

# COMMISSIONER'S NOTES

AUGUST, 2003

• PLEASE COPY AND DISTRIBUTE TO ALL ATHLETIC DEPARTMENT PERSONNEL •

## FROM THE COMMISSIONERS DESK



As we begin the 2003-2004 school year I would like to share the KHSAA Mission Statement with all of you:

*The KHSAA shall establish, promote and deliver the highest quality interscholastic athletic programs and activities in an efficient and progressive manner that*

*emphasize participation, safety, sportsmanship and integrity to enhance the educational experience of the student-athlete.*

As the year unfolds, it is the goal of the staff and Board of Control to remember our mission, as we plan the athletic and educational activities for the upcoming year.

Feel free to contact me or any of the Association staff should you need assistance in any way. Let's have a great year!

## IMPORTANT FORMS ENCLOSED

The following forms have been revised and are now available on the KHSAA Website.

Physical Form (GE-4)

Domestic Student Transfer Form (GE-6)

Foreign Exchange Student Transfer Form (GE-7)

Copies of these forms are included for you to duplicate. Additional copies may be obtained from the KHSAA website [www.khsaa.org](http://www.khsaa.org). These forms should be used immediately for the upcoming school year. Please dispose of other versions of the forms. **Old transfer forms (GE-6 and GE-7) will be returned if submitted for student eligibility.**

Regarding the Foreign Exchange form, please note that documentation regarding verification of fees paid by the parents of foreign exchange students is now required as part of the documentation necessary for processing (Item # 25).

## NEW ATHLETIC ADMINISTRATOR'S WORKSHOP

Enclosed you will find registration information concerning the New Athletic Administrator's Workshop scheduled for August 8 at the KHSAA office in Lexington. Please call the Association office with any questions.

## REMINDER TO RETIRING/REHIRED COACHES

The KHSAA recently sought additional clarification from the Kentucky Teacher Retirement System and the Kentucky Department of Education regarding coaches who retire from teaching positions but whose schools choose to re-hire them as coaches, and it is important to keep a few details in mind.

1. A coach moving from a teaching position (who also coached) to coaching-exclusive duties becomes a Level II coach for the purpose of KHSAA Bylaws. This may require (if the coach hasn't already completed this task) the coach to go through the National Federation Coaching Education Program in accordance with Bylaw 27.
2. If the coach continues coaching-exclusive duties, the position may or may not be "vacant" as it relates to the need to advertise the position and allow all interested parties to apply. Local district policies will guide this clarification. If for example, all coaching positions are automatically terminated at the end of a year, then they all may be "vacant" depending upon how the local policy is written. If coaching positions are basically continual unless notice is given otherwise, they the positions probably are not "vacant" and do not need advertising, etc. unless the local policies require such posting. Consult your local school district office for these clarifications.
3. In addition, a coach who has retired from teaching and immediately begins coaching-exclusive duties at the same school is not subject to the mandatory period of dormancy from employment in the same district. This important clarification from KTRS allows districts to continue meeting the needs of its schools without worries about these laws. However, each coach should consult the Retirement System for the best options in that coach's given circumstances.

## 2003-04 CALENDARS MAILED

The 2003-04 KHSAA Events Calendar has been mailed to all member school principals, athletic directors and superintendents as well as special orders. If you wish to purchase additional copies of the calendar, contact Marilyn Mitchell at the KHSAA. Calendars are \$8 each and include postage/handling.

## MAKE THE POINT FOR SPECIAL OLYMPICS

The KHSAA is encouraging member schools to participate in the NFHS Special Olympics "Make the Point" for Special Olympics fund raiser. This event is the first-ever national signature fundraising event to benefit Special Olympics and is collaboration between the National High School Federation, Special Olympics and State Associations. The KHSAA is joining forces with these two organizations to raise money for schools and Special Olympics athletes across the nation.

Athletic Directors and School Administrators across the country are charged with rallying their schools to participate in "Make the Point" for Special Olympics.

1. Students establish a personal goal of free throws they will attempt in a to-be-determined time period.
2. Based on that number, the students then solicit pledges per free throw attempt from friends and family.
3. On October 25, 2003, the participating students will gather at their school's gymnasiums, bring the revenue they raised, and shoot as many free-throws as they possibly can during the to-be-determined time period -striving to conquer their established personal goal!
4. As a bonus, the participating schools will be compensated for their efforts by receiving 10% gross of all revenue generated by their school.

For additional information, contact Assistant Commissioner Roland Williams at [rwilliams@khsaa.org](mailto:rwilliams@khsaa.org) or 859-299-5472.

## MEDICAL SYMPOSIUM REMINDER

Medical Symposium attendance will be posted on the KHSAA website August 11, 2003. Principals and/or Athletic Directors are reminded to check the 2003-2004 list to be certain that all coaches are eligible to coach according to the medical symposium requirement. Violations should be self-reported to the KHSAA. This type of self-reporting allows the Association to institute standard penalties for non-compliance against the school and ensure that the school and the Association are both upholding their obligation to comply with this critical requirement.

## SCHOOL MEMBERSHIP DUES

The school membership dues information has been mailed. The deadline for payment is September 1, 2003. Should any school have questions or need a duplicate form please contact Virginia Wilhite at [vwilhite@khsaa.org](mailto:vwilhite@khsaa.org) or call the Association office.

## KHSAA HANDBOOK UPDATES

The deadline for changes to school information for the publication of the 2003-04 KHSAA Handbook is **Aug. 8**. Please make sure all information that pertains to your school (coaches' names, addresses, sports sponsors, principal's name, email addresses, phone and fax numbers) is updated and correct. Updates should be done online through the KHSAA website ([www.khsaa.org](http://www.khsaa.org)) using the "Member Schools" link. If you need assistance, contact Marilyn Mitchell at the KHSAA.

## CHEER COACHES WORKSHOP

Information is enclosed for the upcoming Cheer Coaches Workshop scheduled for September 6 at the KHSAA office in Lexington. Kathy Tadlock, National Federation Spirit Rules Chair Person, will be one of the featured clinicians. The registration deadline is September 2. For further information please call Phyllis Sallee at the KHSAA office.

## SANCTIONS

This is a reminder regarding the policy of the National Federation for sanctioning out-of-state contests. KHSAA member schools hosting an event are to complete the sanction form and include a processing fee in the amount of \$75.00. The fee should be made payable to the National Federation and sent to the KHSAA. The KHSAA is responsible for forwarding the form and fee to the National Federation Office. When Kentucky member schools are participating in out-of-state contests, the host school from out-of-state is responsible for completing the sanction form. A sanction form is not required if all participating schools are from bordering states of Kentucky. Please note, however, that Tennessee and West Virginia require a sanction form for every out-of-state event. If you have any questions, please contact Marilyn Mitchell at the KHSAA office (859)299-5472 or email [mmitchell@khsaa.org](mailto:mmitchell@khsaa.org).

## CLARIFICATION TO WRESTLING DATE LISTING

The summer issue of the Commissioner's Notes and the 2003-2004 Memorandum Calendar (inside cover reference chart) as recently mailed to the schools, both contain an error dealing with the 2003-2004 wrestling season. Neither of these mailings correctly reflected the Board of Control action moving the state finals, which occurred last November.

The wrestling regular season may begin on Monday, December 8, 2003, not December 1 as erroneously listed in these two publications. Please make the changes to your copies immediately. The season remains 10 weeks in length.

## SCHOOL INSURANCE REMINDER

School personnel should be mindful that in accordance with Bylaw 2, all student-athletes shall have in place, medical insurance with a \$25,000 deductible (the current KHSAA deductible) prior to trying out for a squad (before the first day of practice), and such coverage shall remain in force.

In the past, there have been reports that some districts may have been allowing student-athletes to compete without insurance. While many of those districts did in fact have a form of insurance, what has been discovered is that many do not have adequate insurance or policies governing this particular rule. The following are some considerations and should be a reminder to ALL member schools:

- 1) Never allow parents to simply state that they have insurance and don't desire the school to provide insurance. Any insurance forms signed by the parents should clearly state that this insurance (held by the parents) has a maximum medical benefit equal to the KHSAA catastrophic insurance deductible (currently, \$25,000).
- 2) All school forms which allow for parent information about carrying insurance should be clear in requiring the submission of the company name and policy number.
- 3) Simple acceptance of Medicaid (by verification of a Medicaid card) does NOT imply coverage up to the minimum limit, as various policies have differing limits.
- 4) Any school purchased policy (even if reparation is required by the parents), should clearly state in its coverage, the maximum medical benefit of \$25,000. In addition, schools should carefully examine the policy chosen. Many of them represent insurance "for the sake of being able to say you have insurance", and are so fraught with inside limitations, they may not actually represent the proper level of coverage.

School officials are reminded that the presence of insurance coverage is a basic eligibility requirement for the student, and without such coverage, these students are ineligible to practice or play. Using such individuals without insurance places all other insurance for the coaches and for the student-athletes in jeopardy, and likely would result in the denial of ALL claims for accidents and injuries involving these uninsured student-athletes.

## BOARD OF CONTROL CLARIFIES SANCTION/SPONSOR POLICY

The KHSAA shall sanction all sports for which the Association sponsors a state championship. The KHSAA shall sanction all other sports and sports activities that have an adopted limitation of season (Bylaw 25) and which are conducted in compliance with NFHS rules (cheerleading). The KHSAA shall also sanction all other sports and sports activities in which the KHSAA licenses officials provided those sports and sports activities are conducted in compliance with NFHS rules (field hockey).

For the 2003-2004 school year, the KHSAA sanctions all sports for which a state championship is conducted; competitive cheer conducted in compliance with NFHS rules and KHSAA Bylaw 25, Section 18; and Field Hockey.

## BOARD CLARIFIES INSURANCE COVERAGE

The KHSAA Board of Control will purchase Catastrophe Insurance, using the member dues and tournament receipts, to insure the student-athletes who compete in the sports for which the KHSAA sponsors a state championship, and other sanctioned sports/activities. In addition, students serving in a support capacity at those sponsored events (managers, trainers, cheerleaders) shall be included in the coverage. Such coverage shall be in force from the first day of the Bylaw 25, Limitation of Seasons in a sponsored sport, through the last day, provided such competition complies with all parts of the KHSAA Bylaws and complies with NFHS rules. The deductible for this policy shall be published in a timely manner to ensure that the school and student-athletes have adequate opportunity to comply with Bylaw 2.

The KHSAA Board of Control will purchase General Liability Insurance, using the member dues and tournament receipts, to provide for General Liability coverage for the Association and its agents and assignees, in all KHSAA sponsored competition in all sports for which the Association sponsors a championship. The Commissioner shall ensure through all forms of due diligence, that all levels of these sponsored championships are conducted in accordance with applicable KHSAA Tournament Regulations in order to maintain the integrity of the policy.

## CONTEST RESULTS REMINDER

This is a reminder that each school, win or lose, home or away is responsible for calling in results in boys' soccer, girls' soccer, volleyball and football, **IMMEDIATELY** after each contest to the Riherd's/KHSAA Sports Scoreboards. Results should be called in using the toll free number 1-800-715-8388.

Please make sure all of your schedules are current and updated. To double-check, log on to the Association website at [www.khsaa.org](http://www.khsaa.org) and click the scoreboard link.

## FALL SPORTS PHOTOS DUE

Please note team photos in the sports of volleyball, football, boys' soccer and girls' soccer are due to the Association by October 3.

Please remember the photo MUST BE AN ORIGINAL, faxed copies, copies of photos, newspaper copies, or laser printer printouts ARE NOT ACCEPTABLE. You may go to the "Members Only" page on the KHSAA website and use the "Upload Photo" feature. You may also e-mail the photo provided it has been scanned at a minimum DPI of 300 and is not bitmapped. The file should be sent as an attachment and saved with a file extension of .jpg, .gif, or .tif. Failure to submit the photo may result in a fine as permitted by KHSAA Bylaw 33.

Also, please make sure you have additional copies for any potential use by district and regional tournament managers. Due to the timeliness of producing the various programs, the KHSAA cannot "wait" until a particular round or other vendor is finished with the photo prior to receiving its copy of the photograph.

Future deadlines for other sports will be published in issues of the Commissioner's Notes and the Athlete magazine.

## BYLAW 4 REMINDER

A change implemented a couple of years ago should be reiterated to all school personnel. Once a student is promoted from grade eight to grade nine by the school, the student's four year (eight semester) limit begins to toll.

Students who are "held back" after being promoted are not only ineligible for high school sports (grade 9-12) at any level during the year they repeat, but lose the "senior" year as well as the four year count would be exhausted. School personnel should be mindful of this fact when parents request such action.

State regulations clearly call for the school to have the final say in promotion and retention decisions, and once the student has been promoted from grade eight, the four year count has begun.

## FALL SPORTS CLINICS SCHEDULE

Following is a listing of in-season rules clinics. To view a full listing of clinics in all sports, go to the KHSAA website at [www.khsaa.org](http://www.khsaa.org).

### CROSS COUNTRY

- 8/5 London, North Laurel HS, 6:00 p.m.
- 8/6 Newport HS, 6:00 p.m.
- 8/7 Paintsville, Johnson Central HS, 7:00 p.m.
- 8/12 Greenville, Muhlenberg South HS, 7:00 p.m.
- 8/13 Louisville, Christian Academy HS, 6:00 p.m.
- 8/17 Elizabethtown HS, 3:00 p.m.

- 8/20 Lexington, Paul Dunbar HS, 7:00 p.m.
- 9/24 Make-Up Clinic (Fee required) Lexington, KHSAA Office, 1:30 p.m.

### FIELD HOCKEY

- 8/5 Louisville, Sacred Heart HS, 7 p.m.
- 8/9 Play Day, TBA (9-11 a.m. Officials; 12-4 p.m. games on field training)

### FOOTBALL

- 8/4 Paintsville, Johnson Central HS, 7:00 p.m.
- 8/5 London, North Laurel HS, 7:30 p.m.
- 8/6 Newport HS, 7:30 p.m.
- 8/10 Bowling Green HS, 3:00 p.m.
- 8/11 Mayfield HS, 7:00 p.m.
- 8/13 Louisville, Christian Academy HS, 7:30 p.m.
- 8/14 Lexington, Paul Dunbar HS, 7:00 p.m.
- 8/17 Elizabethtown HS, 4:30 p.m.
- 9/16 Make-Up Clinic (Fee required) Lexington, KHSAA Office, 1:30 p.m.

### GOLF

- 8/12 London, South Laurel HS, 7:00 p.m.
- 8/13 Paintsville, Johnson Central HS, 7:00 p.m.
- 8/14 Louisville, Christian Academy HS, 7:00 p.m.
- 8/21 Lexington, KHSAA Office, 7:00 p.m.
- 9/10 Make-Up Clinic (Fee required) Lexington, KHSAA Office, 7:00 p.m.

### SOCCER

- 8/2 Cadiz, Lake Barkley State Resort, 11:00 a.m.
- 8/3 Bowling Green HS, 2:00 p.m.
- 8/4 Louisville, Southern, HS 6:30 p.m.
- 8/6 Somerset, Pulaski Co. HS, 6:30 p.m.
- 8/7 Erlanger, St. Henry HS, 6:30 p.m.
- 8/11 Grayson, East Carter HS, 6:30 p.m.
- 8/12 Elizabethtown HS, 6:30 p.m.
- 8/13 Lexington Catholic HS 6:30 p.m.
- 9/10 Make-Up Clinic (Fee required) Lexington, KHSAA Office, 1:30 p.m.

### VOLLEYBALL

- 8/4 Morehead, Rowan Co. HS, 7:00 p.m.
- 8/4 Louisville, Fern Creek HS, 7:00 p.m.
- 8/5 Covington, Scott HS, 7:00 p.m.
- 8/6 Prestonsburg HS, 7:00 p.m.
- 8/7 Lexington, Paul Dunbar HS, 7:00 p.m.
- 8/7 Bardstown HS, 7:00 p.m.
- 8/9 London, North Laurel, 2:00 p.m.
- 9/17 Make-Up Clinic (Fee required) Lexington, KHSAA Office, 1:30 p.m.