to access and review this information. Individuals using the KHSAA's business equipment should also have no expectation that any information stored on their computer - whether the information is contained on a computer hard drive, computer disks or in any other manner - will be private.

The KHSAA has the right to, but does not regularly monitor telephone usage, voice mail or electronic mail messages. The KHSAA will, however, inspect the contents of computers, voice mail or electronic mail in the course of an investigation triggered by indications of unacceptable behavior or as necessary to locate needed information that is not more readily available by some other less intrusive means.

The contents of computers, voice mail, and electronic mail, properly obtained for some legitimate business purpose, may be disclosed by the KHSAA if necessary within or outside of the KHSAA.

Given the KHSAA's right to retrieve and read any electronic mail messages, such messages should be treated as confidential by other employees and accessed only by the intended recipient.

The Commissioner will review any request for access to the contents of an individual's computer, voice mail, or electronic mail prior to access being made without the individual's consent.

Any employee who violates this policy or uses the electronic communication systems for improper purposes may be subject to discipline, up to and including termination.

There are also specific policy statements necessary related to the Internet and electronic mail.



### *Internet Usage*

Other than limited use of email, personal use of the Internet is limited to non-work hours. THIS MEANS BEFORE OR AFTER AN EMPLOYEE'S WORK HOURS. For those with shared access, personal use must never interfere with anyone else's use for KHSAA business.

Certain Internet sites must never be accessed using KHSAA equipment or on KHSAA time. These include pornographic sites, non-work-related chat rooms, sites containing what would generally be considered objectionable material, or any other site that would violate the sexual harassment policy or other personnel policies. In addition, no sites should be accessed for private gain during work hours. Other prohibited use includes solicitation of funds, political messages, and correspondence which would circumvent the open meeting law, data practice set or human or civil rights acts.

While the KHSAA recognizes that the Internet contains a wealth of information that can be put to good use in the Association, we are aware that it is very easy to lose hours of work time checking into web sites and researching information. Internet access, even for legitimate research purposes, should be limited to that which is reasonable and necessary.

All users of the internet through KHSAA equipment are expected to follow certain guidelines.

Follow established network etiquette. Many web sites have posted rules which users must follow and all sites expect professional communication by all users. It is the KHSAA user's responsibility to adhere to all of these.

All web site users must safeguard confidential and non-public information

All internet users must use the Internet for work related research and communication purposes only.

Do not send, access, receive or display text or graphics that would be a violation of any KHSAA policy.

Obey the law and regulations in their application to copyright, licensed software, and data.

Access only-non-commercial sites on the Internet (those that are free of charge)

Downloading of software off the Internet is strictly prohibited without review and approval from the Commissioner and his/her designee.

### *Email*

All email is the property of the Association, and is therefore, a possible entry into the personnel file of an employee. All employees shall adhere to published policies and directives regarding the use of email attachments and other email related issues.

Incidental and occasional personal use of Association computers and voice and electronic mail systems is permitted, but information and messages stored in these systems will be treated no differently from other business-related information and messages, as described below.

The use of the electronic mail system may not be used to solicit for commercial ventures, religious or political causes, outside organizations, or other non-job related solicitations. Furthermore, the electronic mail system is not to be used to create any offensive or disruptive messages. Among those which are considered offensive, are any messages which contain sexual implications, racial slurs, gender-specific comments, or any other comments that offensively address someone's age, sexual orientation, religious or political beliefs, national origin, or disability. In addition, the electronic mail system shall not be used to send [upload] or receive [download] copyrighted materials, trade secrets, proprietary financial information, or similar materials without prior authorization.

Email shall not be utilized to convey eligibility rulings. Employees are cautioned as to the tone and tenor of any response to incoming email as well as those initiated by KHSAA staff. Email messages shall be friendly, professional and to the point.

## ***Sexual and Other Unlawful Harassment***

The KHSAA intends to provide a work environment that is pleasant, professional, and free from intimidation, hostility or other offenses which might interfere with work performance. Harassment of any sort - verbal, physical, visual - will not be tolerated, particularly against employees in protected classes. These classes include, but are not necessarily limited to race, color, religion, sex, age, sexual orientation, national origin or ancestry, disability, medical condition, marital status, veteran status, or any other protected status defined by law.

### ***What Is Harassment?***

Workplace harassment can take many forms. It may be, but is not limited to, words, signs, offensive jokes, cartoons, pictures, posters, e-mail jokes or statements, pranks, intimidation, physical assaults or contact, or violence. Harassment is not necessarily sexual in nature. It may also take the form of other vocal activity including derogatory statements not directed to the targeted individual but taking place within their hearing. Other prohibited conduct includes written material such as notes, photographs, cartoons, articles of a harassing or offensive nature, and taking retaliatory action against an employee for discussing or making a harassment complaint.

### ***What Is Sexual Harassment?***

Sexual harassment may include unwelcome sexual advances, requests for sexual favors, or other verbal or physical contact of a sexual nature when such conduct creates an offensive, hostile and intimidating working environment and prevents an individual from effectively performing the duties of their position. It also encompasses such conduct when it is made a term or condition of employment or compensation, either implicitly or explicitly and when an employment decision is based on an individual's acceptance or rejection of such conduct.

It is important to note that sexual harassment crosses age and gender boundaries and can not be stereotyped. Among other perceived unconventional situations, sexual harassment may even involve two women or two men.

Sexual harassment may exist on a continuum of behavior. For instance, one example of sexual harassment may be that of an employee showing offensive pictures to another employee.

Generally, two categories of sexual harassment exist. The first, "quid pro quo," may be defined as an exchange of sexual favors for improvement in your working conditions and/or compensation. The second category, "hostile, intimidating, offensive working environment," can be described as a situation in which unwelcome sexual advances, requests for sexual favors, or other verbal or physical contact of a sexual nature when such conduct creates an intimidating or offensive environment. Examples of a hostile, intimidating, and offensive working environment includes, but is not limited to, pictures, cartoons, symbols, or apparatus found to be offensive and which exist in the workspace of an employee. This behavior does not necessarily link improved working conditions in exchange for sexual favors. It is also against KHSAA policy to download inappropriate pictures or materials from computer systems.

### ***Reporting Sexual Harassment***

While the KHSAA encourages you to communicate directly with the alleged harasser, and make it clear that the harasser's behavior is unacceptable, offensive or inappropriate, it is not required that you do so. It is essential, however, to notify your supervisor immediately even if you are not sure the offending behavior is considered harassment. Any incidents of harassment must be immediately reported to the Commissioner and/or the immediate supervisor utilizing the approved reporting mechanism. Appropriate investigation and disciplinary action will be taken. All reports will be promptly investigated with due regard for the privacy of everyone involved. However, confidentiality cannot be guaranteed. Any employee found to have harassed a fellow employee or subordinate will be subject to severe disciplinary action up to and including termination. The KHSAA will also take any additional action necessary to appropriately remedy the situation. Retaliation of any sort will not be permitted. No adverse employment action will be taken for any employee making a good faith report of alleged harassment.

Any employee who wants to report an incident of sexual or other unlawful harassment should promptly report the matter to his or her supervisor. If the supervisor is unavailable or the employee believes it would be inappropriate to contact that person, the employee should immediately contact the Commissioner or any other member of management. Employees can raise concerns and make reports without fear of reprisal.

Any supervisor or manager who becomes aware of possible sexual or other unlawful harassment should promptly advise the Commissioner or any member of management who will handle the matter in a timely and confidential manner.

Anyone engaging in sexual or other unlawful harassment will be subject to disciplinary action, up to and including termination of employment.

#### *Responsibility*

All KHSAA employees have a responsibility for keeping our work environment free of harassment. Any employee who becomes aware of an incident of harassment, whether by witnessing the incident or being told of it, must report it to their immediate supervisor or the designated management representative with whom they feel comfortable. When management becomes aware of the existence of harassment, it is obligated by law to take prompt and appropriate action, whether or not the victim wants the Association to do so.

The KHSAA accepts no liability for harassment of one employee by another employee. The individual who makes unwelcome advances, threatens or in any way harasses another employee is personally liable for such actions and their consequences. The KHSAA may or may not provide legal, financial or any other assistance to an individual accused of harassment if a legal complaint is filed.

The KHSAA prohibits any employee from retaliating in any way against anyone who has raised any concern about sexual harassment or discrimination against another individual.

The KHSAA will investigate any complaint of sexual harassment and will take immediate and appropriate disciplinary action if sexual harassment has been found within the workplace.

The KHSAA is committed to providing a work environment that is free of discrimination and unlawful harassment. Actions, words, jokes, or comments based on an individual's sex, race, ethnicity, age, religion, or any other legally protected characteristic will not be tolerated. As an example, sexual harassment (both overt and subtle) is a form of employee misconduct that is demeaning to another person, undermines the integrity of the employment relationship, and is strictly prohibited.

### ***Solicitation***

In an effort to assure a productive and harmonious work environment, persons not employed by the KHSAA may not solicit or distribute literature in the workplace at any time for any purpose.

The KHSAA recognizes that employees may have interests in events and organizations outside the workplace. However, employees may not solicit or distribute literature concerning these activities during working time. [Working time does not include lunch periods, work breaks, or any other periods in which employees are not on duty.] This includes promotions and distribution of leaflets, fliers, mass email, and similar communication tools. While the Association values the employee's desire to participate in civic and political processes, such is not appropriate within the workplace of the Association at any time.

In addition, the posting of written solicitations on Association bulletin boards is restricted. These bulletin boards display important information, and employees should consult them frequently for:

- Affirmative action statement
- Employee announcements
- Internal memoranda
- Job openings
- Organization announcements
- Payday notice
- Workers' compensation insurance information
- State disability insurance/unemployment insurance information

If employees have a message of interest to the workplace, they may submit it to the Office Manager for approval. All approved messages will be posted by the Office Manager.

### ***Life Threatening Illnesses in the Work Place***

Employees with life-threatening illnesses, such as cancer, heart disease, and AIDS, often wish to continue their normal pursuits, including work, to the extent allowed by their condition. The KHSAA supports these endeavors as long as employees are able to meet acceptable performance standards. As in the case of other disabilities, the KHSAA will make reasonable accommodations in accordance with all legal requirements, to allow qualified employees with life-threatening illnesses to perform the essential functions of their jobs.

Medical information on individual employees is treated confidentially. The KHSAA will take reasonable precautions to protect such information from inappropriate disclosure. Managers and other employees have a responsibility to respect and maintain the confidentiality of employee medical information. Anyone inappropriately disclosing such information is subject to disciplinary action, up to and including termination of employment.

### ***Personal Visitors in the Work Place***

To provide for the safety and security of employees and the facilities at the KHSAA, only authorized visitors are allowed in the workplace. Restricting unauthorized visitors helps maintain safety standards, protects against theft, ensures security of equipment, protects confidential information, safeguards employee welfare, and avoids potential distractions and disturbances.

All visitors should enter the KHSAA at the lobby. This includes KHSAA member school personnel, Board of Control members and all others who do not have keyed access to the Association doors. Authorized visitors will receive directions or be escorted to their destination. Employees are responsible for the conduct and safety of their visitors.

If an unauthorized individual is observed on the KHSAA's premises or enters via a different entrance for any reason, employees should immediately notify their supervisor or, if necessary, direct the individual to the lobby.

**KENTUCKY HIGH SCHOOL ATHLETIC ASSOCIATION**  
**Administrative Staff Employment Information**  
**Employment and Employee Policies**

***Employee Benefits***

***Timekeeping***

Accurately recording time worked is the responsibility of every nonexempt employee. Federal and state laws require the KHSAA to keep an accurate record of time worked in order to calculate employee pay and benefits. Time worked is all the time actually spent on the job performing assigned duties.

Executive and Support Staff employees should accurately record the time they begin and end their work. They should also record the beginning and ending time of any split shift or departure from work for personal reasons. Overtime work must always be approved before it is performed.

Altering, falsifying, tampering with time records, or recording time on another employee's time record may result in disciplinary action, up to and including termination of employment.

It is the employee's responsibility to sign his or her time record to certify the accuracy of all time recorded. The supervisor will review and then initial the time record before submitting it for payroll processing. In addition, if corrections or modifications are made to the time record, both the employee and the supervisor must verify the accuracy of the changes by initialing the time record.

### ***Pay Rate***

The Commissioner shall work for the salary agreed to in a contractual arrangement with the Board of Control. All other members of the staff shall adhere to the salary schedule adopted by the KHSAA Board of Control. This schedule will be published following the May meeting of the Board of Control on an annual basis, without specific reference to any one particular individual and his/her salary.

The schedule shall have six Grades - Grades 1 [Assistant Commissioner/Director I], 2 [Director II], 3 [Director III] 4 [Administrative Assistant/Supervisor], 5 [Administrative Support Specialist] and 6 [Receptionist/Clerical]. Within each Grade, there shall be six [6] steps based on a combination of service to the Association and the Prior Years Service Credit [PYSC] given at the time of hire into the Association. These steps shall be 1 [0-3 Years service plus PYSC]; 2 [4-9 Years service plus PYSC]; 3 [10-14 Years service plus PYSC]; 4 [15-19 Years service plus PYSC]; 5 [20-24 Years service plus PYSC] and 6 [25+ Years service plus PYSC].

In addition, the following stipulations exist on the currently approved KHSAA Salary Schedule-

- Upon approval of the Board of Control, any staff member entering their 20<sup>th</sup> year of service to the Association [exclusive of PYSC] may be placed in Step 6 of the salary schedule with the approval of the Board of Control..
- All new employees [first hire to the Association] would be placed in STEP 1 [0-3 CELL] of the appropriate position unless the Board of Control [upon recommendation of the Commissioner] approves prior years service credit [PYSC] from a previous position[s].
- An employee changing ranks within the Association would enter the new rank determined by the Board of Control.
- The Commissioner with the approval of the Board of Control shall determine the STEP level of any employee transferring into the Association without prior experience with a school system and without prior experience with the Association and all non-KTRS/KERS positions shall normally follow a 1:2 ratio of STEP levels to years service.
- The Commissioner with the approval of the Board of Control shall determine the STEP level of any employee transferring into the Association with prior experience with a school system, education or governmental setting based on service credit within the Kentucky Retirement Systems.
- PYSC placement for all employees hired on or after July 1, 2004 may be appealed by the individual staff member to the Board of Control Executive Committee which shall be guided by a recommendation from the Commissioner.
- The Board of Control will annually determine the maximum percentage increase in the salary schedule. The Commissioner will determine the percentage increase for each employee up to that amount based upon each employee's evaluation.
- The salary schedule shall be established for the 2002-2003 school year, and shall be reviewed for adjustment every four years thereafter to establish the beginning/ending cell values and the step advancement ratio. That ratio as adjusted for the current cycle is \$2000 between steps for Grade IV, V and VI employees, and \$3000 between steps for Grades I, II and III.



### ***Pay System***

All employees are paid biweekly on every other Friday. Each paycheck will include earnings for all work performed through the current two-week period.

In the event that a regularly scheduled payday falls on a day off such as a weekend or holiday, employees will receive pay on the last day of work before the regularly scheduled payday.

If a regular payday falls during an employee's vacation, the employee's paycheck will be available upon his or her return from vacation. New employees receive a paycheck on the first pay day following their first work day.

The KHSAA shall contract with an outside vendor for the production of payroll services. This vendor shall work with the Office Manager to ensure the accuracy of all payroll functions including individual employee reporting.

Employees hired into the Association after August 1, 1991 shall have their payroll checks direct deposited using the Association payroll vendor. Employees may communicate distribution desires to the Office Manager and such must be done in a timely manner.

### ***Pay Advances***

The KHSAA does not provide pay advances on unearned wages to employees nor does the Association advance anticipated expenses.

### ***Administrative Pay Corrections***

The KHSAA takes all reasonable steps to ensure that employees receive the correct amount of pay in each paycheck and that employees are paid promptly on the scheduled payday.

In the unlikely event that there is an error in the amount of pay, the employee should promptly bring the discrepancy to the attention of the Office Manager so that corrections can be made as quickly as possible.

### ***Deductions***

The law requires that the KHSAA make certain deductions from every employee's compensation. Among these are applicable federal, state, and local income taxes. The KHSAA also must deduct Social Security taxes on each employee's earnings up to a specified limit that is called the Social Security "wage base." the KHSAA matches the amount of Social Security taxes paid by each employee.

The KHSAA offers programs and benefits beyond those required by law. Eligible employees may voluntarily authorize deductions from their pay checks to cover the costs of participation in these programs.

If you have questions concerning why deductions were made from your pay check or how they were calculated, your supervisor can assist in having your questions answered.

### ***Employee Benefit Programs***

Eligible employees at the KHSAA are provided a wide range of benefits. A number of the programs (such as Social Security, workers' compensation, state disability, and unemployment insurance) cover all employees in the manner prescribed by law.

Benefits eligibility is dependent upon a variety of factors, including employee classification. Your supervisor can identify the programs for which you are eligible. Details of many of these programs can be found elsewhere in the Employee Manual.

In summary, those benefit plans funded by the Association include:

- Matching Retirement System Contributions through the Kentucky Retirement Systems and ;
- Matching Contributions to Social Security and Medicare (FICA, etc.);
- Worker's Compensation Insurance
- Health Insurance
- Benefit Continuation (COBRA)
- Holidays
- Sick Leave (including sick leave sharing as detailed)
- Personal Days;
- Bereavement Leave;
- Time Off for Voting;
- Annual Leave (vacation);
- Flex-time (note differing plans for EXEMPT vs. NON-EXEMPT employees);
- Event service opportunities.

In addition to these programs and plans, the following benefit programs are available to eligible employees at full cost to the employee:

- Banking opportunities with the KHSAA banking relationship (currently Fifth Third Bank), with no or low cost savings and/or checking accounts;
- Credit Union Membership through the Health and Education Federal Credit Union in Lexington, including other benefits such as Christmas Club, etc;
- Supplemental Insurance Plans through AFLAC Insurance, to be solely administered by the employee in a direct relationship with the company and in accordance with that company's regulations;
- Contribution to Tax Deferred Annuities (401k, 403b) administered by American United Life Insurance.

## ***Kentucky Retirement System and Social Security/Medicare/FICA***

Those persons employed in a position which requires a college degree, are fully covered under the Kentucky Teachers Retirement System. Those persons employed in a position which does not require a college degree are covered under the Kentucky Employees Retirement System.

### ***Kentucky Teachers' Retirement System***

Eligible employees of the Association participate in the Statewide Kentucky Teachers' Retirement System (System), a cost sharing multi-employer public employee retirement system established and administered by the Commonwealth of Kentucky to provide benefit pension plan coverage for local school districts and other public educational agencies within the state. Those employees of the KHSAA who participate in this plan are the members of the Executive Staff for which the positions held require a college degree. Beginning with employees hired on or after September 1, 1995, all employees who are members of the Executive Staff shall participate in this system.

Chapter 161 Section 220 of the Kentucky Revised Statutes stipulates who may become a member of the Teachers' Retirement System. Generally, eligible persons are employed by local boards of education, the State Department of Education, some state universities, and some non-state supported organizations.

**Normal Retirement Date:** Employees are entitled to an annual retirement benefit, payable monthly for life, if they either attain the age of fifty-five (55) and complete five (5) years of Kentucky service or complete twenty-seven (27) years of Kentucky service.

**Normal Retirement: Benefits.** Non-university employees receive monthly payments equal to either two (2) percent (service prior to July 1, 1983) or two and one half (2½) percent (service after July 1, 1983) of their final average salary for each year of credited service. The final average salary for employees retiring under the age of fifty-five is the average of the employee's five (5) highest annual salaries, and for employees retiring at the age of fifty-five or over, it is the average of the employee's three (3) highest annual salaries. New members (including second retirement accounts started) after July 1, 2002 will receive monthly benefits equal to 2% of their final average salary for each year of service if, upon retirement, their total service is less than ten years. New members after July 1, 2002 who retire with ten or more years of total service will receive monthly benefits equal to 2.5% of their final average salary for each year of service, including the first ten years. In addition, members who retire July 1, 2004 and later with more than 30 years of service will have their multiplier increased for all years over 30 from 2.5% to 3.0% to be used in their benefit calculation. The system also provides disability benefits for vested members at the rate of sixty (60) percent of the final average salary.

**Early Retirement Benefits:** Employees with less than twenty-seven (27) years of service may retire and receive reduced benefits.

**Other Benefits:** A life insurance benefit, payable upon the death of a member, is \$2,000 for active contributing members and \$5,000 for retired or disabled members. Cost of living increases are one and one-half (1½) percent annually. Additional ad hoc increases and any other benefit amendments must be authorized by the General Assembly. Members' retirement benefits become vested when they complete five (5) years of credited service.

Members are required by statute to contribute 9.855% of their salaries to the System. The Association contributes the remaining amounts necessary to finance the participation of employees in the System. Employer contributions are determined as a level percentage of payroll. If an employee leaves covered employment before accumulating five (5) years of credited service, accumulated employee contributions plus interest earned are refunded to the employee upon his or her request.

The "pension benefit obligation" is a standardized disclosure measure of the present value of pension benefits, adjusted for the effects of projected salary increases, estimated to be payable in the future as a result of employee service to date. The measure is the actuarial present value of credited projected benefits and is intended to help users assess KTRS funding status on a going

concern basis, assess progress made in accumulating sufficient assets to pay benefits when due, and make comparisons among public employee retirement systems.

A copy of the Kentucky Teachers' Retirement System's audited financial statements can be obtained from the Kentucky Teachers Retirement System, 479 Versailles Road, Frankfort, Kentucky 40601.

#### *Kentucky Employees' Retirement System*

Certain other eligible employees participate in the Statewide Kentucky Employees' Retirement System (Plan), a cost-sharing multi-employer public employee retirement system, established and administered by the Commonwealth of Kentucky. Those employees of the KHSAA who participate in this plan are the full-time members of the Support Staff for which the positions held require a college degree. Beginning with employees hired on or after September 1, 1995, all members of the Support Staff shall participate in this system.

The System is a defined benefit plan which covers substantially all regular full-time employees of any state department, board, or agency directed by Executive Order to participate in the System.

**Normal Retirement Date:** Eligible members of the Kentucky Retirement Systems are entitled to an annual retirement benefit, payable monthly for life, if they either attain the age of 65 and have 48 or more months of service or accumulate 27 years of service credit.

**Normal Retirement Benefits:** The monthly retirement allowance is equal to 1.97% of the average annual salary of the members' five highest earnings years multiplied by the number of years of service credit divided by twelve. Members' retirement benefits become fully vested when they complete sixty months of service, twelve of which are current service. For the year ended June 30, 2004 and 2003, participating employees contributed 5%, of creditable compensation to the System. Employer contribution rates are intended to fund the System's normal cost on a current basis plus one percent (1%) of unfunded past service costs per annum plus interest at the actuarial assumed rate. Such contribution rates are determined by the Board of Trustees of Kentucky Retirement Systems each biennium. Participating employers contributed at 5.89% of members' non-hazardous compensation for the year ended June 30, 2004 and 2003.

**Early Retirement Benefits:** Members retiring at less than 55 years of age with 25 or more years of service credit are entitled to reduced benefits.

**Other Benefits:** In addition to normal and retirement benefits provided by the System, disability, death, and medical insurance benefits are available.

A copy of the Kentucky Employees' Retirement System's audited financial statements can be obtained from the Kentucky Retirement System, Perimeter Park West, 1260 Louisville Road, Frankfort, Kentucky 40601 or on the Internet at [www.kyret.com](http://www.kyret.com).

#### *Social Security/Medicare/FICA Contribution*

Social Security (FICA)/Medicare (MQFE) is applicable to all employees. Both the employee and the Association contribute equal amounts of tax on the statutory base earnings. Eligibility and benefit determinations are made by the Social Security Administration.

### ***Workers' Compensation Insurance***

The KHSAA provides a comprehensive workers' compensation insurance program at no cost to employees. Coverage is provided through the Association's contract with its current insurance carrier. As of July 1, 2005, this coverage is with the Kentucky Workers Compensation Fund (KESA). This program covers any injury or illness sustained in the course of employment that requires medical, surgical, or hospital treatment. Subject to applicable legal requirements, workers' compensation insurance provides benefits after a short waiting period or, if the employee is hospitalized, immediately.

Employees who sustain work-related injuries or illnesses should inform their supervisor and the Administrative Assistant to the Commissioner immediately. No matter how minor an on-the-job injury may appear, it is important that it be reported immediately. This will enable an eligible employee to qualify for coverage as quickly as possible and ensure that the injury/illness is in fact, employment related. Depending on the injury reported, immediate assessment of medical necessity shall be evaluated, and the employee should be directed to a medical care facility for treatment.

Neither the KHSAA nor the insurance carrier will be liable for the payment of workers' compensation benefits for injuries that occur during an employee's voluntary participation in any off-duty recreational, social, or athletic activity sponsored by the KHSAA.

### ***Health Insurance***

Health insurance coverage is provided to all staff members and is funded by the Board of Control. The coverage for all employees is limited to membership in a single insurance plan with the Association's approved carrier.

Association employees desiring to do so may contribute the difference between the cost of a single plan and other desired coverage options with the company. Such difference shall be funded by payroll deduction.

Eligible employees hired prior to September 1, 1985 who are covered under pre-existing insurance policies shall have the amount of a single insurance plan included as an addition to the salary schedule. Such addition shall not be included in any annual pay increment.

The Commissioner's designee is responsible for administering this program.

### ***Benefits Continuation (COBRA)***

The Federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their qualified beneficiaries the opportunity to continue health insurance coverage under the KHSAA's health plan when a "qualifying event" would normally result in the loss of eligibility. Some common qualifying events are resignation, termination of employment, or death of an employee; a reduction in an employee's hours or a leave of absence; an employee's divorce or legal separation; and a dependent child no longer meeting eligibility requirements.

Under COBRA, the employee or beneficiary pays the full cost of coverage at the KHSAA's group rates plus an administration fee.

The KHSAA provides each eligible employee with a written notice describing rights granted under COBRA when the employee becomes eligible for coverage under the KHSAA's health insurance plan. The notice contains important information about the employee's rights and obligations.

### ***Holidays***

The KHSAA will grant holiday time off to all employees on the holidays listed below.

- New Year's Day [January 1] and one day
- Martin Luther King, Jr. Day [third Monday in January]
- Memorial Day [last Monday in May]
- Independence Day [July 4]
- Labor Day [first Monday in September]
- Veterans Day [November 11]
- Thanksgiving and one day [Fourth Thursday of November, and the following Friday]
- Christmas [December 25] and one day

The KHSAA will grant paid holiday time off to all eligible employees immediately upon assignment to an eligible employment classification. Holiday pay will be calculated based on the employee's straight-time pay rate [as of the date of the holiday] times the number of hours the employee would otherwise have worked on that day. In general, if a recognized holiday falls on Saturday, it shall be observed on Friday, and if that holiday falls on Sunday, it shall be observed on Monday.

If a recognized holiday falls during an eligible employee's paid absence [e.g., vacation, sick leave], the employee will be ineligible for additional holiday pay.

If an eligible nonexempt employee works on a recognized holiday, he or she will be eligible to take an equal amount of time off with pay during a time interval specified by the supervisor for the hours worked on the holiday. Requests for this type of exchange must be approved in advance by the supervisor.



### ***Event Service Opportunities***

The Commissioner's office recognizes that the nature of Association business is to manage events that don't always occur during the published work schedule. For that reason, additional assistance may be needed from the members of the Support Staff at various times through the year.

When it is deemed such assistance is needed, the Executive Staff will consider, through analysis of the qualifications of the Support Staff, individuals who might desire to work additional time outside of the normal work day. Such time shall not involve the tasks normally assigned to the employees during the course of the normal business day, and shall be paid a pre-determined rate for the duration of the fiscal year. The Executive staff will make every effort to be inclusive based on the skills and aptitudes of the individual support staff members and the requirements of the event. Preference will be to the individuals who are specifically assigned to the Executive Staff member responsible for the event.

All of the conditions of the extra voluntary duty shall be clarified between the event manager and the Support Staff member(s) prior to the acceptance of the assignment, and shall be approved by the Commissioner. Such extra voluntary duty shall not be bound to normal financial policies such as mileage reimbursement and other travel related expenses as the employee is being afforded an opportunity to volunteer for the assignment, and not compelled to perform additional assignments.

### ***Business Travel and Business Travel Expenses***

The complete policy for reimbursement and allowances is listed in the Financial Procedures section of the KHSAA Policies and Procedures Manual. In general, the KHSAA will reimburse employees for reasonable business travel expenses incurred while on assignments away from the normal work location for travel and other ordinary expenses incurred in the furtherance of KHSAA business. Business entertainment is defined as business related meetings and activities conducted in a professional environment or establishment. Employees are expected to utilize prudent business judgment in relation to all expenses covered by the policy, spending money as though it were the employee's own money. Only actual expenses are reimbursable. All business travel must be approved in advance by the Commissioner including a complete written itinerary and submission of the requisite form. This information shall be provided to the assigned support staff member and may be distributed to the entire staff.

Employees whose travel plans have been approved are responsible for making their own travel arrangements. When approved, the actual costs of travel, meals, lodging, and other expenses directly related to accomplishing business travel objectives will be reimbursed by the KHSAA. Employees are expected to limit expenses to reasonable amounts. Association credit cards shall be used for business travel expenses unless other arrangements are approved in advance by the Commissioner.

All expenses reimbursed should comply with current Internal Revenue Service guidelines. Expenses that generally will be reimbursed but only in accordance with Board of Control Finance reimbursement policies include the following:

- Airfare or train fare for travel in coach or economy class or the lowest available fare and documented by the itinerary printout and receipt.
- Car rental fees, only for compact or mid-sized cars as documented by the rental agreement.
- Fares for shuttle or airport bus service, where available; costs of public transportation for other ground travel. Documentation is necessary if the amount exceeds \$15.
- Taxi fares, only when there is no less expensive alternative. Documentation is necessary if the amount exceeds \$15.
- Mileage costs for use of personal cars, only when less expensive transportation is not available.
- Cost of standard accommodations documented by the hotel provided invoice.
- Cost of meals, no more lavish than would be eaten at the employee's own expense. This should be documented by the charge receipt with the names of the guests noted on the receipt.
- Tips not exceeding 15% of the total cost of a meal or 10% of a taxi fare.
- Charges for telephone calls, fax, and similar services required for business purposes documented by receipt.
- Charges for laundry and valet services, only on trips of four or more days as documented by receipt.

Personal entertainment and personal care items will not be reimbursed.

With prior approval, employees on business travel may be accompanied by a family member or friend, when the presence of a companion will not interfere with successful completion of business objectives. Generally, employees are also permitted to combine personal travel with business travel, as long as time away from work is approved. Additional expenses arising from such non-business travel are the responsibility of the employee.

When travel is completed, employees should submit completed travel expense reports within fourteen (14) days. Reports should be accompanied by receipts for all individual expenses and shall be submitted in accordance with adopted standard forms.

Employees should contact their supervisor for guidance and assistance on procedures related to travel arrangements, expense reports, reimbursement for specific expenses, or any other business travel issues.

Abuse of this business travel expenses policy, including falsifying expense reports to reflect costs not incurred by the employee, can be grounds for disciplinary action, up to and including termination of employment.

### ***Sick Leave***

The KHSAA provides paid sick leave benefits to all eligible employees for periods of temporary absence due to illnesses or injuries. Eligible employee classification[s] include all full-time employees. Each Association employee accumulates sick leave with pay at the rate of one day for each month of service. The KHSAA sick leave plan is based on KRS 161.155 in compliance with regulations governing the Kentucky Teachers' Retirement System.

- Sick leave is to be used for any of the following:
  - Medical; dental or optical appointment for an existing condition;
  - Being disabled by sickness or injury;
  - Disabled by pregnancy or confinement;
  - Must care for sick or injured member of employee's immediate family for a reasonable period of time; or
  - A condition that would jeopardize the health of others at work.
- Sick leave may be used for any of the following:
  - Medical; dental or optical appointment for an existing condition;

Sick leave is to be used in increments of one hour. Eligible employees may use sick leave benefits for an absence due to their own illness, appointment or injury or that of a family member or other individual who resides in the employee's household.

Employees who are unable to report to work due to illness or injury should notify their direct supervisor before the scheduled start of their work day if possible. The direct supervisor must also be contacted on each additional day of absence.

If an employee is absent for three or more consecutive days due to illness or injury, a physician's statement must be provided verifying the disability and its beginning and expected ending dates. Such verification may be requested for other sick leave absences as well and may be required as a condition to receiving sick leave benefits.

Both the employee and the employer are responsible for keeping leave records.

Sick leave benefits upon retirement will be calculated based on the employee's base pay rate at the time of absence and will not include any special forms of compensation, such as incentives, commissions, or bonuses.

As an additional condition of eligibility for sick leave benefits, an employee on an extended absence must apply for any other available compensation and benefits, such as workers' compensation. Sick leave benefits will be used to supplement any payments that an employee is eligible to receive from state disability insurance, workers' compensation or the KHSAA-provided disability insurance programs. The combination of any such disability payments and sick leave benefits cannot exceed the employee's normal weekly earnings.

Unused sick leave benefits will be allowed to accumulate indefinitely.

Sick leave benefits are intended solely to provide income protection in the event of illness or injury and the prevention thereof, and may not be used for any other absence. Sick leave may not be used for other reasons than those explained above, with the exception bereavement leave, pregnancy related leave, personal leave, or family leave, which are further detailed in this Employee Manual. Unused sick leave benefits will not be paid to employees while they are employed.

Upon retirement, staff members contributing to the Kentucky Teachers Retirement System have the option of being reimbursed by the Board of Control for 30% of the unused sick leave time based upon the daily rate at the time of retirement and based upon a 260 day work year, or having the accumulated sick leave added to service time in accordance with retirement system policies.

Upon retirement, staff members contributing to the Kentucky Employees Retirement System will have the accumulated sick leave added to service time in accordance with retirement system policies.

### ***Sick Leave Sharing Program***

This policy creates a leave-sharing program, in congruence with KRS 18A.196, KRS 18A.197, and 101 KAR 2:105.

#### **1. Definitions**

An "employee" is defined as a full-time employee on active payroll status. "Immediate family" is defined as a spouse, mother, father, son or daughter, or person of similarly close blood or legal relationship who has resided with the employee for not less than thirty (30) days prior to application for leave. "Medically certified illness, injury impairment or physical condition" means a disabling medical condition which renders the employee completely incapable of performing the essential duties of the normal work assignment. Sick leave sharing shall not be authorized for mere convenience or employee preference.

#### **2. Eligible to Donate.**

An employee who has accrued a sick leave balance of more than seventy-five (75) hours may request that the Commissioner make available for transfer a specified amount of sick leave to another named employee. The employee may not request any transfer of leave which would result in reducing the leave balance to less than seventy-five (75) hours.

#### **3. Eligible to Receive.**

Any employee may receive donated leave if --

- [a] The employee or a member of his/her immediate family suffers from a medically certified illness, injury, impairment or physical or mental condition which has caused, or is likely to cause, the employee to go on leave for at least ten(10) consecutive working days;
- [b] The employee's need for absence and use of leave are certified by a licensed practicing physician;
- [c] The employee has exhausted all accumulated sick leave, annual leave and all other forms of leave
- [d] The applicant for sick leave sharing shall be responsible for filing the appropriate medical certificates and documentation. Donated sick leave shall not be utilized retroactively except to cover the period between the date the request is submitted to the Commissioner and the date of approval.
- [e] The sick leave sharing recipient shall be responsible for monitoring the amount of sick leave donated and used, in conjunction with the staff member assigned to monitor leave.
- [f] Employees receiving workers' compensation benefits are eligible to receive shared sick leave to maintain a regular level of pay.
- [g] Donated sick leave shall be used in the order in which it is donated and shall be used on consecutive days. Any leave that an employee accrues while receiving donated leave shall be used before donated sick leave.

#### **4. Rules concerning transfers.**

- [a]The Commissioner shall determine the amount of leave, if any, which an employee may receive. Transfers of leave shall not exceed the amount requested by the recipient.
- [b] Sick leave shall not be donated in an amount less than seven and one-half (7.5) hours.
- [c] Where multiple donors donate sick leave to an eligible recipient, leave shall be transferred in chronological order of receipt of the donation forms, up to the maximum amount that has been certified to be needed by the recipient.

#### **5. Return of Leave**

- [a] When the recipient of donated leave returns to work, unused donated leave shall be restored to the donors, unless the recipient provides medical evidence that he/she will require continued, periodic medical treatment relating to the original condition.
- [b] Leave shall be restored to the donating employee by the recipient upon accrual of leave by the recipient, and in the order in which the leave was donated.

(c) Any leave transferred under this policy which remains unused shall be returned to the employee(s) who donated the leave when it is determined that the leave is no longer needed and will not be needed at a future time in connection with the illness or injury for which the leave was transferred to the employee.

6. Restrictions on Restoration

No employee shall directly or indirectly intimidate, threaten or coerce, or attempt to intimidate, threaten or coerce, any other employee for the purpose of interfering with the employee's right to voluntarily contribute, withdraw or restore leave when authorized by this policy. For the purpose of this section, intimidate, threaten or coerce, shall include but not be limited to, the promise to confer or the conferring of any benefit or effecting or threatening to effect any reprisal.

### ***Bereavement Leave***

In the event of a death in an employee's immediate family, an employee may be absent from work without loss of pay provided the proper notification has been made to the Commissioner. The amount of time off will be determined by the Commissioner with each case evaluated separately.

If an employee wishes to take time off due to the death of an immediate family member, the employee should notify the Commissioner immediately.

Up to five days of paid bereavement leave will be provided to all full-time employees. Additional bereavement leave must be deducted from accumulated sick leave time.

Bereavement pay is calculated based on the base pay rate at the time of absence and will not include any special forms of compensation, such as incentives, commissions, or bonuses.

Approval of bereavement leave will occur in the absence of unusual operating requirements. Any employee may, with the supervisor's approval, use any available paid leave for additional time off as necessary.

The KHSAA defines "immediate family" as the employee's spouse, parent, child, sibling; the employee's spouse's parent, child, or sibling; the employee's child's spouse; grandparents or grandchildren or other individual residing in the employee's home. Special consideration will also be given to any other person whose association with the employee was similar to any of the above relationships.

### ***Pregnancy Related Absences***

The KHSAA will not discriminate against any employee who requests an excused absence for medical disabilities associated with a pregnancy. Such leave requests will be made and evaluated in accordance with the medical leave policy provisions outlined in this Employee Manual and in accordance with all applicable federal and state laws.

Requests for time off associated with pregnancy and/or childbirth (apart from medical disabilities associated with these conditions) will be considered in the same manner as any other request. Any leave of this nature must be deducted from accumulated sick leave time.



### ***Personal Leave***

The KHSAA provides a maximum of three days per year as Personal Leave in conjunction with KRS 161.154. All full-time employees are eligible to request personal leave as described in this policy. Eligible employees may request personal leave only after having completed 180 calendar days of service. As soon as eligible employees become aware of the need for a personal leave of absence, they should request a leave from their supervisor. Such leave must be deducted from accumulated sick leave time, but is not subject to the sick leave usage limitations.

Requests for personal leave will be evaluated based on a number of factors, including anticipated work load requirements and staffing considerations during the proposed period of absence.

Subject to the terms, conditions, and limitations of the applicable plans, the KHSAA will continue to provide health insurance benefits for the full period of the approved personal leave.

Vacation, sick leave, and holiday benefits, will continue to accrue during the approved personal leave period.

### ***Family Leave***

The KHSAA provides family leaves of absence without pay to eligible employees who wish to take time off from work duties to fulfill family obligations relating directly to the birth or adoption of a child or the illness of a child, spouse, or parent. All full-time employees are eligible to request family leave as described in this policy.

Eligible employees may request family leave only after having completed 180 calendar days of service. As soon as eligible employees become aware of the need for a family leave of absence, they should request a leave from their supervisor.

Employees requesting family leave related to the illness of a child, spouse, or parent, may be required to provide a physician's statement verifying the illness, its beginning and expected ending dates, the need for the employee to provide care, and the estimated time required.

Eligible employees may request up to 12 weeks of family leave within any 24 month period. If this initial period of absence proves insufficient, consideration will be given to a written request for a single extension of no more than 90 calendar days. With the supervisor's approval, an employee may take any available vacation leave as part of the approved period of leave.

Requests for family leave should be in advance for foreseeable events and as soon as possible for unforeseeable events. Requests will be evaluated based on a number of factors, including anticipated work load requirements, staffing considerations, and hardship to the KHSAA's operations during the proposed period of absence. Requests that cannot be accommodated may be denied or deferred.

Subject to the terms, conditions, and limitations of the applicable plans, health insurance benefits will be provided by the KHSAA for the first 30 calendar days after the approved family leave begins. At that time, employees will become responsible for the full costs of these benefits if they wish coverage to continue. When the employee returns from family leave, benefits will again be provided by the KHSAA according to the applicable plans.

Vacation, sick leave, and holiday benefits do not accrue during the approved family leave period.

So that an employee's return to work can be properly scheduled, an employee on family leave is requested to provide the KHSAA with at least two weeks advance notice of the date the employee intends to return to work. When a family leave period ends, every reasonable effort will be made to return the employee to the same position, if it is available, or to a similar available position for which the employee is qualified. Except when legally required, the KHSAA cannot guarantee reinstatement.

If an employee fails to report to work promptly at the end of the approved leave period, the KHSAA will assume that the employee has resigned.

### ***Time Off to Vote***

The KHSAA encourages employees to fulfill their civic responsibilities by participating in elections. Generally, employees are able to find time to vote either before or after their regular work schedule. If employees are unable to vote in an election during their nonworking hours, the KHSAA will grant up to two hours of paid time off to vote, which must be deducted from accumulated sick leave time, and must be taken prior to the start of the work day. Such leave must be deducted from accumulated sick leave time.

Employees should request time off to vote from their supervisor at least two working days prior to Election Day. Advance notice is required so that the necessary time off can be scheduled at the beginning of the work shift, whichever provides the least disruption to the normal work schedule.

### ***Vacation and Annual Leave***

Although earned leave may be taken in small units, an extended period of one week or longer allows employees to rest from work responsibilities and renew their energy. While the Association recognizes the individual right to use earned leave time for any purpose chosen, employees are encouraged to take the recuperative benefits of enjoying a substantial vacation from the job. This usually results in a return to work with renewed enthusiasm and improved work habits.

The amount of paid vacation time employees receive each year increases with the length of their employment. Annual leave is accumulated by KHSAA employees with the following normal schedule unless alteration is recommended upon hiring and approved by the Board of Control:

- 0 to 5 years of service as of January 1 of the year in question, two weeks per year;
- More than five (5) years and less than fifteen (15) years of service to the KHSAA as of January 1 of the year in question, three weeks per year;
- Fifteen (15) or more years of service to the KHSAA as of January 1 of the year in question, four weeks per year.

A maximum of one week of vacation (5 days) may be carried forward at the discretion of the employee. Leave normally accrues from January 1 to December 31 with full accrual as of January 1. Employees earn the additional leave due (five days) for employment (five years or fifteen years) by working the day following the appropriate anniversary date.

Vacation time off with pay is available to eligible employees to provide opportunities for rest, relaxation, and personal pursuits. All full-time employees are eligible to earn and use vacation time as described in this policy.

Persons beginning employment during the year are entitled to one day of vacation for every five (5) complete work weeks on the job until January 1 of the year following the year in which they began employment. Once an employee is hired, they begin to earn paid vacation time according to the schedule. However, before vacation time can be used, a waiting period of 30 calendar days must be completed. After that time, employees can request use of earned vacation time including that accrued during the waiting period.

The length of eligible service is calculated on the basis of a "benefit year." This is the 12-month period that begins when the employee starts to earn vacation time (normally January 1). An employee's benefit year may be extended for any significant leave of absence except military leave of absence. Military leave has no effect on this calculation. [See individual leave of absence policies for more information.]

Paid vacation time can be used in minimum increments of one-half day. To take vacation, employees should request advance approval from their supervisors. Requests will be reviewed based on a number of factors, including business needs and staffing requirements. The Commissioner and/or employee's supervisor may restrict or deny vacation requests during certain the school year and around KHSAA events that might fall outside of the school year.

Vacation time off is paid at the employee's base pay rate at the time of vacation. It does not include overtime or any special forms of compensation such as incentives, commissions, or bonuses.

As stated above, employees are encouraged to use available paid vacation time for rest, relaxation, and personal pursuits. In the event that available vacation is not used by the end of the benefit year, employees will forfeit the unused time less a maximum of five days which can be carried forward.

Upon termination of employment, employees will be paid for unused vacation time that has been earned through the last day of work. However, if the KHSAA, in its sole discretion, terminates employment for cause, forfeiture of unused vacation time may result.

Upon retirement or voluntary departure from the Association, employees shall be entitled to compensation for unused vacation (annual leave) time. If an employee resigns or is terminated owing vacation time, the employee's final check shall be adjusted to make restitution.

Vacation (annual leave) time of more than one day must be approved by the Commissioner at least two (2) weeks in advance. Any unexcused, unreported time off shall be recorded as use of annual leave. Any time off during which the absent employee is compensated from an outside source shall be recorded as vacation time and no other type of leave time may be used. Vacation should not be scheduled to coincide with Association events.

Both the employee and the employer are responsible for keeping leave records. All vacation time records shall be reviewed and approved by the Commissioner and the employee's direct supervisor.

### ***Flexible Leave Time***

The KHSAA Board of Control through the Commissioner gives employees the option of receiving compensatory time off ["flex time"] instead of overtime pay for overtime hours worked. All flex time off must be given at the rate of one hour for each hour of overtime worked. Flex time scheduling will be done on a prior approval basis, and will be scheduled to meet both the needs of the employee and the Association.

Flexible time [flex time] is time not compensated by salary or expense reimbursement for time spent performing tasks relative to the duties of an Association staff member beyond the published work schedule of the Association. Flex time is accumulated when a member of the staff performs duties on behalf of the Association in line with his/her responsibilities beyond the normal work schedule of the office and when such accumulated time exceeds a 80 hours during a two-week period.

For non-exempt employees, flex time instead of overtime pay will be allowed if the time off is taken within the conclusion of the second pay period following the pay period during which the overtime is worked.

Accumulated flex time may be used by an Exempt employee at any time with the approval of the Commissioner. Accumulated flex time may also be used for Medical; dental or optical appointment for an existing condition and for the prevention of a condition by an Exempt employee.

Any employee working for any outside entity (separate from the function and purposes of the Association) for a complete day or more, and for which that employee receives compensation, shall not be eligible to take this type of time but shall use vacation time in accordance with the vacation time policy. It is the responsibility of the staff member to ensure that absence will not affect ongoing or pending programs. Employees retiring or leaving the Association will not be compensated for unused flex time.

Both the employee and the employer are responsible for keeping leave records. All flex time records shall be reviewed and approved by the Commissioner and the employee's direct supervisor. All requests for taking of flex time shall operate under these guidelines unless otherwise approved by the Commissioner.

### ***Jury Duty Leave***

The KHSAA encourages employees to fulfill their civic responsibilities by serving jury duty when required. Employees who have completed a minimum of 30 calendar days of service in an eligible classification may request up to four weeks of jury duty leave over any three year period.

Jury duty pay will be calculated on the employee's base pay rate times the number of hours the employee would otherwise have worked on the day of absence, less any amount of compensation received as jury duty pay not including per diem.

If employees are required to serve jury duty beyond the period of paid jury duty leave, they may use any available paid time off (for example, vacation benefits) or may request an unpaid jury duty leave of absence. Employees must show the jury duty summons to their supervisor as soon as possible so that the supervisor may make arrangements to accommodate their absence. Of course, employees are expected to report for work whenever the court schedule permits.

Either the KHSAA or the employee may request an excuse from jury duty if, in the KHSAA's judgment, the employee's absence would create serious operational difficulties.

The KHSAA will continue to provide health insurance benefits for the full term of the jury duty absence.

Vacation, sick leave, and holiday benefits, will continue to accrue during unpaid jury duty leave.

### ***Military Leave***

A military leave of absence will be granted to employees, except those occupying temporary positions, to attend scheduled drills or training or if called to active duty with the U.S. armed services.

Employees will receive partial pay for assignments in conjunction with KRS 61.394 or KRS 61.396. Upon presentation of satisfactory military pay verification data, employees will be paid the difference between their normal base compensation and the pay (excluding expense pay) received while on military duty. However, employees may use any available paid time off for the absence.

Subject to the terms, conditions and limitations of the applicable plans for which the employee is otherwise eligible, health insurance benefits will be provided by the KHSAA until 30 calendar days after military leave begins. At that time, employees will become responsible for the full costs of these benefits if they wish coverage to continue. When the employee returns from military leave, benefits will again be provided by the KHSAA according to the applicable plans.

Vacation, sick leave, and holiday benefits will continue to accrue during a military leave of absence.

Employees on two-week active duty training assignments or inactive duty training drills are required to return to work for the first regularly scheduled shift after the end of training, allowing reasonable travel time. Employees on longer military leave must apply for reinstatement in accordance with all applicable state and federal laws.

Every reasonable effort will be made to return eligible employees to their previous position or a comparable one. They will be treated as though they were continuously employed for purposes of determining benefits based on length of service, such as the rate of vacation accrual and job seniority rights.



### ***Requesting Leave***

All employees desiring to take one or more complete days of leave [Vacation, Flex, Other] shall submit a written request not less than two weeks prior to the first requested day, for approval by the Commissioner and the individual's direct supervisor. All requests shall be on the requisite KHSAA forms and shall be submitted in accordance with standard practice methods, in that the requests of the Executive Staff shall be submitted to the Commissioner for approval, and the requests of all other staff members shall be submitted to the appropriate supervisor for recommendation prior to submission to the Commissioner for approval.

### ***Other Leave***

Each Association employee should discuss with the Commissioner any request for leave due to Court appearance, Military service, or special education leave.