

POLICY- INSTITUTIONAL CONTROL - MEMBERSHIP OBLIGATION - SELF REPORTING OF VIOLATIONS

Sec. 1) Institutional Control

- a) The member school principal is ultimately responsible for all aspects of the athletic program, whether it is rules enforcement and reporting or eligibility certification. It is important that each member school through its Principal exercise the principles of institutional control in order for the Association to continue as a fully functioning membership organization and in order for the school to remain a member.
- b) There are several principles that go into the concept of maintaining institutional control. Control shall first be defined in common sense terms and is best summarized by the school having in place the proper policies to ensure that violations do not occur, and if they do occur, the Principal exhibiting the leadership and duty to correct the problems and prevent recurrence. In general, violations do not result from a lack of institutional control if there are adequate preventive measures in place that are properly monitored and followed, and if swift action is taken.
- c) However, there are several things that demonstrate a lack of institutional control including the failure to implement proper preventive procedures; failure by members of the designated athletic staff to thoroughly investigate and report violations; failure to adequately disseminate and distribute compliance information; failure to adequately distribute compliance duties to allow for effective control; failing to make clear to all coaches and participants that rules violations will not be tolerated; failing to fully investigate and file reports as requested when potential violations are reported; a head coach failing to create a compliant atmosphere with the assistant coaches.
- d) The KHSAA enforces its rules based on the following premises: KHSAA regulations and information are readily available to the member schools and general public; the Principal or Designated Representative properly distributes information, rules manuals, communication, forms, and other needed materials to the members of the athletics staff; that meaningful education programs are conducted within the schools to ensure compliance; student-athletes are properly informed about rules prior to and during participation. Certainly the compliance history of a school and its cooperative spirit during any investigation or inquiry will factor into any penalty decision regarding violations.

Sec. 2) Applicable Control and Self-Reporting

- a) Per KHSAA Bylaw 1, all member schools are expected to exercise institutional control within his/her school and to maintain institutional control of all phases of interscholastic athletic activities within a member school, including the activities of its student-athletes, athletic and school administration, coaching staff (paid and unpaid, head and assistant) booster clubs, parent groups, and all related entities.
- b) Exercising that control requires the submission of "self-reports" when violations are determined and full cooperation with any ongoing review of a matter related to the conduct of the interscholastic athletic program.
- c) Any self-report must be submitted on school letterhead via email attachment or provided online form and should include the following:
 - (1) Identify and list the bylaws and/or policies that have been violated; and
 - (2) Provide a description of the circumstances leading to the reported violation; and
 - (3) Provide the name of the student and/or coach (if applicable); and
 - (4) List the contests in which the student participated (if applicable); and
 - (5) State any corrective actions taken by the school to deter this situation from happening again in the school's athletic program.
- d) The Commissioner reserves the right to further review and investigate this matter or other matters with respect to potential, additional compliance issues which may be identified as a result of this communication. The association's position is to support

- the member school in a mentoring fashion where possible.
- e) Sanctions will be issued in accordance with Bylaw 27 when any violations are confirmed. Sanctions include what is recommended by the member school as an action, or may include any other penalty deemed appropriate by the Commissioner that is contained within Bylaw 27.