



Commissioner's Notes

Participation ♦ Sportsmanship ♦ Integrity *September 2009*

PLEASE COPY AND DISTRIBUTE TO ALL ATHLETIC DEPARTMENT PERSONNEL

FROM THE COMMISSIONER'S DESK



Hello everyone! The following is a short update on KHSAA activities.

The KHSAA staff is continuing to travel around the state conducting the required Regional Principals Meetings. The meetings are going well and our staff has enjoyed the opportunity to share information with many of you on campus

at your high schools.

The Annual Meeting is set for September 22, 2009 at the Lexington Convention Center. Please consider this is a reminder that we are currently compiling a list of voting delegates from each school. If you haven't done so already please designate your voting representative online as soon as possible. Contact Marsha Day at mday@khsaa.org if you need assistance.

In order to keep current on school health and safety issues I along with members of our staff attended the recent Governors Pandemic Influenza Summit in Frankfort. As an association we are committed to doing our part to promote precautionary measures to enhance a safe and healthy participation environment for Kentucky student athletes. The KHSAA website will continue to include current health and safety information for use by our school personnel, coaches, parents and students.

The Sports Safety Work Group ("SSWG") has been meeting at least once per month at the KHSAA Office since March since the passage of HB 383. This group has been reviewing the many aspects of sports safety and education at the high school and middle school levels. The ("SSWG") is finalizing their report for review by the Kentucky Board of Education and others by October 1, 2009.

There is much to look forward to in October with the Leachman Buick GMC girls and boys State Golf Tournaments starting on October 5, 2009 which is right around the corner.

I hope to see you soon at one of our upcoming events!

INSIGHT/KHSAA ACADEMIC ALL-STATE CERTIFICATE REQUESTS

Request forms for Insight/KHSAA Academic All-State certificates have been e-mailed to each member school Athletic Director. Please return the request form to Marilyn Mitchell at the KHSAA. Additional copies are available, should you run out of certificates, by contacting Ms. Mitchell.

KHSAA CONTEST OPPONENTS, IN AND OUT OF STATE

As events are being scheduled, please note the criteria for out of state teams and tournaments and required sanctions:

KHSAA MEMBERS VS. IN STATE TEAMS

All regular season games against in-state opponents must be against schools that also belong to the KHSAA. Students from non-member schools in Kentucky may not, under any circumstances, compete against KHSAA member school students in the contests defined within Bylaw 25.

KHSAA MEMBERS VS. OUT OF STATE TEAMS FROM CONTIGUOUS STATES

All regular season games played against out of state opponents must be played against schools that are members of that state's association in Baseball, Basketball, Fastpitch Softball, Soccer, Football and Volleyball. The KHSAA office can assist in determining the status of those teams.

Though not required by KHSAA sanction paperwork is required for some contests against schools from Missouri, Tennessee and West Virginia.

KHSAA MEMBERS VS. NON CONTIGUOUS OR OTHERS THAT REQUIRE NFHS SANCTION

KHSAA member schools hosting an event are to complete the online NFHS sanction form and include the processing fee if the contests includes any of the following criteria:

The event involves two or more schools and is co-sponsored by or titled in the name of an organization outside the school community (e.g., a university, theme park, athletic shoe/apparel company);

Non-bordering state events if five or more states are involved;

Non-bordering state events if more that eight schools are involved; or

Any event involving two or more schools that involves a team from a foreign country. (The exceptions to this rule are Canada and Mexico).

The sanction process is completed online via the NFHS website. The processing fee scale is: 60 days prior to NFHS office, \$200, 15-59 days prior, \$200 + \$100 late fee, \$300, less than 15 days prior \$200 + \$300 late fee + \$100 no list fee, \$600.

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 through the applicable state association and the KHSAA member is responsible for ensuring this process is complete.

If you have any questions, please contact Marilyn Mitchell at the KHSAA office (859)299-5472 or email mmitchell@khsaa.org.

COACHES CARDS

Athletic Directors please take note that the deadline for obtaining coaches cards from the KHSCA is October 16. For further information, contact Jimmie Reed (502)348-4624.

CHEER WORKSHOP

The KHSAA has scheduled the Annual Cheerleading Workshop for Saturday, September 20, 2008 (9:00 a.m.) at the KHSAA office in Lexington. Details have been mailed to spirit coaches and are available on the KHSAA website under the Cheer Link.

HYPE STUDENT CONFERENCE RECAP

A group of 461 students and adults, representing 39 schools attended the eighth KHSAA Hype Student Leadership Conference held Aug. 26 at the Lexington Convention Center.

Conference breakout sessions included Teamwork, It's Not About You, Being a Leader and Building a Team.

The KHSAA would like to thank its member schools who supported the program by sending representatives as well as our corporate sponsors, UPS, Forcht Group of Kentucky, Kentucky National Guard and the NFHS Foundation.

2009-2010 KHSAA STATE CHAMPIONSHIPS

Oct. 5-7	Leachman Buick GMC-KHSAA Boys' Golf	Bowling Green Country Club
Oct. 8-10	Leachman Buick GMC-KHSAA Girls' Golf	Bowling Green Country Club
Oct. 30-31	Girls' Volleyball	Regents Hall, NKU Highland Heights
Nov. 4-5, 7	Boys' & Girls' Soccer	Toyota Stadium, Georgetown
Nov. 14	Boys' & Girls' Cross Country	Ky. Horse Park, Lexington
Dec. 4-5	Commonwealth Gridiron Bowl Football	Houchens LT Smith Stadium, WKU Bowling Green
Feb. 12-13	Pannell Swim Shop/KHSAA Swimming	U of L Ralph Wright Natatorium, Louisville
Feb. 18-20	Wrestling	Frankfort Convention Center, Frankfort
March 10-13	Houchens/KHSAA Girls' Basketball	WKU Diddle Arena, Bowling Green
March 17-20	PNC/KHSAA Boys' Basketball	Rupp Arena, Lexington
May 27-29	Boys' & Girls' Tennis	UK Boone/Downing Complex, Lexington
June 4-5	Boys' & Girls' Track	U of L Owsley Frazier Park, Louisville
June 11-12	Fast Pitch Softball	Jack Fisher Park, Owensboro
June 14-19	Forcht Bank/KHSAA Baseball	Applebee's Park, Lexington

ATHLETIC DIRECTORS CORNER

Make plans now to attend the NFHA/NIAAA National Conference December 12 – 15, 2009 at the Gaylord Resort in Grapevine, TX!

Congratulations to Kentucky's newest Certified Master Athletic Administrator, Robert Vinegar of Jefferson County Public Schools.

The planning meeting for the KHSADA 2010 State Conference will be held Monday, 9/28/2009. If you have ideas or suggestions, please forward them to Jim Watkins (adwatt1@insightbb.net)

REMAINING REQUIRED PRINCIPAL'S MEETINGS SCHEDULED

The required Principal's workshops have been scheduled for the 2009-2010 school year. Attendance at one of these workshops is mandatory for the Principal of each KHSAA member school, or a designated individual holding Principal's certification. These are in addition to the Athletic Administrators Workshop in August. Through the outstanding cooperation of the conference organizers, we will also hold one of these meetings in conjunction with the KASSP Fall Conference.

The schedule for 2009-2010 will be:

9/10 Louisville, Southern HS, 1:30 p.m.

10/15 Lake Barkley State Resort Park, 1:30 p.m..

11/5 Lexington, (in conjunction with KASSP Fall Conference, Marriott Griffin Gate, 9:00 a.m.) p.m.

Registration information has been emailed to Principals, Athletic Directors and Superintendents in August with registration details.

REPORTING OF SCORES TO SCOREBOARD

Remember to call in scores to the Scoreboard, 1-800-453-6882 at the completion of contests. Scoreboards are maintained in the sports of Baseball, Goys & Girls Basketball, Fast Pitch Softball, Volleyball, Boys' and Girls' Soccer and Football. If you have results from any fall sport, superlative performance or other note of news, you may submit that via e-mail to emay@khsaa.org for inclusion in the KHSAA weekly news release.

REVISED INTERPRETATION CONCERNING BYLAW 25 ISSUED FOR INDIVIDUAL SPORTS (GOLF, CROSS COUNTRY, SWIMMING, WRESTLING, TENNIS, TRACK AND FIELD)

Bylaw 25, the Limitation of Seasons, clearly defines what is legal during the school year and in some cases, after the school year is complete. The details of what is allowed in the off-season (i.e. in the fall before practice starts in winter or spring sports, in the spring after the end of fall sports, etc.) have been spelled out by interpretation in the Case Situations and are a result of interpretation by the Commissioner.

These interpretations supersede all previously published interpretations and are in effect as of July 15, 2009. These interpretations DO NOT AFFECT the team sports of volleyball,

soccer, football, basketball, baseball or fast pitch softball. School representatives must be very mindful of the provisions in Case Situation BL-25-7 (formerly BL-25-6) to be sure violations do not occur.

Case BL-25-5– What are the restrictions for a coach being involved in coaching of his/her own players during the school year before the first legal practice date, after the last date for playing a contest in baseball, basketball, football, soccer, softball and volleyball?

The provisions of that rule imply that during the school year and prior to the first legal practice date, there shall be no practice or participation as a team or individuals under the instruction, direction or teaching of a member of the coaching staff.

Specific practice and participation dates are in place for each sport, and the interpretative season is the academic school year as far as coaching limitations. This limit on coaching involvement **BEGINS ON THE FIRST DAY OF SCHOOL AND ends on the earlier of the day following the last day of school or May 31** in baseball, basketball, football, soccer, softball and volleyball. The Limitation of Seasons, Bylaw 25, affects all sports, however the out of season restrictions specifically limit coaches in baseball, basketball, football, soccer, softball and volleyball. This restricts the coach in any sport from being involved coaching students in another team from that sport from that school. For example, the girls' coach cannot coach the boys' team in outside competition, or vice-versa. In addition, during this restricted period, the high school coach cannot coach athletes in an alternate format of the sport (i.e. 3 on 3 basketball).

The provisions of the rule state that following the team's last regular season contest, there shall be no further practice or play as a team or individuals under the instruction, direction or teaching of a member of the coaching staff for the remainder of the school year or until after May 31, whichever is earlier, with the exception of practice and play for the KHSAA tournament. The published exception to this restriction is that the team and coaches may continue to practice through elimination from KHSAA sanctioned post-season play.

Coaching is defined as any activity by the coach at any time the athletes are participating in that coach's sport in a setting in which skills are taught, refined, or practiced. Coincident participation by a coach and an athlete in a sport such as a golf outing, where the coach and athlete(s) are not entered as a entry or group, or in an activity such as distance running with many runners and yet no direct coaching, would not specifically be considered coaching. It would however, be a violation of the Limitation of Seasons if the coach provided entry information relative to outside competition in which he/she was also a participant, encouraged or required student-athlete participation in

these outside events; or if any school funds were expended (i.e. transportation provided, entry fees paid, uniforms worn, etc.) It would also be a violation during this time for the coach to utilize players from his/her team while instructing or evaluating others in camps, clinics, combines or other sport- specific activities in the coach's sport.

Coaches resigning, retiring or being otherwise relieved of coaching following a sports season who then coach competitors from that school in outside preparation or competition in that sport during the school year or dead period would render themselves ineligible to be rehired the following year to coach a team at that school in that sport regardless of a change in employment status. A coach resigning, retiring or being otherwise relieved of coaching following a sports season does not relieve himself/herself of the responsibilities such as medical symposium attendance if in fact that are rehired for the following year.

Coaches may not coach the school participants in organized non-school sports competition in that sport during the school year in that sport. The high school coach or any assistant coach (paid or unpaid) may not coach members of the high school team in a league outside of the school's regular season competition during the school year, regardless of the type of league. It would also be a violation during this time for the coach to utilize players from his/her team while instructing or evaluating others in camps, clinics, combines or other sport-specific activities in the coach's sport.

The following activities are restricted during the school year in baseball, basketball, football, soccer, softball and volleyball prior to the first day of practice regardless of the specific situation:

- 1) Except during the particular sports defined season as stipulated in KHSAA Bylaw 25, no coach in a sport may "coach" a student-athlete in any setting within the high school (grades 9-12), if that student-athlete has previously represented the high school (varsity, jv, or freshman) and if sports specific skills are being taught, refined, developed or evaluated.
- 2) This restriction includes all members of the athletic staff, paid or unpaid, but does not restrict supervisory duties assigned by the building Principal during activities governed by local school. assignments This restriction also prohibits the delegation or assignment of activities by any member of the coaching staff to other individuals, including student-athletes who may or may not be participating.
- 3) Supervisory activities outside the local school are not the jurisdiction of the Association, however all coaching restrictions are in effect whether the activity is conducted within, or outside of, the school.
- 4) From the first day of school through the first legal practice (for winter and spring sports) and from the day following the elimination of a team from KHSAA sanctioned postseason play through the end of the school year, no coach in a sport may "coach" a student-athlete in any setting within the high school (grades 9-12), or outside the school, if that student-athlete has previously represented the high school at any level in that sport

and if sports specific skills are being taught, refined, developed or evaluated.

5) There is no insurance coverage (catastrophic medical or other) expressed or implied by the KHSAA for any athletic session in any sport outside of the practice and play periods as defined by Bylaw 25.

6) No activity during the school year, outside of the defined sports season, may be required for the student-athlete in that particular sport. There may be no penalties assessed, expressed or implied for non-participation during that period by a student-athlete.

7) There may be no organized activity (where sports specific skills are being taught, refined, developed or evaluated) that is restricted solely to the members or prospective members of any sports team. It is a violation during this time for the coach to utilize players from his/her team while instructing or evaluating others in camps, clinics, combines or other sport-specific activities in the coach's sport.

8) All other restrictions related to the scheduling, composition, pool of available personnel, and other logistical arrangements are the jurisdiction of the building Principal for any activity held within that local school facility, in compliance with Bylaw 1 of the Association.

9) No activity outside the defined Limitation of Seasons for a specific sport may be mandatory for student-athletes.

Case BL-25-6 (NEW)– What are the restrictions for a coach being involved in coaching of his/her own players during the school year before the first legal practice date, after the last date for playing a contest in the sports of Cross Country, Golf, Swimming, Wrestling, Tennis and Track?

Specific practice and participation dates are in place for each sport, and the interpretative season is the academic school year as far as coaching limitations. This limit on coaching involvement BEGINS ON THE FIRST DAY OF SCHOOL AND ends on the earlier of the day following the last day of school or May 31. However, it is recognized that the very nature of the "individual sports" (i.e. Cross Country, Golf, Swimming, Wrestling, Tennis and Track and Field) is such that participation by individuals may continue during the year and have minimal impact on participation in other sports. Coaching is defined as any activity by the coach at any time the athletes are participating in that coach's sport in a setting in which skills are taught, refined, or practiced. In the "individual sports" as detailed above, coaching is permitted in the non-season period provided the following provisions are met:

1) Participation may not be required of any student-athlete in any sport specific event outside the limitation of seasons during the school year. There may be no penalties assessed, expressed or implied for non-participation during that period by a student-athlete.;

2) School funds may not be expended (i.e. transportation provided, entry fees paid, uniforms worn, etc.);

3) Coaches must ensure that all representatives of the student-athletes, including parents, are aware that this outside season participation is optional and therefore, the KHSAA Catastrophic Insurance plan is not in effect.

4) All other restrictions related to the scheduling, composition, pool of available personnel, and other logistical arrangements are the jurisdiction of the building Principal for any activity held at a particular local school facility, in compliance with Bylaw 1 of the Association.

Case BL-25-7 (formerly CS BL-25-6)- Are there restrictions on activities by a team or team members during the school year outside of the defined Limitation of Seasons based on the number participating together in the sports of baseball, basketball, football, soccer, softball and volleyball?

Yes, the following activities are also restricted during the school year prior to the first day of practice if the activities are sport specific and a majority of the participants on a team or squad are from the same high school (one half of the normal playing unit):

1) A school, group of school representatives, and/or school or team-related booster group may not pay the entry fee for a team into a league or tournament;

2) A school, group of school representatives, and/or school or team-related booster group may not pay other necessary fees including umpire payment and game or facility management;

3) A school, group of school representatives, and/or school or team-related booster group may not provide or fund transportation for team members to go to games, or tournaments;

4) School issued or school identifying apparel, including sleeves, jerseys, pants, catching gear or hats may not be worn by players who have represented the school at any time at any level;

5) The school facility may not be used for organized competition in baseball, basketball, football, soccer, softball and volleyball at which the school's students are participants and for which no rental/lease arrangement exists using comparable regional fair market values;

6) The school facility may not be used for organized competition in baseball, basketball, football, soccer, softball and volleyball at which the school's students are participants and at which members of the high school coaching staff are involved in coaching, facility management and preparation, or umpiring/officiating;

7) The school nickname or school name may not be used on school issued or non-school issued apparel;

8) The coaching staff may not be involved in making game-like preparations for the school facility in baseball, basketball, football, soccer, softball and volleyball including but not limited to, baseline marking, outfield line marking, batter's box marking, maintenance of the mound and base cut-outs; or use of school facilities and/or equipment for such setup. This does not preclude the coaching staff or others participating in non-sports specific off-season turf and facility maintenance.



2009-2010 KHSAA Annual Meeting
September 22, 2009, Bluegrass Ballroom, Lexington Center
Schedule and Itinerary

7:15 a.m. to 2:00 p.m.	Registration for all Delegates and Guests, Registration Booth in Lobby of Bluegrass Pre Function Space (3 rd Floor, Lexington Center). This registration will serve as the official roll call of delegates in compliance with the KHSAA Constitution. At registration, each delegate will be given an identification card that is to be redeemed for the official voting ballot at 1:00 p.m. Coffee with the Commissioners, an opportunity for interaction and clarification of issues, 7:15 a.m.
8:00 a.m.	Welcome and Instructions for Delegates, Commissioner Brigid L. DeVries
8:15 a.m. to 11:00 a.m.	Members of the KHSAA Staff will be available in the registration area throughout the break-out sessions for one-on-one help and technical assistance with the KHSAA web site

Break Out Group Assignments – Adair County to Greenwood, Blue Group; Hancock County to Notre Dame, Green Group, Ohio County to Woodford County, Yellow Group

	Thoroughbred 2-3	Thoroughbred 4	Thoroughbred 6-7
8:15 a.m. to 9:05 a.m.	Blue Group Health and Sports Safety Update – Development of Emergency Plan Representatives of University of Kentucky Sports Medicine	Green Group Risk Minimization – Proper Facility Lighting and Turf Maintenance Representatives of Musco Lighting, and Hugh McReynolds, CAA, Logan County High School, NIAAA Turf Management Course Author	Yellow Group Health and Sports Safety Issues Communicable Diseases, & the impact on Sports and Activities, Kentucky Dept. of Public Health U of L, Center for Health Hazards and Preparedness
9:15 a.m. to 10:05 a.m.	Green Group Health and Sports Safety Update – Development of Emergency Plan Representatives of University of Kentucky Sports Medicine	Yellow Group Risk Minimization – Proper Facility Lighting and Turf Maintenance Representatives of Musco Lighting, and Hugh McReynolds, CAA, Logan County High School, NIAAA Turf Management Course Author	Blue Group Health and Sports Safety Issues Communicable Diseases, & the Impact on Sports and Activities Kentucky Dept. of Public Health U of L, Center for Health Hazards and Preparedness
10:15 a.m. to 11:05 a.m.	Yellow Group Health and Sports Safety Update – Development of Emergency Plan Representatives of University of Kentucky Sports Medicine	Blue Group Risk Minimization – Proper Facility Lighting and Turf Maintenance Representatives of Musco Lighting, and Hugh McReynolds, CAA, Logan County High School, NIAAA Turf Management Course Author	Green Group Health & Sports Safety Issues Communicable Diseases, & the Impact on Sports and Activities Kentucky Dept. of Public Health U of L, Center for Health Hazards and Preparedness
10:15 a.m. to 11:15 a.m. Lobby Area	Redemption of Identification Card for Official Ballot (return previously issued card for ballot to be used in meeting) No ballots may be submitted prior to proposal consideration		

11:15 a.m. to Conclusion	Discussion session to allow authors of proposals and KHSAA staff (for Board submitted proposals) an opportunity to discuss the merits of the proposals and answer questions from the delegates. This is the primary opportunity for discussion of the proposals as well as clarification on other KHSAA rules, and is designed to help facilitate the business meeting. Commissioner’s Annual Report of the Association Roundtable Discussion and Information Session. KHSAA staff will update delegates on current operations of the Association Brief Overview of the Legislative Process Annual Meeting Voting Session - Bluegrass Ballroom 2 (No earlier than 11:45 a.m.) Presiding - Board of Control President Dave Weedman, Director, Shelby County Schools Review of the Rules of Order and Voting Procedures for the Annual Meeting Adoption of the Orders of the Day for the Annual Meeting Consideration of Proposals to Amend Constitution and Bylaws of the Kentucky High School Athletic Association No delegate may sign in and receive a ballot after the voting has begun
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PLEASE VISIT OUR EXHIBIT AREA BETWEEN SESSIONS



Kentucky High School Athletic Association

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MEMO

TO: KHSAA Member School Superintendents, Principals, Athletic Directors
CSIET Approved Foreign Exchange Agencies and Placing Agents

FROM: Commissioner Brigid L. DeVries 

DATE: September 9, 2009

RE: Clarifications regarding the KHSAA non-domestic or foreign exchange
student eligibility process

As the school year begins, I would like to share some pertinent information concerning the 2009 KHSAA regulations and in particular KHSAA Bylaw 7 regarding the foreign exchange student eligibility transfer process:

1. Case Situation Bylaw 7-1 states: *The KHSAA Board of Control has adopted the list provided by the Center for Standards of International Educational Travel (CSIET) for placement of foreign exchange students. An agency may be removed from the listing at any time for non-compliance with the basic rules regarding random placement of students and other Federal provisions.*
2. The Non-domestic Eligibility Form GE-07 requests additional information regarding fees paid to the CSIET approved foreign exchange agency. Remember, these fees may not be paid by the host family. Any school fees must be paid by the exchange student's legal parent or guardian. Please note on Form GE07 (Non-Domestic Student Eligibility) Questions #25 & #26 along with question #24, which asks for the agency representative (name and phone number) if follow up is necessary. In addition, a copy of the financial information must be attached to the transfer form before it can be processed. Any of the following are acceptable documents:
 - A copy of a receipt from the foreign exchange agency verifying the specific amount paid to the agency that is signed and dated by the parents;
 - A copy of a letter from the foreign exchange agency detailing that they received payment from the parents, including the amount paid and the date received;
 - Copies of wire transfers, checks, agency invoices, etc. that are dated and are signed by the parents indicating that they are responsible for any fees paid;
 - Other verification from the U.S. State Department verifying payment by that organization.
3. The application form (GE07) for Foreign Student (Non-Domestic) Eligibility states: *The student's host family cannot be an official representative of the placement agency or member of the coaching staff at the school.* (Line 17 of the form)

4. Bylaw 7, Section 1(b3) states: *Foreign exchange students attending school in Kentucky shall not be a graduate of the 12th or terminating grade or its' equivalent in either the U.S. or his/her home county.* In some countries the length of high school may be three or four years. If a student has completed their high school requirements in another country, they are ineligible to participate in athletics in Kentucky.
5. The Ruling Officer has 30 days to make a ruling on any student desiring to transfer. Due to the heavy volume of transfers this time of year, school personnel are reminded to fill out all parts of the student eligibility (transfer form) and include any required documentation in order to expedite the process. The Non-domestic (GE-07) form can be found on the KHSAA website at www.khsaa.org, in both Microsoft Word® and Adobe Acrobat (pdf) formats (Under Important Links and Information, KHSAA Forms)
6. A delay in processing will be caused if the proper documentation is not provided along with the Non-domestic Student Eligibility Form.
7. Case Bylaw 7-2 states: Will the KHSAA recognize the “direct placement” of a student into a Kentucky school by a foreign exchange agency for the purpose of granting athletic eligibility? *No, if a student is “directly placed” into a Kentucky school, that student will not be allowed to have the one year ineligibility period waived under Bylaw 7. The intent and spirit of the foreign exchange exceptions to the ineligibility period is to have students placed into schools on a random basis. This is further evidenced by the requirement that agencies must place students in Kentucky schools on a random basis in order to appear on the CSIET approved agency listing. For purposes of this Bylaw, “direct placements” are those placements in which either the student or the sending organization in the foreign country is party to an arrangement with any other party, including school personnel, that arranges for the student to attend a particular school or live with a particular host family. Direct placements shall, also include any situation where any placement agent is also acting as the host family. Direct placement includes those students published on the CSIET direct placement list by the National Federation of High Schools.*
8. Please note that the KHSAA is recommending that no more than 3-5 foreign exchange students be placed in any one school.

Thank you for your attention to this process so rulings regarding student eligibility can be made in a timely fashion. Your cooperation in complying with this request is greatly appreciated.