

# General Bulletin Information

National Federation of State  
High School Associations



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# MAJOR BYLAW CHANGES 2015-2016

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## MAJOR COMMITTEE REPORT CHANGES

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-- Golf (girls), Swimming (girls), Tennis (girls) to three classifications

## **CHSAA TRANSFER RULE AFFECTING FALL SPORTS**

Any student who reports to a team on or after August 17 (first day of formal practice) and is actively in contention for a berth on a team (involved in any physical activity) may not transfer to another school (without a parental move) without losing varsity eligibility for the remainder of the season and/or calendar year.

A transfer from one high school to another, at any time without a permanent change of domicile by the student and his/her family from one attendance area to another, will render the student ineligible for the first half of the season during the next calendar year in any sport in which the student competed during the last 12 months.

**Mid-year transfer** – if the transfer occurs after the start of school or after competing interscholastically, the student will have restricted eligibility in any sport he/she played during the previous 12 calendar months for the remainder of the school year. Entering the next year, the student will be restricted to sub-varsity eligibility for the first half of the season in all sports in which the student participated the previous 12 months.

**Summer transfer** – if the transfer is made over the summer, the student will be restricted to the sub-varsity level for the first half of the season in all sports for the upcoming school year in which they had competed during the 12 months prior to the move.

**\*\*NOTE\*\*** The CHSAA has 2 transfer bylaws related to students transferring to a school where her non-school/club coach is coaching and any transfer that can be construed as an athletically-motivated transfer. Students who fit under these bylaws will have restricted eligibility only. Contact your athletic Director

**CHSAA By-law Article 18, Rule 1800.3 (d)** – if a student transfers to a school where his/her previous coach is a coach of the current school team, that move will be deemed motivated by athletic consideration. Under provision of this rule, the coach may be a former school coach or a non-school coach.

**Transfers by home school students and students at schools without programs** – contact your athletic director immediately, to clarify any transfer student eligibility. These students ARE subject to the transfer rule.

**CONTACT YOUR ATHELTIC DIRECTOR IMMEDIATELY, TO CLARIFY ANY TRANSFER STUDENT ELIGIBILITY**, before these students are allowed to compete in interscholastic competition.

1. Establish a system to screen each candidate who reports out for your team after the start of practice even if they attended your school the previous year. Determine if they practiced at another school.
2. If a student participates in a practice but transfers to another school, notify the other school.

**SITUATION 1:** A student attends school A and is a member of the softball team as a junior. In her senior year on the first day of formal practice, she actively participates in practice at school B. Without a parental move, the student then enrolls at school A and participates in A's practice the next day.

**RULING 1:** The student shall be ineligible for varsity softball for the remainder of that year

**SITUATION 2:** An incoming freshman enrolls at School A and participates in conditioning drills and timed 40-yard dashes on the first day of formal practice. The next day the student enrolls at School B and wishes to become a candidate for the varsity football team.

**RULING 2:** The student may not participate at the varsity level in football at School B because of his active participation in practice at School A.

**SITUATION 3:** A student has applied for open enrollment at school B but will not receive a decision until August 21. She practices for a week at school A and when informed of her acceptance at school B, transfers and begins practice at B. Is she eligible for varsity competition?

**RULING 3:** No. As in any circumstance beyond a student's control, a Hardship Waiver may be submitted on her behalf.

**SITUATION 4:** A student is a candidate for the JV team at School A on the first day of formal practice. Without a parental move, the student transfers to School B and becomes a candidate for the B JV team. Is he immediately eligible?

**RULING 4:** No. A Restricted Waiver must be approved before he is eligible to compete on the JV level. He is not eligible for varsity competition.

**SITUATION 5:** A student plays basketball at School A as a freshman. During the summer he plays for the Club C out of a nearby town. He plays for School A as a sophomore and applies for open enrollment to School B. School B's junior varsity basketball coach is the coach for Club C. If the student transfers to School B, what is his eligibility in basketball?

**RULING 5:** The student has eligibility at the sub-varsity level only for the entire school year.

### **FIVE DAY PRACTICE RULE (Nine Days for Football)**

Each student competing in an interscholastic sports program must have had a minimum practice period of five days in his/her sport(s) (exclusive of Sundays) before representing his/her school in an interscholastic contest or scrimmage. A student must have a minimum of nine days of practice in football. (Receiving school must have written verification on file if transfer of schools is involved.)

### **EJECTION OF A COACH**

CHSAA Bylaws require that a coach under contract with the school district must assume supervisory responsibility for all interscholastic contests. If a coach is ejected and no credentialed person from that school is available, the contest shall be forfeited.

A coach ejected from a contest for committing an unsportsmanlike act shall be suspended from coaching for the next regularly scheduled match or contest of the same level. He/she may not coach in any other contest at any level during this time.

A coach ejected from a game is required to complete the following courses offered on-line by the National Federation of State High School Associations (NFHS): Sportsmanship; and, Teaching and Modeling Behavior. These courses shall be completed before he/she will be removed from probation

and must be finished in a reasonable amount of time during the season to be determined by the school's athletic director.

A coach ejected from a game is automatically placed on probation according to policies established by the Board of Directors.

A coach ejected from a second contest during the same season shall be suspended from coaching for the next two contests of the same level.

A coach ejected from two contests during a five-year period shall be required to appear at a hearing before the Commissioner or his/her designee and shall be subject to a penalty to be determined by the Commissioner.

A coach ejected from three contests in a five-year period shall be placed on restriction.

## **EJECTION OF A PLAYER**

Any player who has been ejected from a match or contest shall be disqualified for the remainder of that match or contest. In addition, the player shall be suspended from competition for the next scheduled match or contest played at the same level (sophomore, junior varsity, or varsity). The player may not take part in any other games or contests at any level during this time. The number of matches, meets or contests for which the participant has been suspended from competition will decrease the stated maximum allowable matches, meets or contests in each sport for the suspended participant. A school may not schedule a contest after an ejection in order to circumvent the penalty.

If a player ejection occurs in the final match or contest of the season, then that player shall be suspended from competition for the first match or contest of the next season of sport that player elects to play. In satisfying the penalty, the player must sit out a game in a sport in which he/she completes the season. (See the CHSAA Handbook for more information)

## **8th GRADE CONTACT**

A person, acting in the capacity of the high school coach or serving in a role representing the high school, may have informational meetings anytime with 8<sup>th</sup> grade students who live in that high school's attendance area as established by the school district, or with those 8<sup>th</sup> grade students that have pre-registered to attend that high school; the coach may conduct practice with those eighth graders starting May 1. This contact may include currently registered underclassman. The Sunday Contact Rule applies to this contact.

## **TAUNTING**

Taunting is considered any action(s) or comments by coaches, players, or spectators which are intended to bait, anger, embarrass, ridicule or demean others, whether or not the deeds or words are vulgar or racist.

Game officials shall, in all sports, follow the rules set forth by the National Federation for each sport. Penalties under these rules may include ejection or other penalties for flagrant unsporting-like behavior-like offenses. Taunting in all sports and/or activities is an unsporting-like behavior-like offense that may result in a game ejection with penalties as outlined in the student ejection policy in the CHSAA Handbook.

## **COACHES REQUIRED TO ATTEND RULES MEETING**

All varsity head coaches shall attend annually a CHSAA approved rules clinic in their sport prior to the start of the first interscholastic contest.

Penalty: Coach placed on probation for the first offense; restriction for subsequent offenses.

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### **16.05. COACHES REQUIRED TO ATTEND RULES MEETINGS**

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1650.1 All varsity head coaches shall attend annually a CHSAA approved rules clinic in their sport prior to the start of the first interscholastic contest.

Penalty: Coach placed on probation for first offense; restriction for subsequent offenses.

Q1: Are head coaches required to attend CHSAA approved rules clinics?

A1: Yes. A varsity head coach will be placed on probation for his/her first offense unless he/she has attended at least one rules interpretation clinic recognized by the CHSAA in his/her sport(s) prior to the start of current season.

Q2: Would a rules interpretation clinic, presented to the team and coaching staff during a preseason scrimmage, suffice as an approved clinic?

A2: Notification of the clinic, with the names of the clinic presenters, would have to be approved by the CHSAA prior to the scrimmage date.

Q3: What happens when a coach violates rule 1650.1?

A3: On the first violation, the coach will be put on probation. If a second violation occurs, the coach will be put on restriction.

## **SAMPLE WARNING TO STUDENTS AND PARENTS**

### **NOTICE TO ATHLETES AND PARENTS OR GUARDIANS**

SERIOUS, CATASTROPHIC AND PERHAPS FATAL INJURY MAY RESULT FROM ATHLETIC PARTICIPATION

By its nature, competitive athletics may put students in situations in which SERIOUS, CATASTROPHIC and perhaps, FATAL ACCIDENTS may occur.

Many forms of athletic competition result in violent physical contact among players, the use of equipment may result in accidents, strenuous physical exertion and numerous other exposures to risk of injury.

Students and parents must assess the risks involved in such participation and make their choice to participate in spite of those risks. No amount of instruction, precaution, or supervision will totally eliminate all risk of injury. Just as driving an automobile involves choice of risk; athletic participation by high school students also may be inherently dangerous. The obligation of parents and students in making this choice to participate cannot be over-stated. There have been accidents resulting in death, paraplegia, quadriplegia, and other very serious permanent physical impairment as a result of athletic competition.

By granting permission for your student to participate in athletic competition, you, the parent or guardian, acknowledge that such risk exists.

By choosing to participate, you, the student, acknowledge that such risk exists.

Students will be instructed in proper techniques to be used in athletic competition and in the proper utilization of all equipment worn or used in practice and competition. Students **must** adhere to that instruction and utilization and **must** refrain from improper uses and techniques.

As previously stated, no amount of instruction, precaution and supervision will totally eliminate all risk of serious, catastrophic, or even fatal injury.

If any of the previous information is not completely understood, please contact your school principal for further information and clarification.

**Instructions:** Sign both copies, retain one for your records and return the other to your school.

Student's Name \_\_\_\_\_  
Sport(s) \_\_\_\_\_

This will acknowledge that we \_\_\_\_\_ have read and understand the material contained in the NOTICE TO ATHLETES AND PARENTS OR GUARDIANS.

\* \* \* \* \*

Signed \_\_\_\_\_ Date \_\_\_\_\_  
Parent or Guardian

Signed \_\_\_\_\_ Date \_\_\_\_\_  
Student

**STUDENT ELIGIBILITY INFORMATION FORM**





## STUDENT ELIGIBILITY INFORMATION FORM

I hereby give my consent for \_\_\_\_\_ to compete in athletics for \_\_\_\_\_ High School in Colorado High School Activities Association approved sports, except as noted on the Physical Examination and Parent Permit Form, and I have read and understand the general guidelines for eligibility as outlined in the *CHSAA Competitor's Brochure* (as found on the CHSAA site).

Parent or Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_

I have read, understand and agree to the General Eligibility Guidelines as outlined in the *CHSAA Competitor's Brochure*.

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

No student shall represent their school in interschool athletics until there is a statement on file with the superintendent or principal signed by his/her parent or legal guardian and a signed physical form certifying that he/she has passed an adequate physical examination within the past year, noting that in the opinion of the examining physician, physician's assistant, nurse practitioner or a certified/registered chiropractor, is physically fit to participate in high school athletics; that student has the consent of his/her parents or legal guardian to participate; and, the parent and participant have read, understand and agree to the CHSAA guidelines for eligibility.

## GENERAL ELIGIBILITY

1700.

### PARTICIPATION IS A PRIVILEGE

Participation in interscholastic activities as a part of a school's educational program is a privilege and not a right. Students wishing to participate are required to meet standards of personal behavior and academic performance which are related to school purposes. In this regard, the CHSAA and its member schools may exercise the fullest discretion permitted under law.

1710.

### GENERAL ELIGIBILITY REQUIREMENTS

A student enrolled in a high school shall be eligible to represent that school in CHSAA-sanctioned interscholastic activities if the student meets the following specific requirements:

- (a) The student is a bona fide undergraduate member of the high school in which he/she is enrolled.

EXCEPTION 1: Home based and other students which meet statutory requirements shall be eligible. Statutory requirements state that a student in a home based education program must be registered with the school district of participation a minimum of 14 days prior to being considered a home schooled student. Students who do not meet statutory requirements shall be considered ineligible for interscholastic competition, but may practice (provided he/she is registered with the school district).

EXCEPTION 2: A student who registers at the beginning of the school year in a non-public home-based educational program may participate in the activities program at a public or private school. In the case of a private school, the student must be accepted for inclusion in the school program by the school and meet any criteria set by that private school.

- (b) In the judgment of the principal of the student's school he/she is representative of the school's ideals in matters of **citizenship**, conduct and sportsmanship.
- (c) PLAN A -- During the period of participation, the student must be enrolled in courses which offer, in aggregate, a minimum of 2.5 Carnegie units of credit per semester and must not be failing more than the equivalent of one-half Carnegie unit of credit.

OR

PLAN B -- During the period of participation, the student must be enrolled in courses which offer, in aggregate, a minimum of 2.5 Carnegie units of credit per semester and must pass a minimum of the equivalent of 2.5 Carnegie units of credit.

OR

PLAN C -- ALTERNATIVE ACADEMIC PROGRAMS – A school with an alternative academic program may request the formation of an alternative academic eligibility standard approved prior to implementation. The eligibility standard for alternative academic programs must be approved by the Commissioner.

NOTE: Factors which may cause the need for approval of said eligibility standard would include, but not be limited to, instructional systems where time of credit completion is variable, systems where no credit is awarded, etc. Concepts to be included in the alternative eligibility programs include the notion that participation is a privilege, students earn the right to participate by meeting acceptable academic expectations,

that students must show acceptable academic progress during the immediate past and at the time of participation.

(Schools must notify the Commissioner, in writing, by September 15 of each year if they wish to change their previously declared option.)

Academic eligibility shall be determined by a periodic check of the student's grade in progress from the beginning of the grading period for each class, as determined by the policy of the student's school, to the close of the certification day for the interscholastic activity in question. In all cases, the periods of eligibility and ineligibility must be equal and at no time may the two groups become eligible on the same day. The school must declare when periodic eligibility will be checked (weekly, bi-monthly, monthly or at the quarter).

Q1: A student at a school which checks eligibility every two weeks is declared ineligible at the two-week check. If the student meets the academic standard after a week of ineligibility, may he regain eligibility?

A1: No. Because the school checks eligibility only every two weeks, the period of ineligibility must be two weeks.

(d) He/She must also have been eligible in accordance with paragraph "c" above at the close of his/her last prior semester of attendance.

1. During the preceding (18 week grading period) semester of attendance, the student must comply with the following:

In Plan A, the student must not have failed more than the equivalent of one-half Carnegie units of credit.

In Plan B, the student must have passed a minimum of 2.5 Carnegie units of credit during the previous semester.

For purposes of eligibility, a semester is considered to begin on the first pupil contact day as defined by the Department of Education, following the completion of the preceding semester. Further, a student will be considered as in attendance if he/she has been enrolled for 15 days or has competed interscholastically at any time during that semester.

2. Regaining Eligibility -- Students who have not met the academic requirements at the close of a semester may regain academic eligibility on the sixth Thursday following Labor Day for the first semester and on the Friday immediately prior to March 10th for the second semester.

Exception: Winter sport athletes who have been declared ineligible for the first semester and did not participate in a fall sport shall use the mid-term grading period closest to the beginning of winter practice to determine if eligibility is regained.

Q2: May a student at a school which conducts no eligibility checks except at the close of the 18 week semester regain eligibility that semester?

A2: No. By conducting no checks, the school makes all students eligible for the entire 18 week semester. Therefore, students must be declared ineligible for an entire semester.

- (e) The number of credits failed or passed during a semester shall be determined from the student's school transcripts and shall include all classes taken during the semester. Fractional credits awarded or not awarded by the school shall be added at the end of each semester to determine eligibility for the succeeding semester.

If, after credits are totaled, and failing credits total more than  $\frac{1}{2}$  credit in Plan A (.50), or passing credits total less than 2.5 in Plan B, students will not be eligible according to Paragraphs (d) or (e) of Article 17, Rule 1710 - General Eligibility.

Q3: What credits can be used to accumulate 2.5 Carnegie units in meeting CHSAA eligibility standards?

A3: Any credit accepted by the school, placed on the student's transcript and used toward meeting graduation requirements. Examples can be correspondence course credit, vocational school credit, college/university credit, online course credit, work study credit, and special education credit.

Q4: A student is ineligible for the first semester because, at the close of the previous semester, he (1) received two F's under Option A; (2) he did not pass 2.5 Carnegie units under Option B; (3) he did not carry 2.5 Carnegie units; or (4) after attending 15 days he drops out of school without receiving credit. If he receives passing grades in all five of his classes on the sixth Thursday following Labor Day, is the student eligible for the remainder of the semester?

A4: Yes, in 1, 2, 3 and 4, provided he continues to be eligible at each of the school's subsequent periodic (weekly, etc.) grade checks.

Q5: A student begins the semester with the same status of the student in Question 1. On the sixth Thursday following Labor Day, however, the student receives two F's. Does the student remain ineligible for the remainder of the current semester?

A5: Yes.

Example: Course "A"	.25 credit	(F)	--	0
"B"	.25 credit	(F)	--	0
"C"	.50 credit	C	--	.50
"D"	.50 credit	B	--	.50
"E"	.50 credit	B	--	.50
"F"	.50 credit	B	--	.50
	Failed .50		Passed	2.00

Student is eligible under Option A (did not fail more than .5 Carnegie units) and is ineligible under Option B (did not pass 2.5 credits).

Q6: When is a student considered to be in attendance with regards to item "F"?

A6: A student will be considered as in attendance the prior semester if he/she has been enrolled 15 days or if he/she has competed in an interscholastic contest.

Q7: A student, on or after the fifteenth day of the semester, withdraws from a class with a passing grade. Does this count as a failure for the balance of the semester in certifying his/her present eligibility? Does this count as a failure and a course taken on the semester record used to determine eligibility for the following semester?

A7: The withdrawal with a passing grade does not count as a failure for the balance of the semester. It also does not count as a course taken to determine current or future eligibility. Thus, the student must enroll in another class to meet the requirement of being enrolled in courses which are equivalent to 2.5 Carnegie units.

Q8: A student, on or after the fifteenth day of the semester withdraws from a class with a failing grade. Does this count as a failure for the balance of the semester in certifying his/her present eligibility? Does this count as a failure and a course taken on the semester record used to determine eligibility for the following semester?

A8: Withdrawing with a failing grade counts as a failure and a course taken in determining current and future eligibility.

Q9: If a student withdraws passing or failing and has not been enrolled 15 days in a semester, shall the previous semester grades be used to determine eligibility for the next eligibility period?

A9: Yes.

Q10: What is the single most important factor in determining a student's eligibility?

A10: Credit received toward graduation as indicated on the official school transcript. The school, and not the CHSAA, must determine whether or not a student receives credit. Students participating in athletic and non-athletic activities, however, may not be given special consideration and must be graded on the same basis as all members of the student body.

Q11: A student whose school has selected Option A for academic eligibility passed five classes and failed none in the previous semester, but is currently failing two classes (more than .5 Carnegie units). Is he/she eligible?

A11: No (ineligible for the periodic eligibility check).

Q12: A student whose school has selected Option B passed five classes in the previous semester, but is currently passing only four (2.0 Carnegie units). Is he/she eligible?

A12: No (ineligible for the periodic eligibility check).

Q13: A school offers classes which meet for two hours daily and which give credit equivalent to that offered for two courses which meet one hour each day per week. If a student is enrolled in three courses, each offering 1 Carnegie unit of credit, and passing them, does he/she meet the eligibility rule?

A13: Yes.

Q14: A junior high student fails two classes in the second semester of 8th grade. Will the student be eligible when he/she enters 9th grade in a 4-year high school the next fall?

A14: Yes.

- (f) A student who drops out of school after having been enrolled and in attendance fifteen days will not be eligible the following semester of his/her attendance. If the student attends fifteen days or more during the semester he/she must complete the required number of credits for the whole of that semester to be considered for eligibility during the next semester.
1. If a student attends a school five days, is absent three days, attends seven additional days, and then drops out, the student is charged with a semester's attendance in that the time is counted from the first day of attendance until his/her last day of enrollment.
- (g) **EXPULSIONS** -- A student who would be ineligible in any school because of expulsion, denial of admission or negotiated withdrawal may not become eligible for competition at any level by transferring. The period of ineligibility is determined by the school at which the ineligibility occurred. A transfer at the beginning of the school year does

not decrease or eliminate the period of ineligibility caused by the expulsion. A student may not transfer schools to avoid expulsion time periods.

Q15: Does a transfer at the beginning of the school year decrease or eliminate the period of ineligibility caused by the expulsion?

A15: No, the period of ineligibility is the same as determined by the original school.

Q16: Can an expelled student immediately regain eligibility by becoming a home school student?

A16: No. A home school student is ineligible for at least the period of expulsion.

1710.1 Completed and signed documentation that parents and participants have been informed, understand and acknowledge basic CHSAA eligibility rules and knowledge of the risk of participation must be on file with the school prior to any student participating in an athletic practice, scrimmage or contest.

1710.2 Completed and signed documentation that parents and participants affirm their responsibility in preventing and reporting hazing must be on file with the school prior to any student participating in an athletic practice, scrimmage or contest.

## **RECRUITING**

Coaches need to be mindful of how they communicate and interact with student/athletes. Anytime a student feels they are being influenced or pressured to enroll in a school a coach is putting themselves and their program at risk of being placed on restriction. See by-law below.

### **ARTICLE 19 RECRUITING**

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#### **1900. RECRUITING**

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1900.1 "Recruiting" means soliciting or encouraging a student to enroll in a school in order to secure that student's participation in an interscholastic athletic program.

1900.2 No school representative shall recruit any student or solicit or encourage any other person to recruit any student. "School representative" includes any person who has a special interest in a school or athletic team, such as a school administrator, coach, assistant coach, other school employee or volunteer, student athlete, parent or family member of a student athlete, school alumnus or booster club member.

Q1: In practical terms, what should a coach do to avoid recruiting violations or accusations of recruiting (please note: in all cases, "coach" also refers to "school representatives of athletic interests")?

A1: 1. A coach may not initiate contact with any athlete for the purpose of recruiting, soliciting or encouraging that student to transfer schools or attend a school outside of his/her area of attendance.

2. If an athlete or parent of an athlete from a different school initiates contact with a coach asking academic or athletic questions about the school, the coach must immediately refer the student or parents to a school administrator, the athletic director or a guidance counselor. Further, as a courtesy, it is strongly recommended that the school at which the student currently attends be notified of the potential transfer.
3. These clarifications are not to eliminate unplanned and casual conversations that may occur between coaches and athletes from different schools, even if athletics are a topic of conversation. A violation occurs when a coach encourages or suggests that a student transfer schools.

Q2: Who may not be involved in a high school practice session?

A2: Some examples of people who may not be involved in a high school practice are: (1) junior high/middle school students; (2) alumni; and (3) "coaches" not under contract to the district (a consultant or clinician under the supervision of the head coach may present an instructional session); (4) students who do not have a parent permit and a current physical exam on file with the school; (5) students who do not have the potential to become eligible because of the age or semester rule.

1900.3 In the event of a violation, the Commissioner shall impose a penalty upon the offending school and all athletic staff members participating in the violation, up to and including suspension of membership. The Commissioner may also find any student athlete involved to be ineligible to participate.

Q1: Is it a violation of the recruiting rule when incidental contact is made?

A1: It shall not be a recruiting rule violation if a member of the athletic staff or school representative of athletic interests is in normal contact (without pre-arrangement) with a prospective student or member of his/her family or guardian excluding any attempt to solicit and/or encourage enrollment in the school.

1900.4 If allegations of recruiting or undue influence are made against a school or coach, the burden of proof in substantiated form must be borne by the accusing party. Substantiated allegations of recruiting or undue influence will be processed by imposing the penalties established in 1900.3.

## **PENALTY FOR PRACTICE, SCRIMMAGE, COMPETITION VIOLATIONS**

The sanctions for violating CHSAA By-law 2330 are severe, so coaches and administrators need to fully understand the rules related to the penalties listed in the by-law below. A violation requires that the coach and program be placed on restriction from the play-offs.

The Sunday Contact rule allows for some non-athletic contact, however, that contact is limited to non-athletic interaction. Coaches and athletic directors should review the bylaws associated with each of the bullet points listed in By-law 2330.1. A good reminder is to develop a checklist of the paper work a student must fill out prior to participation (i.e., physical, parental permission, etc.) to avoid inadvertent violation of any of these rules.



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**2330. PENALTY FOR PRACTICE, SCRIMMAGE, COMPETITION VIOLATIONS**

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2330.1 The Commissioner of the CHSAA is directed to place on restriction for a minimum of one season from state qualifying competition any member school program and/or coach which violates the following rules and other violations as deemed appropriate by the Commissioner:

- Sunday practice/contact;
- Intentional playing of ineligible player or player suspended from competition in an interscholastic scrimmage or contest;
- Falsifying records for eligibility;
- Removing team prior to completion of contest;
- Violation of winter vacation practice prohibition;
- Exceeding team participation limits (penalty not appealable);
- Exceeding individual participation limits;
- Football contact violations;
- Conduct violations;
- Scrimmaging, practicing or competing against middle school/junior high or non-school teams or individuals;
- Intentional violation of any CHSAA Bylaw.
- Team or individual participating in a school-sanctioned interscholastic competition outside the designated sports season.
- Any action or conduct that the Commissioner deems detrimental to the mission of the Colorado High School Activities Association.

***\*Please see complete by-law 2330 in 2015-16 Handbook Constitution & Bylaws.***

<b>OUTSIDE OF COMPETITION</b>
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Players certified to participate as members of any high school sport team may only practice or compete on any other team, in any non-school activity or event in that sport during that sports season with the express written permission of the principal, which permission shall be granted if: (1) the student's class attendance is not compromised; and (b) the student is in good academic standing under the school's activities policy applicable to all students.

EXCEPTION: The sports season ends for a member of a high school athletic team on the day following the completion of his or her school's competition at the level at which the student competes. (CHSAA Handbook, Article 21, Rule 2100.11.)

<b>AMATEUR STANDING</b>
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No student may receive monetary compensation for their athletic endeavors; the amateur rule is much more involved than just receiving cash. Coaches, players, and athletic directors need to familiarize themselves with this rule. Call the CHSAA office for advice before allowing students to be involved in events that can affect their amateur status.

## **ARTICLE 20 AMATEUR STANDING**

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### **2000. AMATEUR STATUS**

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2000.1 The amateur rule applies to those athletic activities which are recognized by the CHSAA as part of the interscholastic program. A member of a high school basketball team, for example, may accept cash awards in sports not sanctioned by the CHSAA (e.g. bowling or rodeo). Students should be aware that although accepting cash in non-sanctioned sports does not endanger their high school eligibility, it could endanger their status with other amateur groups or governing bodies.

2000.11 An amateur sportsman is one who engages in sport solely for the pleasure and the physical, mental and social benefits he/she derives therefrom.

2000.12 A student must be an amateur to be eligible to represent his/her high school.

2000.13 An athlete has forfeited his/her right to compete as an amateur and has thereby become ineligible for a period of time to be determined by the Commissioner, by any of the following actions:

(a) Having knowingly participated in competition with professionals either as a member of a team, some of whom are professionals, or against a team composed all or in part of professionals. (Note: As per NCAA and National Federation guidelines, a professional is defined as an individual who is under a professional contract at that point in time.)

(b) Having competed for money in any athletic activity.

1. It is permissible for a player to accept necessary meals, lodging, and transportation if such are accepted in service rather than in money or any other material form.

2. Competing for a cash prize is interpreted as competing either as an individual or as a member of a team for cash award. It matters not whether the amount awarded as a cash prize is sufficient to cover expenses. Students who compete as members of teams in sports sanctioned by the CHSAA where cash or other prizes of intrinsic value are offered or awarded are ineligible for further high school competition.

3. Students may not accept merchandise prizes given because of their athletic ability. To do so is a violation of this amateur rule.

(c) Having competed under an assumed name in any athletic activity.

(d) Having accepted an award in non-school athletic activities which he/she has converted into cash by sale or by pawning.

(e) Having signed a professional athletic contract.

2000.14 If a student participates in a CHSAA approved sport, in other than CHSAA competition at any time during the calendar year, the student's amateur status is determined by the rules of the amateur governing body of that sport.

Q1: May a high school volleyball player compete in a summer league against a team composed of high school coaches and officials?

A1: Yes.

Q2: May a student accept a savings bond or other form of delayed payment and still be in compliance with Bylaw 2000.13?

A2: No.

Q3: May a high school athlete receive a fee for officiating in a recreation league in his/her sport?

A3: Yes.

Q4: May a high school diver accept money to perform a diving exhibition in a restaurant?

A4: No, if the diver has been employed because of athletic ability.

Q5: May a student accept a meal at a local restaurant for being named the team MVP for that week?

A5: No.

Q6: A school enters into a corporate agreement with a local merchant who wants to put his company's name on the school's baseball jersey. Is this permissible?

A6: Yes. Schools are cautioned to review the National Federation uniform rules in each sport if they are considering advertising on a uniform. Advertising per se is not against any policy within the CHSAA but schools are encouraged to continue to publicize the school related association with athletics rather than the commercial aspect.

## AWARDS

No student may accept cash or merchandise valued at more than fifty dollars, exclusive of engraving.

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### 2010.

### AWARDS

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2010.1 Individuals participating in any interscholastic athletic/activity sponsored and/or approved by the Association shall not accept cash or merchandise awards. Awards must be symbolic in nature with no functional or intrinsic value such as, but not limited to, letters, plaques, trophies, medals, ribbons, certificates and letter adornments and shall not exceed \$50.00 in value exclusive of engraving.

Note: "Cash" includes such things as, but not limited to, remuneration in any form such as cash, money orders, gift certificates, scholarships (cash/check payment to school of choice is approved, but not to student recipient), free or reduced price meals.

"Merchandise" awards include such things as, but not limited to, jackets, sweaters, blazers, windbreakers, jogging suits, blankets, rings, etc.

***Please see complete bylaw 2010 in 2015-2016 Handbook Constitution & Bylaws.***

## **COACHING CONTRACT - PAY**

Coaches may only accept pay from the school they work for and must be contracted to coach at a high school. See by-law below.

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### **1640. COACHING CONTRACT - PAY**

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1640.1 Each coach/director shall be under contract to the school district in which he/she coaches/ directs, and may be employed solely as a coach/director. Coaches/Directors shall not receive any pay or other remuneration for coaching/directing, other than the stipulated contract salary or pay scale agreed to by the Board of Education.

1640.11 SOURCE OF SALARIES -- All salaries or remuneration for the fulfillment of the school district coaching/director contract must come as direct payment from the employing school district or private school governing body. Acceptance of additional pay or any other remuneration either in money or merchandise from any organization or group outside of the school itself is a violation of this regulation. Recognized outside groups such as "booster" groups may make a donation to the school's or district's general activities fund, but may not specify any monies be utilized for the payment of salaries for Advisor A, Coach B, etc. This regulation, on the other hand, does not prevent school employees from receiving gifts or awards of no intrinsic value.

Q1: Can an outside group (i.e. Booster Club) help fund a specific school/ athletic program?

A1: Yes.

Q2: Can a Booster Club pay a coach directly for his/her coach's salary?

A2: No, funds must be given to the school administration for distribution.

1640.12 BOOSTER CLUBS – Booster clubs, athletic/activity foundations, or similar named outside organizations may be formed for the purpose of providing additional financial assistance to specific teams or general athletic/activity programs.

Any benefits provided by the outside organizations, which can include monetary contributions, facility improvements, equipment, transportation, awards, additional team support, etc., are subject to applicable State/Federal Regulations.

All booster club or similar donations to sport specific teams or general athletic/activity funds by outside organizations must be approved by school and/or district administration.

1640.13 PENALTY FOR VIOLATIONS OF COACH/DIRECTOR CONTRACT – PAY – A school using a coach/director who does not meet the requirements listed in Bylaw 1640 shall be subject to penalties, to be determined by the Commissioner, which may include forfeiture, restriction, probation, suspension of membership or other appropriate penalties.

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## **SPORTSMANSHIP**

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## **RANDOM ACTS OF SPORTSMANSHIP INITIATIVE**

In a recent meeting of the Sportsmanship Committee the decision was made to identify what the committee feels happens more often than most people think and that is our teams, student-athletes, coaches, student bodies, parents, and fans participate in positive acts of sportsmanship. Therefore the Committee stole from the concept of random acts of kindness to propose a project for the CHSAA called Random Acts of Sportsmanship.

Within our 342 schools, the committee know that this type of positive sporting behavior happens all the time in the CHSAA. The Committee is asking that you announce this project to your student body to be on the lookout for random acts of sportsmanship. The Committee/CHSAA will select from the pool of submissions and pick the top five, which will be presented at the fall Sportsmanship Symposium. Those individuals who participated in these random acts of sportsmanship will be recognized at the Symposium as well.

### **THE DETAILS**

Where to Submit: CHSAA website – [chsaa.org/Sports + Activities/Sportsmanship/](http://chsaa.org/Sports+Activities/Sportsmanship/)”Random Acts of Sportsmanship” link

What to Submit: Scenario/Description of Events and Characters

How many to Submit: Unlimited

Questions: [trobinson@chsaa.org](mailto:trobinson@chsaa.org)

## **SPORTSMANSHIP PROTOCOL AT ALL CHSAA CONTESTS AND ACTIVITIES**

1. National Anthem-When the National Anthem is played or the Pledge of Allegiance is recited, students, fans, coaches and players should stand at attention, remove hats and face the flag.
2. Cheerleaders/Fans/Spectators
  - It is recommended that there be positive cheers only.
  - Only cheerleaders may use megaphones.
  - All patrons must wear shirts and shoes. Face painting is allowed
  - Cheer and tumbling routines must be in front of your team’s student body. Routines that spill onto the area of the opposing team are prohibited.
  - Cheer squads may perform under the basket area outside the free vertical lane lines at all times.
3. Banners
  - One cloth or vinyl banner may be used, but must be sanctioned by the game management, principal, and/or athletic director before the contest. Note: Some facilities, including venues used for CHSAA playoffs, may not allow any banners. Paper banners are not allowed at CHSAA sponsored playoff events.
  - The words and graphics on banners must be positive: i.e. “beat”, “outscore”, “conquer”, etc.; Negative banners: i.e. “kill”, “Maim”, “scalp”, etc., will be confiscated and may result in no future use of banners.
  - Banners must not block the view of others
4. Noisemakers
  - All artificial noisemakers are prohibited. This includes: cowbells, drums, whistles, horns, plastic clackers, thunder sticks, etc. Exception: bleacher kicking is permitted if the facility management allows it.
  - An air horn or cannon may be used on the field and only if supervised by a school designee. It should never be disruptive to the playing of the game and used only during dead ball periods at the end of playing action.
  - No musical instruments and/or amplified music, including drums, shall play while the game clock is running or when a “live-ball” situation is applicable by rule, whether the game is indoor or outdoor. This includes fanfares, drum rolls, etc. The only time the game, once started, is not “in progress” is during a time timeout or intermission. This applies to the use of outdoor,

in-gym, or in-arena sound systems and public address announcements. The announcer is an integral member of game administration and is a reporter of information not necessarily obvious to spectators. Great care must be exercised to see that neither team gains an advantage from announcements over the public address system. Announcers are not “play-by-play” announcers.

➤ There shall be no amplified instruments at any CHSAA playoff events.

5. A list of acceptable and unacceptable behaviors can be found in the Game Management and Sportsmanship Expectation Guide included in your school box.

**CHEER FOR YOUR TEAM AND NOT AGAINST THE OPPONENT!!**

**ROLE OF SCHOOL HOSTING OFFICIALS**

**2730.**

**ROLE OF SCHOOL HOSTING OFFICIALS**

In striving for competent and efficient officiating at all athletic contests, the Association is equally insistent that school authorities, coaches and players exert every effort to assure officials the respect and courtesy to which their position entitles them. Instances of unsportsmanlike and discourteous treatment of officials by coaches, players, school authorities, or fans of any school community will warrant vigorous warning by, or suspension from, the Association. The Commissioner is authorized to investigate any reports of such conduct and to issue appropriate penalties which may include suspension.

*\* Please refer to Sportsmanship Game Management Guide*

**RATE YOUR OFFICIALS**

To: Coach or School Athletic Director:

RE: Officials Evaluations

Statistics shows that officials are better when they know that someone is watching them or plans to evaluate them. The CHSAA is aware of the time constraints you have with all your coaching duties but if you want official to not only be accountable but better at what they do, you must take time to evaluate them, good or bad.

Many of you have an assigner that uses Arbiter Sports. It has very user friendly system for evaluating officials that is directly associated to each assigned game at all levels. It even sends a reminder if you forget to submit an evaluation. The information, just like the Rate Your Contest Official link on the CHSAA website, is confidential. Only the CHSAA administrator and school assigner of that sport are privy to the evaluations.

Good luck this season and please join in the process of making your officials the best they can be.

Please continue reading below to know how to evaluate your officials for the 2015-1016 school year.

Evaluation of Officials by Coaches/Other

Games in Arbiter

Login to ArbiterSports.com and Click on the Evaluation tab. Any game you have played in Arbiter display so that you can evaluate the officials on the game. You don't have to know the names of the officials and in most cases a picture of the official will display as well.

Games not in Arbiter (same as in the past but hopefully more user friendly) Logon to [chsaa.org/coaches/RATE YOUR CONTEST OFFICIAL](http://chsaa.org/coaches/RATE_YOUR_CONTEST_OFFICIAL).

## **INCLEMENT WEATHER AND ACTS OF GOD POLICY**

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### **5010. INCLEMENT WEATHER AND ACTS OF GOD POLICY**

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5010.1 Contests interrupted because of acts of God shall be continued from the point of interruption unless the teams agree to terminate the contest with the existing score or there are conference, league, CHSAA or National Federation game rules which apply.

5010.2 The following policy statements represent the general operating procedures of the CHSAA regarding post-season competition that is threatened by acts of God which include, but are not limited to, inclement weather, infectious diseases, or other uncontrollable and unforeseen circumstances. Circumstances not covered by this policy are left to the discretion of the CHSAA office.

Note: Schools and individuals have the added responsibility of making alternative travel plans to contest/tournament sites based upon weather forecasts, etc. As a common factor, input and recommendations are to be sought from the Highway Patrol Division of Highways and Travel.

#### Team Competition

1. Dual - The scheduled starting time and/or date of a contest/event may be adjusted upon consultation and mutual agreement of the administrators from the two affected schools as well as consultation with the CHSAA office.
2. Tournaments/Conferences - In the event acts of God prevent a team(s) from arriving on time for a scheduled contest as part of a post-season tournament, the following steps will be enacted:
  - a. When the number of schools participating is 25% or more that are unable to be present, the tournament/conference director, in consultation with the CHSAA, shall postpone all or part of the day's contests/activities. Alternative brackets and time schedules shall be determined by the director, in consultation with the CHSAA, which may include extending the contest/ tournament.
3. When less than 25% of schools are not able to attend the following procedures will be followed:
  - a. Notify the tournament director or designee with complete details a minimum of four hours before the scheduled starting time the day the tournament is to begin and/or other affected days of the tournament.
  - b. If unable to arrive for the scheduled starting time, that segment of the bracket (game) will be moved to a later time slot that evening, following the completion of scheduled contests.



- c. In the event "a" is not possible, the game(s) will be rescheduled the following morning-- where the schedule permits --at a time to be set by the tournament director.
- d. In the event "b" is not possible and the contest(s) cannot be rescheduled due to facility and/or schedule conflicts, etc., the contest shall be declared a forfeit. When a consolation bracket is available, the team unable to make the contest will enter the consolation bracket.

### Individual Competition

1. Tournaments/Conferences - In the event acts of God prevent an individual(s) from arriving on time for a scheduled match as part of a post-season tournament, the following will apply:
  - a. In cases where less than 10% of participants are affected, the event/tournament will continue as scheduled and the individual will forfeit his/her position in the draw. When a consolation bracket is involved, the participant(s) unable to make the scheduled match will enter the consolation bracket. (The sport specific rules apply, i.e. NFHS weigh-in policy.)
  - b. If a number of participants in excess of 10% cannot be present before the official check-in period, but are planning to attend and contact the tournament director a minimum of four hours in advance of the tournament, the tournament director, in consultation with the CHSAA, may adjust the bracketing and schedule for the purpose of allowing maximum participation.
  - c. When the number of participants is 25% or more who are unable to be present, the tournament director, in consultation with the CHSAA, shall postpone all or part of the day's contests/ activities. Schedules/brackets and alternative plans shall be determined by the director, in conjunction with the CHSAA, which may include extending the contest/tournament.

## MEDIA

### **CHSAA MEDIA INFORMATION**

The CHSAA encourages its schools, administrators, coaches and players to cooperate with the media personnel covering their games. In an effort to expedite those efforts, the CHSAA issues a year-long media credential to professional media assigned to cover prep sports for their outlet. While credentials are issued throughout the year, the CHSAA office encourages schools to remind those persons covering their teams to request the CHSAA Media/Photo Pass before the school year begins. That information can be accessed at [www.chsaanow.com](http://www.chsaanow.com) and going to the chsaa.org tab, then Media information on the left side of the page.

### **CHSAA STUDENT MEDIA PASSES**

Each CHSAA member school is issued Student & Media Photo Passes – all schools will receive 3 passes – for use by students only. These passes allow for students to gain access to games/events for their school. It is the responsibility of the Athletic Director to ensure that these passes are used appropriately and only by students. Lost passes will NOT be replaced and misused passes will be confiscated.

### **NFHS NETWORK (CHSAA.TV)/WEB STREAMING**

The CHSAA is a member of the NFHS Network, which has the rights to and streams all CHSAA playoff contests. Should a school wish to stream a playoff event, it will need to contact the CHSAA office for permission. Broadcast fees will accompany any playoff broadcast. Please consult your School Media Handbook for the rules and regulations around playoff broadcasting of any kind.

### **REGULAR SEASON TELEVISION/WEB STREAMING**

Any commercial television or web stream broadcast must be approved by the CHSAA Office. The Regular Season Letter of Agreement provides the appropriate information for these broadcasters and must be filled out and approved prior to any regular season television or web stream broadcast. That information can be accessed at [www.chsaanow.com](http://www.chsaanow.com) and going to the chsaa.org tab, then Media Information on the left side of the page.

### **CHSAANOW.COM**

The Colorado High School Activities Association has launched a commercial website called CHSAANOW.com. There have been a number of media questions arising about what material is non-proprietary and needs to be attributed and that of a general information site. Please note that CHSAANow.com is a media outlet similar to how NFL.com operates. The CHSAA is now an organization that covers itself. At times, this means the sire will break news. On the occasion that happens, media outlets, including student-driven outlets, may use that information as long as it is attributed to CHSAANow.com, and not simply as the CHSAA. Information attributable to CHSAA should only be that information provided through press releases.

Press releases issued by CHSAA will be released to all media outlets at the same time and will be available for immediate publication or airing. These releases are also published on CHSAANow.com and are located on the left side of the CHSAANow.com site.

Media Outlets wishing to publish or use CHSAANow.com polls on air, in print or on-line should contact Ryan Casey ([rcasey@chsss.org](mailto:rcasey@chsss.org)) for usage guidelines if they have not already done so.

*Note: CHSAA Twitter: @CHSAA – use #copreps for Colorado High school results and news. Also follow CHSAA's Facebook – Facebook.com/CHSAA.*

**MAXPREPS.COM**

Schools are required to post their scores and statistics with MaxPreps after each contest. CHSAA seeding committees will use the MaxPreps results as the sole source for information when seeding and pairing the playoffs. Please go to the MaxPreps website for posting instructions <http://www.MaxPreps.com>

# 2015-2016 CHSAA COACHING REGISTRATION

HOLD A CURRENT TEACHING  
LICENSES

PLEASE NOTE: INCOMPLETE  
PAPERWORK WILL BE  
RETURNED TO YOUR SCHOOL

## One-Year Coaching Registration Checklist

- A completed Coaching Registration Application
- Attached proof of passing the CHSAA Online Coaches Test
- NFHS Concussion course or an in-person concussion course
- ALL NEW SPIRIT COACHES MUST ATTEND THE CHSAA CONFERENCE** ( For information go to [www.colohsca.org/schedule](http://www.colohsca.org/schedule))
- Payment of \$75 -- **DO NOT SEND PAYMENT SEPARATELY**



## Permanent Coaching Registration Checklist

- A completed Coaching Registration Application
- Attached proof of passing the CHSAA Online Coaches Test
- Attach proof of passing the NFHS Concussion Course or an in-person concussion course
- First Aid/CPR
- Attached proof of completing an Approved Coaching Education Course or transcripts (Approved courses listed below)

Payment of \$75 -- **DO NOT SEND PAYMENT SEPARATELY**

### Approved Coaching Education Courses All Sports (Only one of the following is required)

- The NFHS Fundamentals of Coaching ( **Non-sport specific**) \*this course is recommended by CHSAA
- HPPE 350 Coaching Methods, Adams State College
- Metro State Coaching Education Course
- Northeastern Junior College Coaching Class, PER 126-001
- Transcripts with at least 16 college credit hours related to PE and/or coaching
- ASEP Coaching Course
- Positive Coaching Alliance

### Approved Spirit Coaching Education Courses (To become a permanent coach you complete bullet 2).

#### **REQUIRED FOR ALL SPIRIT COACHES \***

- Must attend an annual approved CHSAA mandatory rules meeting.
- To move to permanent status you must attend the Colorado High School Coaches Association Clinic
- **\*Just a reminder that all spirit coaches must attend ONLY spirit coach clinics endorsed by the Colorado High School Activities Association. First year coaches must attend the CHSAA conference in late July to be registered.**

### Approved Music Coaching Education Courses (Only one of the following is required)

- 16 college credit hours on a transcript related to music
- Certificate of attendance at the CMEA Conference
- Certificate of attendance at the Colorado Bandmasters' Assoc. Summer Clinic

### Speech CHSAA accepted Coaching Education Courses (Only one of the following is required)

- 16 college credit hours on a transcript related to speech education
- Certificate of attendance at the Colorado Speech Symposium

### ? What is an upgrade and how can I receive one?

- A coaching registration upgrade is what happens when a 1-Year coach registration candidate submits all paperwork for a permanent coaching registration before the expiration of their current 1-year coaching registration to avoid payment of an additional \$75 fee for permanent coaching status. **Upgrades must be submitted to the CHSAA within the duration of a Current 1-year coaching registration.** All upgrades must **include all paperwork on the Permanent Registration checklist.** Upgrades will not be accepted if received after the expiration date of a 1-year registration.

### Coaching Registration Checklist for Retired Educator

- A completed Coaching Registration Application
- Attached proof of passing the CHSAA Online Coaches test
- A copy of expired teacher's license
- First Aid/CPR
- NFHS Concussion Course

**WE REQUIRE THE ORIGINAL DOCUMENTS ON FILE.**

**ALL PAPERWORK MUST BE MAILED TO OUR OFFICE OR BROUGHT IN PERSON.**

Mail to: CHSAA, 14855 E. Second Avenue, Aurora, CO 80011

Information can be found on [www.CHSAANOW.COM](http://www.CHSAANOW.COM) /[CHSAA.ORG/COACHES](http://CHSAA.ORG/COACHES)

No certificates are mailed to schools or coaches. Registration can be checked at [CHSAA.org](http://CHSAA.org) / "Find Registered Coach by Last Name"

The online coaches' test is located at [CHSAA.org](http://CHSAA.org) and "Take the 2015-2016 Coaches/AD Test Here"

**THANK YOU**

2015-2016 COACHING REGISTRATION APPLICATION

Payment \_\_\_\_\_  
(Office Use Only)

Date: \_\_\_\_\_ Check Registration: One-Year \_\_\_\_\_ Permanent \_\_\_\_\_

**Registration will not be processed unless your Athletic Director has submitted Form 20 to our office**

Name: \_\_\_\_\_  
Last First M.I. Maiden

Mailing Address: \_\_\_\_\_  
Street, RFD, Box City State Zip Code

Home Phone: \_\_\_\_\_ Work: \_\_\_\_\_ Email: \_\_\_\_\_

Social Security Number: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

WHAT SCHOOL WILL YOU BE COACHING: \_\_\_\_\_

**EDUCATIONAL EXPERIENCE: (Attach transcripts only if you have a major/minor in PE or related field or a minimum of 16 credit hours or more in PE or related field).**

**Applicant Background Information**

- 1. Have you been dismissed from coaching for immoral or unprofessional conduct or for unfitness for service? YES NO
- 2. Have you ever been convicted of a felony and/or misdemeanor other than minor traffic offenses? YES NO  
**If you have answered "YES", a full explanation from you must be attached to this application, including the final disposition from the court where your case was held and a letter from your Athletic Director stating they are aware of your charge and still willing to hire you.**
- 3. Have you had a certificate of registration for coaching or teaching revoked, suspended or annulled? YESNO

**Athletic Director Completes this Section**

- 1. Have you submitted Form 20 to the CHSAA office? (no registrations will be processed until form is received) YES NO
- 2. I verify that this applicant has acceptable moral character YES NO
- 3. I verify that this applicant has answered no to all three of the background questions on the Application. YES NO
- 4. In addition, I have either employed this candidate in the past and know of his/her moral character or have checked with at least one other professional who has attested to his/her moral character. YESNO

Athletic Director Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Notarization Section**

Applicant Signature: \_\_\_\_\_ (Must be signed in front of a Notary Public)

Subscribed and Sworn To Before Me This \_\_\_\_\_ Day of \_\_\_\_\_ 20 \_\_\_\_\_

**Witness My Hand and Official Seal**

My Commission Expires: \_\_\_\_\_

Notary Signature

Seal

Address \_\_\_\_\_

