

DISTRICT
EXECUTIVE
COMMITTEE

**Athletic
Handbook**

2015-2016



University Interscholastic League

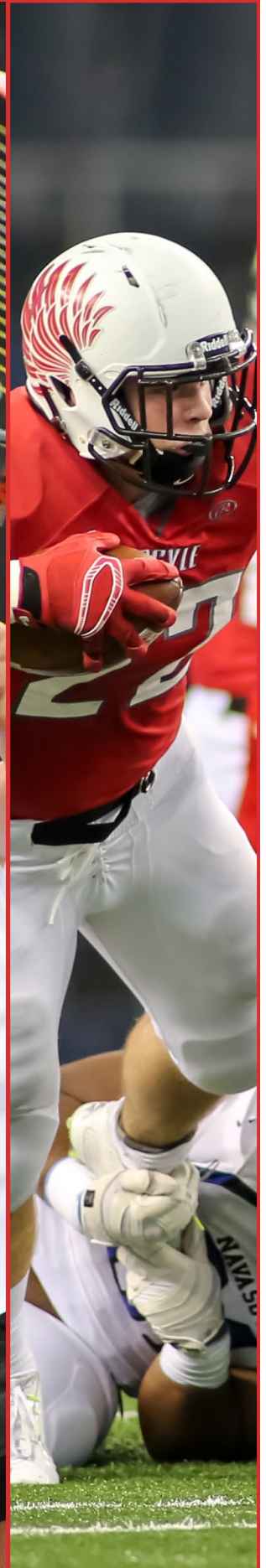


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The purpose of this handbook is to improve your understanding of the duties of the District Executive Committee.

Dear District Executive Committee:

I cannot place enough emphasis on the importance of your role in the grass roots administration of UIL activities. Please review the following information at the beginning of the year and take this document, the Side by Side Manual, a Constitution and Contest Rules, and a manual for the sport(s) you will be considering with you to your meetings.

When considering allegations or problems involving the number of contests allowed per week, it is important to remember that although UIL rules permit some sport teams to play two contests per calendar week, 19 TAC 97.113 (k) (1) only permits one contest per activity during the school week, with the exceptions as noted:

- 1) School districts shall adopt policies limiting extracurricular activities from the beginning of the school week through the end of the school week (excluding holidays) by scheduling no more than one contest or performance per activity per student...Exception: Tournaments and post-season competition, as well as district varsity contests postponed by weather or public disaster, may also be scheduled during the school week.
- 2) School districts shall adopt policies limiting extracurricular activities from the beginning of the school week through the end of the school week (excluding holidays) by limiting practice outside the school day to a maximum of eight hours per school week per activity.

See explanations in the TEA/UIL Side by Side Manual.

Violations of the provisions above are also considered a violation of Section 401.

We appreciate your time and work in serving the student athletes within your UIL competitive district. Best wishes for a successful UIL year. Please do not hesitate to ask if you have questions.



Charles Breithaupt
Executive Director

Duties

NOTE: A thorough review of the rules listed below, and Sections 1200 through 1209 in addition to applicable rules within the Athletic Plan for each specific activity in the UIL Constitution and Contest Rules, should be made by each District Executive Committee each school year.

The district executive committee chairman will not receive playoff packets for teams. The district representatives will be able to find playoff information on the UIL website. The chair will certify representatives for team sports online at www.uiltexas.org.

In individual sports, the chairman sends district results to the regional director. A district handbook will be sent to you prior to the certification date. Do not send district results to the UIL office.

Section 1203: DUTIES OF ATHLETIC DISTRICT EXECUTIVE COMMITTEE

- (a) DISTRICT ORGANIZATION. Refer to Section 28 for general responsibilities.
- (b) PRINCIPLES. The district executive committee shall uphold the principle that high school athletics, when properly controlled, are worthwhile and educational.
- (c) RECRUITING. The district executive committee shall investigate efforts on the part of any school official or local fan to recruit players. Recruiting is a violation and may subject the school at fault to disqualification. Disqualification may be made by the committee after the school has been given an opportunity to be heard. A school in violation shall remain disqualified for the period of time specified.
- (d) SCHEDULING. The district executive committee shall arrange a schedule to determine district representatives prior to the deadline specified in the Official Calendar.
- (e) CERTIFICATION OF DISTRICT REPRESENTATIVES. The district executive committee shall certify in writing, eligible district representatives in all athletic activities. The committee shall certify eligible representatives without any conditions attached to this certification. In case of dispute, certification to the League office shall be in the form of a written notice naming the eligible schools and shall be signed by the majority of the district executive committee members present.
- (f) DISTRICT DISQUALIFICATION. All teams in a UIL district shall be disqualified in the playoffs if the district executive committee knowingly certifies a team which has used an ineligible player in any district game unless appropriate action has been taken. Disqualification shall be by the State Executive Committee only upon presentation of sufficient evidence.
- (g) ZONES. Districts which subdivide into zones for team sports shall determine in writing prior to the season the procedure by which they will determine district representatives.
- (h) TIES. The district executive committee shall determine in writing prior to the season the method to determine the district representatives in the event two or more schools are tied in win/loss percentages. If the district executive committee has not provided a procedure prior to the season, the following tie breaker procedures shall apply:
 - (1) *For Team Sports Playing A Single Round-Robin Format.*
 - (A) *Two Teams Tied In Percentage.* The team that defeated the other in head-to-head competition will be the highest available seed. The other team will be the lower available seed.
 - (B) *Three Teams Tied In Percentage.*
 - Step 1: If one of the teams defeated the other two, that team is the highest available seed. The other teams flip to determine the other available seeds.
 - Step 2: If none of the three defeated the other two, flip (odd coin is the highest available seed, the other two flip again to determine the other available seeds).
 - (C) *Four Teams Tied In Percentage.*
 - Step 1: If one of the teams has defeated the other three, that team is the highest available seed. The other three teams then flip (odd coin wins the highest available seed; second flip determines the other available seeds).
 - Step 2: If none of the four has defeated the other three, the four teams have a blind draw for the available seeds.
 - (D) For football, if the tie involves teams that will advance into different playoff brackets (i.e., Division I, Division II), the teams shall be separated by division prior to implementing tie breaking procedures.
 - (2) *For Team Sports Playing A Double Round-Robin Format.*
 - (A) *Two Teams Tied In Percentage.* If one team defeated the other team both times in head to head district competition, that team will be the highest available seed. If the two teams split their head to head district games, the two teams shall play one game or match (if rules permit).

- (B) *Three Teams Tied In Percentage.* Teams play a district tournament. A draws bye; B plays C and C wins; C plays A. If A wins, A is the highest available seed, C is the next available seed and B is the lowest available seed. If C wins, C is the highest available seed, A plays B to determine the other available seeds.
 - (C) *Four Teams Tied In Percentage.* Teams play a district tournament. Draw for spots. A plays C; B plays D. Winners of the first games play for the highest available seed; losers of the first games play for the other available seeds.
 - (D) *More Than Four Teams Tied In Percentage.* Teams play a district tournament.
- (3) Tournaments consisting of more than one day shall be on consecutive days at one site. The district executive committee may authorize preliminary round games to be played at additional sites, either within the independent school district where the championship game is to be held or at sites located in an independent school district which adjoins the championship site.
 - (4) Any situation not covered in the above tie breaker criteria shall be determined by lot. Unless the district executive committee specifies otherwise prior to the season, tie games shall count as one-half game won and one-half game lost.
- (i) EXPENSES OF DISTRICT EXECUTIVE COMMITTEES IN ALL ATHLETIC ACTIVITIES. The district executive committee has authority to finance its expenses. It is recommended that the district activity assessment for a sport for a school shall not exceed one-half of its regular League membership fee.
 - (1) *Delinquent Assessments.* The failure of a school to pay its assessment promptly after having been notified is a violation.
 - (2) *Disqualification.* If a school refuses or fails to pay its assessment, it may be disqualified from participation the current and following year until the amount is paid.
 - (3) *Statement.* At the close of the season the district executive committee shall furnish each participating school in the district a financial statement showing all receipts and disbursements for the season.
 - (j) EDUCATION REQUIREMENT. Annually, at least one member of each UIL district executive committee for basketball shall complete training designed by the UIL on the policies and procedures outlined in the *District Executive Committee Handbook*.

Section 21: RESPONSIBILITIES OF THE SUPERINTENDENT

The superintendent of a member school district:

- (a) shall exercise direction and management of all League contests and scrimmages in which schools in the district compete, including appointing a game administrator for all home UIL varsity athletic team contests;
- (b) shall enforce all rules of eligibility with respect to students in schools in the school district;
- (c) shall be responsible for fully cooperating with persons who are appointed by the chair of the district executive committee, the chair of the State Executive Committee or the UIL Executive Director, to investigate allegations against the school, student representatives or school district personnel;
- (d) shall promptly report to the district executive committee any violation of the Constitution and Contest Rules by a student or participant school within the school district or other school district unless the violation has already been reported;
- (e) shall provide the district executive committee with full disclosure when a student's grade, given by a teacher, is modified by an administrator in such a manner that affects UIL eligibility;
- (f) may determine for which schools within the school district the participation fee is paid;
- (g) shall submit to the school board all recommendations of employment of coaches, directors and sponsors;
- (h) shall complete the Professional Acknowledgment Form for all of the school district's athletic coaches and sponsors of League academic, theatre and music activities (grades 9-12) at the beginning of their tenure in that position. These forms shall be kept on file in the superintendent's office;
- (i) shall provide an annual orientation for all 9-12 grade UIL directors, sponsors, advisers and coaches regarding League rules, expectations regarding appropriate conduct during UIL contests, goals and purposes;
- (j) shall approve all athletic schedules; and
- (k) shall educate UIL student participants, coaches and other appropriate persons on UIL rules that could affect them, and monitor the school's compliance with UIL rules.

Section 28: DISTRICT EXECUTIVE COMMITTEE

- (a) JURISDICTION. The district executive committee shall rule on protests and reports of violations concerning eligibility and other violations of the Constitution and/or Contest Rules that occur within its district. A person who represents a school involved in a protest or a report may not participate in the committee's decision. The district

executive committee has final jurisdiction in cases occurring within its district when schools are publicly reprimanded.

- (b) **COMPOSITION.** The district executive committee is composed of the superintendents of participant schools competing in the assigned UIL playing district. The superintendent may designate administrators to represent participant schools in a multi-high school district. The superintendent may designate an administrator to represent more than one participant school and vote in turn for each school on matters brought before the committee. The superintendent may appoint an alternate to serve in the event the superintendent or the designated representative cannot attend a meeting.
- (c) **DISTRICT ORGANIZATION.**
 - (1) **Organizational Meeting.** The district executive chair shall call a UIL business meeting to organize the district. Subsequent regular and special business meetings shall be called by the chair, or by the chair upon the request of a member of the committee.
 - (2) **New District.** In each new district a temporary chair shall be appointed by the UIL Executive Director. This temporary chair shall serve until the district executive committee elects a chair.
 - (3) **Temporary Chair.** Until a chair for the current school year's contest plan has been elected, the chair of the previous district executive committee or the person appointed by the UIL Executive Director shall serve as temporary chair and be authorized to call meetings of the participant schools.
 - (4) **Vice Chair.** The district executive committee shall elect a vice chair to serve when the chair is not in attendance or in the event the district chair represents a participant school involved in a matter which would prevent the chair from casting a vote.
 - (5) **Vacancies.** In the event a chair or vice chair has been elected by the committee and becomes for any reason unable to serve, the district executive committee shall elect another chair or vice chair. The vice chair shall serve in the capacity of acting chair until the committee elects a new chair.
- (d) **MEETINGS.** In accordance with the provisions of the Constitution, a district executive committee may hold meetings.
- (e) **CONDUCT OF BUSINESS.** The chair of the district executive committee shall direct the work of the committee pursuant to the UIL Constitution and Contest Rules.
- (f) **VOTES.** Each participant school in the assigned district shall have one vote.
- (g) **VOTING ON BUSINESS ITEMS.** In order to take binding actions on items of business, the committee must vote in accordance with the provisions of Section 23 of the Constitution.
- (h) **VOTING ON QUESTIONS BEFORE THE COMMITTEE.**
 - (1) **Inquiry Concerning Involvement.** Prior to calling for a vote, the chair of the committee shall ask each member if he or she or the participant school represented is involved in the question.
 - (2) **Determination of Involvement.** Involvement in a question shall be determined on a factual, case-by-case, basis.
 - (3) **Involved Not Entitled to Vote.** A member of the committee shall not be entitled to vote in a case in which he or she or the participant school represented is involved. This includes the representative from the school:
 - (A) that is presenting a formal protest or presenting evidence and argument as an informal protest;
 - (B) that is making a report of violation;
 - (C) that is being charged with a violation;
 - (D) the student in question is leaving; or
 - (E) to which the student in question is changing.
 - (4) **Transferal of Case.** If the chair determines that fewer than three members of the committee remain entitled to vote in the case, the chair may immediately transfer the record of the case to the State Executive Committee for disposition.
- (i) **RESPONSIBILITIES.** In addition to those responsibilities found elsewhere in the UIL Constitution and Contest Rules for a district executive committee, it shall have the following responsibilities:
 - (1) **Enforcement.** The district executive committee shall enforce all rules contained in the UIL Constitution and Contest Rules. This includes assessing a penalty for every rule violation.
 - (2) **Investigations.** The district executive committee shall investigate the eligibility of contestants.
 - (3) **Assist Other Participant Schools.** The district executive committee shall furnish, upon the request of participant schools in the district, a list of eligible players submitted by each participant school.
 - (4) **Disputes; Eligibility Questions.** The district executive committee shall try to settle within the district all disputes and shall decide all questions of eligibility according to the Constitution and Contest Rules. The district executive committee may, by majority vote, request the State Executive Committee to assume original jurisdiction of disputes or eligibility questions.
 - (5) **Notification of Appeals.** The district executive committee shall make appeals in writing to the chair of the State Executive Committee, through the UIL Executive Director.
 - (6) **Determination of Tie Breaker Process.** The district executive committee shall determine in writing prior to a

contest's season the method to determine the district representatives in the event two or more schools are tied in win-loss percentages.

- (7) Other Required or Desirable Actions. The district executive committee shall take such other action that is reasonable, necessary or desirable, and consistent with the UIL Constitution and Contest Rules, the rules of the State Board of Education and the law.
- (8) A district executive committee does not have the authority to require a school to purchase equipment which is not required by rules stated in the Constitution and Contest Rules.
- (j) PERMISSIBLE ZONES. The district executive committee, by majority vote, may subdivide for contest purposes into geographic zones. The zones of a district shall contain an equal number of teams, or as nearly equal as possible. For example: a 16-team district shall be divided 8-8; a 14-team district shall be divided 8-6 unless by majority vote the district wants a 7-7 division. The district executive committee may not subdivide into zones for contest purposes according to the size of the schools, previous success or win-loss records. Note: This rule does not apply to One-Act Play.
- (k) SETTING ASIDE RULES PROHIBITED. The district executive committee does not have the authority to vote a student eligible when that student does not meet the requirements of Subchapter M of the Constitution.
- (l) CONSEQUENCES OF UNAUTHORIZED COMMITTEE ACTION. The State Executive Committee shall have the authority to reject for post-district competition any participant school or its representative contestant whose district executive committee is found to have failed to comply with any rule of the Constitution and Contest Rules, or order of the Waiver Review Board or State Executive Committee.

Section 29: PENALTIES THE DISTRICT EXECUTIVE COMMITTEE CAN IMPOSE

Subject to the provisions of all subsections below, the following constitute the penalties that may be imposed by the district executive committee following a determination of a violation of the UIL Constitution and Contest Rules. School district personnel covered by this section include athletic trainers employed by the district and all UIL contest sponsors. See Sections 50, 51 and 52 for Classification of Violations.

- (a) FOR STUDENT REPRESENTATIVES. The penalties that may be imposed by a district executive committee on a student representative of a participant school for violations of ethics, sportsmanship codes, eligibility rules, contest plans or reporting practices as provided for in Section 50 are: reprimand and individual suspension.
 - (1) Reprimand. A reprimand shall be in writing and shall state the violation found, with one copy going to the school and one copy being attached to the minutes of the meeting. A reprimand may include a probationary period of up to three years, and may include any reasonable conditions, which, if not fulfilled, may result in a more stringent penalty.
 - (2) Individual Suspension. If a district executive committee finds that a student has failed to comply with the rules it may suspend the participant student from competition, including practice, in all germane activities for up to three years. Suspension may include a probationary period of up to three years, and may include any reasonable conditions, which, if not fulfilled, may result in additional suspension. For students found to have changed schools for athletic purposes, see Section 443 (f) (3).
- (b) FOR PARTICIPANT SCHOOLS. The penalties that may be imposed by a district executive committee on a participant school for violations by participant school student representatives, fans, patrons or personnel, of ethics, sportsmanship codes, eligibility rules, contest plans or reporting practices are: reprimand; public reprimand; forfeiture of contest; disqualification from germane activity; and suspension recommended.
 - (1) Reprimand. A reprimand may be oral or in writing and shall not be published in the Leaguer. A penalty stronger than reprimand to the school should be strongly considered in cases involving patron or fan misconduct.
 - (2) Public Reprimand. A public reprimand shall be in writing, published in the Leaguer, and state the violation found. A public reprimand may include a probationary period of up to three years, and may include any reasonable conditions, which, if not fulfilled, may result in a more stringent penalty.
 - (3) Forfeiture of Contest.
 - (A) Minimum Penalty for Ineligible Contestant. A district executive committee shall forfeit the contest won by the individual or school, as a minimum penalty, if it finds that an individual contestant was not eligible to participate in the contest.
 - (B) Mandatory Forfeiture for Participation of an Ineligible Student Under Court Order. If a student who is finally determined to be ineligible participates in a League contest under a temporary or other court order, the district executive committee shall forfeit the contest.
 - (C) Violations by Personnel or Participants. The district executive committee may order contests to be forfeited prior to or after the competition for violations of rules by covered school district personnel and/or participants if an unfair advantage was gained.
 - (4) Disqualification.
 - (A) Disqualification from District Honors. Disqualification from district honors shall deny the awarding

of district championship honors and deny participation in UIL contests beyond the district level for a period of up to three years. This penalty may include a probationary period of up to three years and any reasonable conditions, which if not fulfilled, may result in an extension of the disqualification or recommendation of suspension to the State Executive Committee. The penalty of disqualification may be appealed to the State Executive Committee.

- (B) **Mandatory Disqualification.** The district executive committee shall disqualify a participant school or member from all germane activities if the participant school or school district has failed materially and knowingly to comply with the Constitution and/or Contest Rules, or if the participant school or school district has knowingly and intentionally permitted an ineligible individual to represent it in a League contest, or if the participant school or school district has competed against or participated in a tournament with a non-school team composed of one or more UIL participant high school students with remaining eligibility in that sport, in violation of Section 1208. The penalty of disqualification may be appealed to the State Executive Committee.
- (5) **Suspension Recommended.**
- (A) **Competing Against a Suspended School.** If a district executive committee finds that a participant school has knowingly competed with a suspended school in a germane contest or scrimmage, it shall submit to the State Executive Committee its findings and recommend that the participant school be suspended.
- (B) **Other Offenses.** If in the opinion of the district executive committee the offense is of sufficient gravity to warrant suspension in the germane activity, the committee shall make such recommendation and transmit its findings to the State Executive Committee. The State Executive Committee shall determine whether or not the offending school shall be suspended.
- (c) **FOR SCHOOL DISTRICT PERSONNEL.** The only penalty that may be imposed by the district executive committee on school district personnel is reprimand. Following a protest or report of violation as provided for under Section 51, the committee may issue a reprimand to a covered school district employee if it finds that the employee violated the Constitution and Contest Rules. The deliberations of the committee while in executive session need to remain private; however, minutes shall be taken. A reprimand should remain private at all times and committee members shall refrain from discussing the executive session with anyone unless it is appealed to the State Executive Committee. If a reprimand is appealed to the State Executive Committee, the district executive committee shall provide the State Executive Committee a complete record of the minutes of the meeting and/or executive session wherein the decision was made. If the committee decides that a public reprimand or suspension should be considered, the committee shall transfer the protest or report of violation to the State Executive Committee for disposition.

Reports from the District Committee to the UIL

The DEC should submit reports to the UIL concerning the following:

- Forfeitures
- Suspensions
- Disqualifications
- Penalties

Section 30: SPRING MEET REGIONAL EXECUTIVE COMMITTEE

The spring meet regional executive committee shall decide questions of qualification and entry and clerical disputes arising at a regional spring meet. See Section 903. The State Executive Committee shall decide questions of eligibility or violation of the Spring Meet Code arising at a regional spring meet.

Section 1204: OFFICIALS

- (u) **NO PROTESTS.** A protest based on a game or contest official's decision will not be considered.

(The district executive committee does not have the authority to "replay" a game/contest because of an obvious error or omission by a game or contest official.)

Section 304: OFFICIAL INTERPRETATION OF RULES

- (a) **APPLICATION TO STATE EXECUTIVE COMMITTEE.** Anyone may request the State Executive Committee to issue an Official Interpretation of a UIL rule.

- (b) **BINDING EFFECT OF OFFICIAL INTERPRETATION.** The Official Interpretation of any of these rules by the State Executive Committee shall be the final, authoritative explanation of the rules so interpreted; no other interpretation by any person is binding on the UIL.
- (c) **RELIANCE ON OTHER INTERPRETATIONS.** Anyone relying on an interpretation other than the State Executive Committee's, except as provided for under Section 305, below, regarding official UIL staff interpretations, risks the consequences, including the imposition of penalties.
- (d) **CONTENTS.** The State Executive Committee in determining its Official Interpretations of the rules of the UIL shall state clearly and concisely:
 - (1) the language of the interpretation; and
 - (2) any consequent instructions to the Executive Director for subsequent execution or administration of actions on the Committee's behalf including the publication of brief summaries of the Official Interpretations in the Leaguer and in the UIL Constitution and Contest Rules.

Section 27: PENALTIES THE STATE EXECUTIVE COMMITTEE CAN IMPOSE

Subject to the provisions of all subsections below, the following constitute the penalties that may be imposed by the State Executive Committee following a determination of a violation of the UIL Constitution and Contest Rules. School district personnel covered by this section include athletic trainers employed by the district and all UIL contest sponsors. See Sections 50, 51 and 52 for classification of violations.

- (a) **FOR STUDENT REPRESENTATIVES.** The penalties that may be imposed by the State Executive Committee on a student representative of a participant school for violation of ethics, sportsmanship codes, eligibility rules, contest plans or reporting practices are: public reprimand and individual suspension.
 - (1) **Public Reprimand.** A public reprimand shall be in writing and shall state the violation found. A public reprimand may include a probationary period of up to three years, and may include any reasonable conditions, which, if not fulfilled, may result in a more stringent penalty.
 - (2) **Individual Suspension.** If the State Executive Committee finds that a student has failed to comply with the rules it may suspend the participant student from competition, including practices, in all germane activities for one day to three years. Suspension may include a probationary period of up to three years, and may include any reasonable conditions, which, if not fulfilled, may result in additional suspension.
- (b) **FOR PARTICIPANT SCHOOLS AND UIL MEMBERS.** The penalties that may be imposed by the State Executive Committee on a participant school or UIL member for violations of the Constitution or violations by participant school student representatives, patrons, personnel or fans of ethics, sportsmanship codes, eligibility rules, contest plans or reporting practices are: reprimand; public reprimand; forfeiture of contest; disqualification from germane activity; and suspension.
 - (1) **Reprimand.** A reprimand may be oral or in writing and shall not be published in the Leaguer. A penalty stronger than reprimand to the school should be strongly considered in cases involving patron or fan misconduct.
 - (2) **Public Reprimand.** A public reprimand shall be in writing, published in the Leaguer, and state the violation found. A public reprimand may include a probationary period of up to three years, and may include any reasonable conditions, which, if not fulfilled, may result in a more stringent penalty.
 - (3) **Forfeiture of Contest.** The State Executive Committee may order contests to be forfeited prior to or after the competition for violations of rules by covered school district personnel and/or participants if an unfair advantage was gained. The State Executive Committee shall forfeit the contests(s) won by the individual or school, as a minimum penalty, if it finds that an individual contestant was not eligible to participate in the contest. **Exception:** When a student who has participated in contests that count on League standing is found to be ineligible, and the school has properly verified eligibility based on the facts available, has exercised sufficient diligence in determining actual conditions and facts, and the district executive committee has previously ruled the student eligible, the State Executive Committee may find the student in question ineligible from the date of the hearing, and thus not require the participant school to forfeit contests.
 - (4) **Disqualification.**
 - (A) **Disqualification from District Honors.** Disqualification from district honors shall deny the awarding of district championship honors and deny participation in UIL contests beyond the district level for a period of up to three years. Disqualification from district honors may include a probationary period of up to three years, and may include any reasonable conditions, which, if not fulfilled, may result in an extension of the disqualification or a more stringent penalty.
 - (B) **Mandatory Disqualification.** The State Executive Committee shall disqualify a participant school or member from all germane activities if the participant school or school district has failed materially and knowingly to comply with the Constitution and Contest Rules, or if the participant school or school district

has knowingly and intentionally permitted an ineligible individual to represent it in a UIL contest, or if the participant school or school district has competed against or participated in a tournament with a non-school team composed of one or more UIL participant high school students with remaining eligibility in that sport, in violation of Section 1208. In addition, a more stringent penalty may be assessed.

- (C) Disqualified Team Does Not Have to Be Replaced. The State Executive Committee has the option not to replace a team that is disqualified from the playoffs at or near the certification date for district representatives.
- (5) Suspension.
 - (A) Terms of Suspension. Suspension shall deny participation in specified UIL activities for a period of one to three years. Suspension may include a probationary period of one to three years, and may include any reasonable conditions, which, if not fulfilled, may result in additional suspension.
 - (B) Effect of Decision. A suspended school may not play or scrimmage a UIL participant school at the varsity or subvarsity level in grades nine through twelve in the activity from which it was suspended. A contract for a germane competition by the suspended school with a member school district or one of its member schools shall be null and void.
 - (C) Mandatory Suspension for Failure to Reimburse Legal Fees. The State Executive Committee shall suspend from participation in all UIL activities a member school district and/or participant school which, after receiving written notice, fails to reimburse the UIL within ninety days for all legal expenses incurred in defending a frivolous lawsuit.
- (c) FOR SCHOOL DISTRICT PERSONNEL. The penalties that may be imposed by the State Executive Committee on school district personnel found to have caused violations of ethics, sportsmanship codes, eligibility rules, contest plans or reporting practices are: reprimand, public reprimand or suspension from participation in UIL activities.
 - (1) Covered Personnel. School district personnel covered by this section include athletic trainers employed by the district and all UIL contest sponsors.
 - (2) Reprimand. Following a protest or report of violation the State Executive Committee may issue a reprimand to a covered school district employee if it finds the employee violated the UIL Constitution and Contest Rules.
 - (3) Public Reprimand. The State Executive Committee may issue an order of public reprimand to a covered school district employee it finds to have caused violations of ethics, sportsmanship codes, eligibility rules, contest plans or reporting practices. A public reprimand may include a probationary period of one to three years, and may include any reasonable questions, which, if not fulfilled, may result in a subsequent order of suspension.
 - (4) Suspension. The State Executive Committee may issue an order of suspension to a covered school district employee suspending the employee from participating in any germane contest plan for a period of one day to three years. Suspension shall include refraining from coaching at least one contest. It may include suspension from other activities, such as attending the germane contest, scouting, practicing with the athlete(s), or any other reasonable condition the State Executive Committee chooses to impose.
 - (5) Penalty Criteria. In determining penalties to be imposed under this section, the State Executive Committee shall give due consideration to the intentions of the employee at the time of the violation as well as at the time of the hearing; the severity of the violations; the benefits gained and the detriments incurred, both to the contestants involved and to the UIL as a whole; the penalties imposed under similar circumstances; and the relative seriousness with which the UIL members consider the violations.
 - (6) Decision. The State Executive Committee's decision to impose a penalty shall be purposeful, reasonable, based upon facts made evident at the hearing, and made after due deliberation; and, therefore, shall not be valid if beyond its jurisdiction, if arbitrary, if not based upon the evidence, or if capricious.
 - (7) Previous Suspension. The State Executive Committee shall forfeit any contest won by an individual or school if it finds a school district employee previously suspended participated on behalf of the individual or school in the contest plan while prohibited from doing so under order of the State Executive Committee, or by Section 1208.
 - (8) Classification of Violations. Violations in Classes A and B and any deliberate violation of rules otherwise classified are more serious than those in the other classes.
- (d) FOR UIL CONTEST DISTRICTS.
 - (1) If the State Executive Committee decides that a district executive committee or a music region executive committee interpreted and applied the Constitution and/or Contest Rules knowing that the interpretation or application was material and erroneous, the State Executive Committee may disqualify the district or the music region in the germane activity.
 - (2) The State Executive Committee has the option not to replace a competitive group that is disqualified from the playoff structure at or near the certification date for district representatives.

Open Meetings Act

The Open Meetings Act applies to all meetings of UIL committees at the state and district level. All UIL committees are required to follow proper posting and other requirements of the Open Meetings Act.

Information regarding the Texas Open Meetings Act is available on the Texas Attorney Generals website located at: www.oag.state.tx.us

Frequently Asked Questions Relating to the Open Meetings Act:

What is the Open Meetings Act?

The Open Meetings Act, codified at chapter 551 of the Government Code, provides that meetings of governmental bodies must be open to the public except for expressly authorized executive sessions. The Act also provides that the public must be given notice of the time, place, and subject matter of meetings of governmental bodies.

See Text of Open Meetings Act: http://www.oag.state.tx.us/AG_Publications/txts/openmeetings99.shtml

What is a quorum and what is its significance?

The Open Meetings Act defines a "quorum" as a majority of the governing body unless otherwise defined by applicable law, rule, or charter. A quorum of a governmental body's members must be present in order for the governmental body to exercise the authority delegated to it.

Under some circumstances, less than a quorum of a governmental body may be subject to the Open Meetings Act.

See *Esperanza Peace and Justice Center v. City of San Antonio*, 316 F. Supp.2d 433 (W.D. Tex. 2001) ("walking quorum").

See *Willmann v. City of San Antonio*, 123 S.W.3d 469 (Tex. App.-San Antonio 2003, pet. denied) (subcommittee of city council).

Who may attend an executive session?

Only the members of a governmental body have a right to attend an executive session, except that the governmental body's attorney must be present when it meets under section 551.071. Thus, a commissioners court may exclude the county clerk from an executive sessions because the county clerk is not a member of the court.

See Tex. Att'y Gen. Op. No. JM-6 (1983).

A governmental body has discretion to include in an executive session officers and employees of the governmental body whose participation is necessary to the matter under consideration. Thus, a school board may require its superintendent of schools to attend all executive sessions of the board without violating the act.

See Tex. Att'y Gen. Op. No. JC-0375 (2001).

A commissioners court may include the county auditor in a meeting closed under section 551.071 to consult with its attorney if the court determines that (1) the auditor's interests are not adverse to the county's; (2) the auditor's presence is necessary for the court to communicate with its attorney; and (3) the county auditor's presence will not waive the attorney-client privilege. If the meeting is closed under an executive session provision other than section 551.071, the commissioners court may include the county auditor if the auditor's interests are not adverse to the county and his participation is necessary to the discussion.

See Tex. Att'y Gen. Op. No. JC-0506 (2002) at 6. See Tex. Att'y Gen. Op. No. JM-238 (1984).

Section 551.072 of the Government Code allows a governmental body to deliberate the purchase of real estate in an executive session if open deliberation will have a detrimental effect on its negotiating position with a third party. It is improper to allow a third party access to a governmental body's deliberations under 551.072, but the city manager could advise the city council in an executive session of his negotiations with a third party.

See *Finlan v. City of Dallas*, 888 F.Supp. 779 (N.D. Tex. 1995).

The attorney-client privilege permits the six members of a school board who have been sued by another board member to exclude the plaintiff board member from their executive session meetings held to consult with the board's attorney about this lawsuit.

See Tex. Att'y Gen. Op. No. JM-1004 (1989).

Do public officers and employees have the right to require the governmental body to conduct deliberations about them in executive session when the governmental body is conducting such a discussion in an open meeting?

No. Although an employee who is the subject of personnel deliberations under section 551.074 has a right to an open hearing, he has no right to insist upon a closed hearing.

See Tex. Att'y Gen. Op. No. JM-1191 (1990).

May a governmental body, with its attorney, meet in executive session under 551.071 with an opposing party to discuss certain legal issues in an effort to avoid litigation?

No. Section 551.071 does not permit an executive session held to discuss potential litigation with the opposing party.

See Tex. Att'y Gen. Op. No. JM-238 (1984); See Tex. Att'y Gen. Op. No. MW-417 (1981).

May a governmental body convene into executive session to discuss the appointment of individuals to an advisory committee?

No. A governmental body may not meet in executive session to discuss the appointment of members to an advisory committee because members of an advisory committee are not public officers.

See Tex. Att'y Gen. Op. No. DM-149 (1992).

See also Tex. Att'y Gen. Op. No. LO-94-63.

But see Gov't Code § 551.0745 (executive session for county commissioners court to appoint members of advisory body).

May a governmental body meet in executive session to discuss information that is exempt from disclosure under one of the exceptions of the Public Information Act or that is confidential by law?

Closed meetings, other than those authorized by certain provisions in the Open Meetings Act permitting a closed session, may be held only where specifically authorized by law. The exceptions from disclosure in the Public Information Act do not create implied exceptions to the Open Meetings Act.

See *Finlan v. City of Dallas*, 888 F.Supp. 779, 782 (N.D. Tex. 1995).

See Tex. Att'y Gen. Op. Nos. GA-0019 (2003); DM-284 (1994) at 16; JM-595 (1986); MW-578 (1982).

How detailed should a certified agenda be?

The "certified agenda" of an executive session must contain at least a brief summary of every specific subject actually discussed, not just those originally intended for discussion. It need not contain a detailed summary or paraphrase of each question or idea presented on the general subject of the executive session. Enough detail should be included to enable a district judge to determine whether the Act has been violated.

See Tex. Att'y Gen. Op. No. JM-840 at 7 (1988).

If a governmental body is unable to discuss all items posted on their notice (agenda) due to time constraints, may it recess the meeting until the next day without having to post another notice?

A meeting may be continued to the following day without posting a new notice. If a meeting is continued to any day other than the one immediately following, the governmental body must post a new notice.

See *Rivera v. City of Laredo*, 948 S.W.2d 787 (Tex. App. --San Antonio 1997, writ denied).

See Tex. Att'y Gen. Op. JC-0308 (1998); Tex. Att'y Gen. Op. JC-0285 (2000); Tex. Att'y Gen. Op. H-1000 (1977).

May a member of a governmental body make statements to members of the press regarding subjects that were discussed in an executive session?

The Open Meetings Act does not prohibit members of a governmental body or other persons in attendance at an executive session from making public statements about the subject matter of that session. However, there may be privacy laws or policy concerns which may prevent such persons from divulging the deliberations of a closed session.

See Tex. Att'y Gen. Op. No. JM-1071 (1989).

May a member of a governmental body vote by proxy?

No. A common law rule prevents a member of a governmental body from submitting a written vote without attending the meeting of the body.

See Tex. Att'y Gen. Op. No. LO94-28 (1994).

Is a governmental body required to let citizens speak at their meetings?

No. The purpose of the Open Meetings Act is to ensure the public's access to meetings of governmental bodies so that they have the opportunity to be informed concerning the transactions of public business. It does not provide a public forum for every citizen wishing to express an opinion on a matter. However, if the governmental body decides to allow citizens to speak up, it must not unfairly discriminate, but may establish reasonable restraints on the number, length, and frequency of presentations.

See Tex. Att'y Gen. Op. No. H-188 (1973).

See also *Charlestown Homeowner's Ass'n v. La Coke*, 507 S.W.2d 876, 883 (Tex. App.--Dallas 1994, writ ref'd n.r.e.).

See also Tex. Att'y Gen. Op. No. JC-0169 (2000) (notice for public comment sessions).

Who enforces the criminal provisions of the act?

District courts have jurisdiction over criminal violations of the Act as misdemeanors involving official misconduct. Thus, complaints should be presented to the district attorney or criminal district attorney. The Office of the Attorney General has no independent enforcement authority, but local prosecutors may request assistance from the Attorney General in prosecuting criminal cases, including those arising under the Open Meetings Act.

See *Tovar v. State*, 978 S.W.2d 584 (Tex. Crim. App. 1998).

What kind of notice of meetings does the Open Meetings Act require?

There are many questions about the adequacy of notice and no short answer to them. These questions need to be addressed individually in the context of the relevant facts, so we usually cannot do more than state the test for adequacy of notice and possibly mention some of the cases that have applied the test.

See 2005 Open Meetings Act Handbook at <http://www.oag.state.tx.us/index.shtml>

Section 551.041 of the Government Code provides that "[a] governmental body shall give written notice of the date, hour, place, and subject of each meeting held by the governmental body." Most of the questions about notice concern the adequacy of the subject. The notice must identify the subjects of all deliberations, including those that may take place in executive session. The notice must be sufficient to inform the general public of the subjects to be considered, and if a subject is of particular interest to the community, more specificity may be required.

Many governmental bodies post the agenda of the meeting with the notice or as the notice, so many people use the terms "notice" and "agenda" interchangeably to refer to the posted document.

Required Procedures for Hearings

DISTRICT EXECUTIVE COMMITTEE HEARING PROCESS

The following guidelines apply to a DEC hearing regarding an alleged violation of UIL Constitution and Contest Rules (C&CR). In case of any conflict, state law and League rules control over these guidelines. These are guidelines are general and not meant as a substitutes for legal advice on a specific issue.

Agenda and Open Meetings -

1. Prior to any meeting, a district executive committee should post an agenda that complies with the Texas Open Meetings Act (Chapter 551, Tex. Gov't. Code) (the Act). The notice must be posted at least 72 hours before the scheduled meeting. The agenda should be posted at the physical location of the meeting and, for each school in the district, posted in the same location where a school's board would post an agenda.¹ The agenda must contain the date, hour, place and subject of each meeting.

While the amount of detail required in an agenda may vary depending on the facts, the subject of the posted notice (the agenda items) has to be sufficient to alert the public, in general terms, of the subjects that will be considered at the meeting. Broad terms such as "old business" or "litigation matters" by themselves are usually not sufficient. Generally speaking, the more important a matter is to the community, the more specific the posted notice must be. A template for DEC agendas is attached.

See DEC Agenda template below

The DEC Agenda template, however, is merely a tool and cannot account for the particular facts of each meeting and the exact language that should be used in a posted agenda.

The Hearing-

1. Complaints or protests to a district executive committee that make allegations that UIL rules have been violated by schools or persons within the committee's jurisdiction can be received from a school that is self-reporting, a participant school or an individual as set forth in Sections 53, 54 and 55 of the C&CR.
2. As a general rule, before proceeding with an investigation into an allegation or protest, it should be determined as a threshold matter whether the allegation or protest made actually raises a possible violation.
3. A member school district and its school shall respond to a request for records from a district executive committee with jurisdiction over the matter in question. Schools should make every reasonable attempt to cooperate with any district executive committee inquiry. A hearing should only be held in cases where an initial investigation raises facts that *if true* would be a violation of the Constitution and/or Contest Rules.

¹ Section 551.051 of the Tex. Gov't. Code (the Act) states "A school district shall post notice of each meeting on a bulletin board at a place convenient to the public in the central administration office in the district." Section 551.056 of the Act requires school districts, among other entities, to post notice on their internet websites. DEC's are not school districts, however, because current Open Meeting Law does not specifically account for DEC meetings, tracking what school districts do and applying those requirements of the Open Meetings Act to the DEC meeting context suggest that this is the best approach until a more specific statute is enacted.

4. When conducting a hearing concerning allegations against schools, school employees or students that League rules have been violated, a district executive committee should:
- (a) Timely post a proper agenda that gives the public notice of the hearing;
 - (b) At least five-business days before the hearing, the DEC should provide notice of the hearing to the student, school employee or representative of a school alleged to be in violation of UIL rules. In cases in which students are alleged to be in violation notice should be sent to the student and his or her parent(s) at the current address that the school the student attends has on file. In cases where a school employee or the school itself is alleged to be in violation, the notice should be sent to school personnel or a school representative at the current address of the school. The notice should include –
 - 1) Time, date and location of the hearing and the DEC chair’s contact information;
 - 2) The alleged rule violation that will be considered;
 - 3) A copy of any documents or other evidence that the DEC may consider at the hearing, including any relevant Prior Athletic Participation Forms (PAPF’s);
 - 4) A list of persons who, to the best of the DEC chair’s knowledge, are expected to testify at the hearing.
 - 5) Absent sufficient evidence to the contrary, notice to a student is deemed received if sent via US mail or by private carrier to the last address on file for the student’s parent(s) at the school attended by the student in question. Notice may be sent by email to a school or school personnel using a school email address. Notice to a student and parent(s) may be sent by email if the school the student currently attends has a policy that provides for notices to be sent to students and/or parents by email in lieu of regular mail.

See Notice of Hearing Template, below.

- (c) If the student or parent is unable to attend the hearing, notice must be provided to the DEC chair as soon the conflict is known. The DEC chair may reschedule the hearing for good cause shown. However, in eligibility cases where the student and parents are, after being given notice, unable to attend a hearing as originally scheduled, a student may not participate in varsity competition until a DEC hearing is held and a decision reached. Postponed hearings shall be reset as soon as practical.
- (d) Minutes or a recording must be made of all DEC meetings. If minutes are taken, they must include the subject of any deliberation and indicate every action taken.
- (e) Generally speaking, absent specific authorization under the Open Meetings Act, a DEC should not go into a “closed” or “executive” session when conducting a hearing or any other DEC business. Students and parents should be allowed to hear all deliberations and discussion by the DEC regarding their case. The simple fact that someone is uncomfortable with the topic being discussed is not grounds for going into closed session.
- (f) **All votes by the DEC must be taken and recorded in an open session.** Each participant or member school in a district has one vote. Committee members may not vote or participate in the hearing, except as witnesses, in cases where their school (or a school representative) is involved by:
 - 1) presenting a formal protest or evidence or argument of an informal protest;
 - 2) making a report of a violation;
 - 3) being charged with a violation;
 - 4) being the school that the student in question is leaving or is moving to.

- (g) Students and their parents, school employees and representatives of schools that are the subject of a DEC hearing must be allowed an opportunity to tell their side of the story by giving testimony, providing documents or other types of evidence and calling other witnesses who have knowledge of relevant facts.
- (h) Parties appearing before a DEC may represent themselves or be represented by legal counsel if they desire. However, an attorney's role is limited to advising their client(s), opening and closing statements on behalf of clients, requesting that the committee pose certain questions to witnesses and summarizing his or her client's position.
- (i) While formal rules of evidence and procedure do not apply, a DEC Chair may limit or expand the time of the hearing and otherwise manage the hearing, including limiting repetitive or irrelevant testimony and other extraneous evidence, for purposes of efficiency and fairness.
- (j) A district executive committee shall take testimony from witnesses as provided for in these guidelines in a question and answer format between committee members and witnesses and review any documents or other tangible evidence presented to it. Each party shall have the opportunity to make opening statements and the party in question shall also be given the opportunity to make a closing statement. No witness shall be cross-examined by another party or person representing another party.
- (k) The order of presentation of witnesses and documentary evidence in a hearing shall generally be as follows:
 - 1) Student and parents or school employee or representative(s) of school alleged to be in violation of rules (party in question);
 - 2) In student eligibility cases involving a change of schools, as determined by the Chair, the representatives of the "sending" school (the school the student left) followed by representative of the "receiving" school (the school the student now attends/wishes to represent.)
 - 3) Any other persons with knowledge of relevant facts.
 - 4) The panel Chair may change the order of appearance for purposes of efficiency and fairness.
- (l) The process set out in these rules does not create a property interest or any other legal interest or rights that a person or organization does not have under law absent this process.
- (m) Except as provided otherwise by law, failure by a DEC to follow a particular procedure as set out herein, does not automatically nullify the DEC's decision. However, unless the DEC has final jurisdiction on a matter, such errors may be raised as part of an appeal made to the State Executive Committee.
- (n) After announcing its decision on a case that may be appealed to the State Executive Committee, a district executive committee chair shall inform the parties, student and parents or school employees or any involved schools, that the case may be appealed

to the State Executive Committee and provide the parties the physical and email address of the University Interscholastic League (UIL) Director of Compliance.

(T e m p l a t e f o r)
A G E N D A
District (#) – (conference)
District Executive Committee
(day), (date) (address of meeting location), (city), Texas

The District (#)-(conference) District Executive Committee of the University Interscholastic League will meet on *(day), (date)*, at *(physical address)* in *(city)*, Texas, beginning and continuing at the times indicated below, according to the following agenda, unless otherwise announced by the Chair of the Committee.

BUSINESS MEETING (A-H)

Time	Agenda Item	Individual Responsible
9:00 am	A. Quorum Determination	Chair
	B. Adoption of Meeting Rules	
	C. Adoption of Agenda	
	D. Approval of Minutes of Previous Meeting	

HEARINGS (AA-DD)

(Note - student's name does not appear on the agenda. List hearings as needed.)

9:05 am	AA. Bugtusle High School: Decision Regarding Eligibility of Student Athlete, Alleged Violation of Section 443, Changing Schools for Athletic Reasons.	
9:50 am	BB. Southern Most High School: Decision Regarding Coach, Alleged Violation of Section 1201 (a) (6), Practicing Out of Season, Coach John Doe.	
10:35 am	CC. Wales High School: Decision Regarding Eligibility of a Student, Alleged Violation of Section 440 (b), Residence Rule.	

(insert time for lunch break if needed)

BUSINESS MEETING (Continued, E-G)

Time	Agenda Item	Individual Responsible
12:05 pm	E. New Business <i>(if any new business will be discussed more specifics will be needed)</i>	Chair
12:10 pm	F. Announcements	
12:15 pm	G. Adjourn	

Meetings of the District (#)-(Conf.) District Executive Committee are open to the public except for any closed (executive) session held in compliance with Texas Open Meetings Act. Persons interested in a District Executive Committee hearing and desiring communication with the District Executive Committee or any special accommodations should contact, *(name of DEC chair)*, the Chair of the District Executive Committee, at *(insert contact info. of chair)* during regular business hours at least two working days prior to the meeting.

TEMPLATE

Notice of Hearing
 District (#)-(Conf.)
 District Executive Committee

(Date – no less than 5 business days before the hearing)

(Name of student/school employee/school supt.)
 (Address)

The District (#)-(Conf.) District Executive Committee will hold a hearing on **(day, date, time and location)** to consider allegations regarding the following:

(Insert General Topic of the alleged violation)

(Example) Violation of eligibility rules for varsity athletics.

(Brief description of the allegations)

(Example) A hearing will be held on the dates and times listed above to consider allegations that you are in violation of *(relevant section and if need be, subsection)* Section 400 (g), *Student's Eligibility for All UIL Contests (name of section)*, of the UIL Constitution and Contest Rules. It has been alleged that you enrolled in ninth grade more than four years ago.

(Or – another example)

(Insert general topic of the alleged violation)

(Example) Engaging in recruiting of a student from another school.

(Brief description of the allegations)

(Example) A hearing will be held on the dates and times listed above to consider allegations that you are in violation of Section 1201, (a)(7), *Athletic Codes*, of the UIL Constitution and Contest Rules. It has been alleged that you (and/or name of school) engaged in the recruiting of students to participate in your school's volleyball program.

You are encouraged to attend the hearing. If you do attend, you will be given a reasonable time to present your side of the story. You and others that you ask to appear at the hearing on your behalf, such as parents or other persons with knowledge of relevant facts, may present testimony, documents and other forms of evidence that explain or support your position in this matter. You will be given *(give a reasonable amount of time given topic, etc. typically 30-45 minutes)* to present your case. At the Chair's discretion, irrelevant or repetitive testimony or other evidence may be limited.

The district executive committee does not have the authority to compel anyone to appear before them or to require anyone to provide documents or otherwise participate in the hearing. You are responsible for bringing *(number of copies needed for all DEC members to have one plus two extra)* copies of any documents that you wish the committee to consider and for having all witnesses that you wish to have testify present at the time of the hearing.

A hearing may be rescheduled at the discretion of the committee chair but only for good cause shown. In cases where eligibility is at issue or participation in activities is at risk, a student or school employee whose hearing is rescheduled at their request may not participate in the event or activity in question until a hearing is held and a decision rendered.

The district executive committee expects the following documents or other tangible items to be considered at the hearing:

(list documents and attach copies that the DEC has in its possession that will be relied on/considered during the hearing)

(Example) A certified copy of your birth certificate.

A video of you and Coach Smith meeting at a local park.

Emails between you and Coach Smith.

In addition to yourself and others you may ask to appear at the hearing, the district executive committee expects the following persons to testify and otherwise provide evidence at the hearing:

(Example) Ms. Smith

Coach Jones

If you have any questions regarding the hearing process, please contact (name of district chair) at (phone number) or (email address).

Sincerely,

Chair,

District (#)-(Conf.) District Executive Committee

(The notes below provide guidance for a DEC chair conducting a meeting/hearing and may be modified should the circumstances warrant.)

NOTES FOR DISTRICT EXECUTIVE COMMITTEE CHAIR

MEETING AND HEARING

(agenda below is used to give these notes context and is not an agenda template/sample)

BUSINESS MEETING

Time	Agenda Item	Individual Responsible
0:00 am	A. Quorum Determination	CHAIR

(Start the meeting.)

“Will the members of the District (#)-(Conf.) District Executive Committee please come to order?”

"This meeting of the District (#)-(Conf.) District Executive Committee is now in official session. I am *(name of DEC Chair)*, *(administrative title, such as superintendent of _____ school district)*, chair of this district executive committee.”

“For the record, it is approximately *(time)* on *(day of week)*, *(date)*. This meeting is being held at *(name of building/location)* in *(city)*, Texas. Please be aware that minutes are being taken."

“At this time, I ask that each committee member introduce themselves so that that we may take the roll.”

(if a majority of the members of the DEC are present then,)

"At this time, I certify that a quorum of the District (#)-(Conf.) District Executive Committee is present."

B. Adoption of Meeting Rules

“This meeting will be conducted in accordance with the UIL Constitution and Contest Rules.”

C. Adoption of Agenda

“Unless there is an objection from committee members, the agenda for the business meeting and hearings will be as set out in your printed agenda, unless otherwise announced by the chair.
Hearing no objection, the agenda is officially adopted.”

D. Approval of Minutes of Previous Meeting

“Turning to the minutes of the previous meeting held by this committee, is there a motion to approve them as presented?”
(need motion, a second followed by a majority vote.)

HEARINGS (AA-DD)

(The following notes apply/can be adapted for all hearings.)

“ We will now move forward with the hearing(s) listed on the agenda. At this time, will everyone who intends to testify in the hearing(s) we are about to hold, please rise and be sworn in?”

“Do you solemnly swear or affirm that the testimony you are about to give is the truth, the whole truth and nothing but the truth?”

“Thank you and please be seated.”

“Before we get started with the case(s) on the agenda, I want to go over the process we will follow today and just remind the parties of a few important points. This is not a formal legal proceeding and the formal rules of evidence do not apply. As chair, I will make any necessary rulings on matters of evidence and procedure. All questioning will be done by the committee. Any party is free to ask the committee to question another party or witness about a relevant issue. As the time allotted for this hearing is *(amount of time)*, please refrain from repeating points that have already been made and otherwise injecting irrelevant matters into the hearing process. It is expected that all participants in this hearing will conduct themselves in a polite and civil manner.”

- *(If the parties are represented by legal counsel)*

“I note that *(name of the party)* has legal counsel. Generally, during these hearings we prefer to have to as much direct interaction with the parties as possible. Counsel is reminded that their role is limited to providing advice to their client(s) during the course of the hearing; requesting that the committee pose certain questions to the other party or witnesses and making opening and closing statements on behalf of their clients. Neither counsel nor either party is to attempt to question or cross examine the other party or make objections while a witness is testifying.”

“The order of presentation will be as follows:

The party alleged to be in violation² of the UIL Constitution and Contest Rules will be allowed to go first and give an opening statement and to present to the committee any documents or other tangible evidence that it wishes the committee to consider. Also, a member of the committee may ask questions of the party during this time or at any time during the hearing.”

“We will then hear from the involved school(s) starting with the school that *(name of school the student in question has moved to)* or *(was involved in the incident in question)*.”

“As a reminder, schools that are involved in a particular case cannot participate in the hearing except as witnesses and cannot vote.”

“After the parties have had their opportunity to present their respective positions, I will ask if there are any other persons who are in attendance and wish to testify before the committee. Everyone should have already been sworn in at this point but, if not, we will swear you in when you come forward to testify.”

“After the committee hears from any other witnesses that may wish to testify, I will ask *(name of the party alleged to be in violation of the rules)* to come forward and give any additional testimony or other evidence they may have and, if they so choose, make a closing statement to the committee. This will conclude the presentation of testimony and other evidence to the committee.”

² A student, school employee or school that is before the committee to respond to allegations of UIL rule violations is also referred to in these chair notes as “the party in question” or similar language.

(After opening statement, if any – ask committee members if they have any questions of the witnesses)
 “Thank you for that statement. Do any of the committee members have any questions of the witness(es) at this time?”

(Allow for Q & A)

(Ask witness –) “Do you have anything else that you want to say or any other documents or other evidence for the committee?”

(If no Q & A or once Q & A is completed.....) “If there are no further questions by the committee, please return to your seat.”

(Go through the same process/notes for each party/witness so all have an opportunity to give relevant testimony, etc. It may become necessary to note the time if the hearing is not running efficiently, however, it is also important to give everyone a reasonable opportunity to speak.

Once everyone has been given a reasonable opportunity to speak, call the party that is the alleged to be in violation back to testify.)

“Having heard from everyone that wished to address the committee, I ask that the *(name student and parents or the representative of the school or school employee in question)* please come forward and make any closing statement that they wish to make.”

(after statement) “Thank you for your statement.”

(ask DEC) “Does the committee have any other questions of this witness?”

(ask party/witness) “Do you have anything else that you wish to say before we conclude testimony?”

(at this time the committee may deliberate/discuss the case – generally, this should be done in open session. Remember – schools involved in a case do not get to participate in the discussion or to vote.)

(ask DEC) “Are there any points about the case or relevant issues that any committee members would like to discuss before we take a vote?”

(Once discussion is concluded –all votes must be taken in open session – two votes may be needed – take the first vote as to whether or not the alleged violation did in fact occur. If the committee votes that a violation did occur, take a second vote on the question of penalty.)

“It is now time for us to take a vote and determine whether or not *(name the party alleged to be in violation)* has violated the UIL rules as alleged. Is there a motion?

(be sure the motion is clear and will result in understandable decision – avoid double negatives and similar grammatical issues – Ex. “I move that the district executive committee find that (name the party in question) is in violation of Section __ of the UIL Constitution and Contest Rules as alleged” or something along those lines. Actually citing the rule found to have been violated is best.)

(If the motion receives a second, call for a vote) “All in favor of finding that *(name party in question)* is in violation of Section __ of the UIL Constitution and Contest Rules as alleged, please raise your hand.”

(Count out loud who is voting in favor.....)

“All opposed?” *(Again count out loud who is voting against.....and announce the decision.)*

“By a vote of _ to _, the District (#)-(Conf.) District Executive Committee *(finds or does not find)* *(name party in question)* to be in violation of Section __ of the UIL Constitution and Contest Rules.

(if a violation is found the committee will then need to decide what an appropriate penalty is – a penalty must be given for all violations found. Section 28 (i) (1), UIL Constitution and Contest Rules.³ If the case

³ “The district executive committee shall enforce all rules contained in the UIL Constitution and Contest Rules. *This includes assessing a penalty for every rule violation.*” Section 28 (i) (1), District Executive Committee, UIL Constitution and Contest Rules. (emphasis added).

being considered is an ELIGIBILITY matter involving CHANGING SCHOOLS FOR ATHLETIC PURPOSES, please refer to Section 443, UIL Constitution and Contest Rules, for options/penalties available.)

“Because we found a violation and the UIL rules require that we give a penalty whenever such a finding is made, does any member of the committee wish to discuss what penalty is appropriate in this case?” (Allow time for committee to discuss – See Section 29 of the UIL Constitution and Contest Rules re- penalties the DEC may impose. Note that the penalties vary depending on the violator and the violation found.)

(Conclude discussion, need a motion and a vote)

“It is now time for us to take a vote and determine the appropriate penalty for the violation in this case. (Note the limitations in the UIL rules regarding what penalties may be imposed in the case being considered so that the motion is appropriate.) Is there a motion? A second?

(If the motion receives a second, call for a vote) “All in favor of imposing a penalty of (name penalty and any duration of time if applicable) on (name party in question) for the violation of UIL rules that this committee has just found, please raise your hand.”

(Count out loud who is voting in favor.....)

“All opposed?” (Again count out loud who is voting against.....and announce the decision.)

“By a vote of _ to _, the District (#)-(Conf.) District Executive Committee imposes the penalty of (type of penalty and duration/any conditions) on (name of the party in question) for being in violation of UIL rules as previously decided today.”

Before we conclude, most of the cases that come before the District Executive Committee may be appealed to the UIL State Executive Committee. If you have any questions concerning the appeals process, please contact me. That concludes this hearing.”

(Move forward with the rest of hearing using the same process/notes as above or move forward with whatever remaining matters are left on agenda.)

Guidelines for Changing Schools and Residence

Section 442: RESIDENCE IN SCHOOL DISTRICT AND ATTENDANCE ZONE

This section applies to the first calendar year of attendance in grades 9-12. Parent(s) in the context of this rule means parents or adoptive parents who adopted the student prior to the student's first entry in the ninth grade.

- (a) **PRESUMPTION OF RESIDENCE OF STUDENT, PARENT(S), SPOUSE.** The residence of a single, divorced or widowed student is presumed to be that of the parents of the student. The residence of a married student is presumed to be that of his or her spouse.
- (b) **GUARDIAN OF PERSON.** If a student's parents are alive but a guardian of his or her person was appointed by appropriate authority and recorded in the county clerk's office more than one year ago, the residence of the student is presumed to be that of the guardian if the student has continuously resided with the guardian for a calendar year or more. If no legal guardianship has been taken out, three years' residence with and support of a contestant establishes guardianship within the meaning of this rule.
- (c) **GUARDIAN.** If a student's parents are dead and a guardian of his or her person has been appointed by appropriate authority, the residence of the student is presumed to be that of the guardian.
- (d) **RELATIVE; SUPPORTER.** If a student's parents are dead and a guardianship of his or her person has not been appointed, the residence of the student is presumed to be that of the grandparent, aunt, uncle, adult brother or sister or other person with whom the student is living and by whom the student is supported.
- (e) **CUSTODIAL.** The residence of a student assigned by appropriate authority to a foster home or a home licensed by the state as a childcare boarding facility, or placed in a home by the Texas Youth Commission, is presumed to be at the home. If a student's parent(s) move the student to a foster home in another school district, the student is not eligible, but may apply for a waiver.
- (f) **DIVORCED PARENTS.** The residence of a student whose parents are divorced is presumed to be that of either parent.
- (g) **SEPARATED PARENTS.**
 - (1) If a student's parents separate (and are not divorced), and if one parent remains in the attendance zone where the student has been attending school, the student's residence is presumed to be that of the parent who did not move.
 - (2) If a student transfers to a new school with a separated (but not divorced) parent, the student is ineligible for one calendar year, but may apply for a waiver.
- (h) **CRITERIA OF RESIDENCE.** The intent of this section is to insure that unless circumstances fit one of the exceptions above, any relocation of residence is a complete and permanent move for the family. The residence shall be the domicile which is a fixed, permanent and principal home for legal purposes. The residence is not bona fide under UIL rules unless it complies with all of the following criteria.
 - (1) Does the student's parent, guardian or other person whose residence determines the student's residence own a house or condominium or rent a house, apartment or other living quarters in the school district and attendance zone? Parents must provide documentation to verify the purchase, lease or rental of a home located in the new attendance zone. A lease agreement or rental agreement should be for a reasonable duration.
 - (2) Do the student and the parent or guardian have their furniture and personal effects in the district and attendance zone? There should be no personal effects or furniture belonging to the family in the previous residence.
 - (3) Do the student and the parent or guardian receive their mail (other than office mail) in the district and attendance zone? The family should have submitted a change of mailing address to the Post Office.
 - (4) Are the parents or guardians registered to vote in the district and attendance zone? If either of the parents was registered to vote at the previous address, they should have applied for a new voter registration card at the new address.
 - (5) Do the parents or guardians regularly live in the district and attendance zone and intend to live there indefinitely? The new residence should accommodate the entire family. The former house should be on the market at a reasonable market price or sold, or the lease or rental agreement terminated. All utilities and telephone service should be disconnected or no longer in the family's name. All licensed drivers in the household should have complied with DPS regulations for changing their address.
 - (6) Do parents live in the district and attendance zone for the first calendar year? If the parents of a contestant move from the district or school zone before the student has been in attendance for one year, the student loses athletic eligibility in the school district from which the parents move, and remains ineligible there for varsity athletics until a year is up.

See Official Interpretation #12, Appendix I.

Previous Athletic Participation Form - Page 1 (Eligibility Questionnaire for New Student Athletes in Grades 9-12)

The questions below will assist the UIL/school administrators in making decisions in reference to the Varsity Athletic Parent Residence Rule, Full-Time Student Rule, Age Rule, Four-Year Rule, Foreign Exchange, Amateur Athletic Status, and Changing Schools for Athletic Purposes.

Question 1 - determines whether or not the student needs to complete page 2 of the Previous Athletic Participation Form.

****Question 2** – a ‘yes’ answer will require further investigation to determine the student’s first opportunity to enroll or a subsequent transfer back to the student’s home attendance zone school.

Varsity Athletic Parent Residence Rule

Question 3 – a check mark in the box for ‘guardian’ or ‘foster parents’ means a waiver of the residence rule is more than likely required for varsity athletic participation. Based on the answers above, contact the UIL office to discuss prior to allowing the student to participate at the varsity level in athletics.

Question 4 – a check mark in the box for ‘married – living apart’ or ‘married and the student is living with one parent’ means a waiver of the residence rule is likely required for varsity athletic participation.

Question 5 – a ‘yes’ answer means a waiver of the residence rule may be required for varsity athletic participation, if the student has NOT been continuously enrolled at that school for the previous calendar year.

Questions 6, 7, 8 and 9 – a ‘yes’ answer to any or all of these questions needs to be investigated by the school to find out the circumstances and how they might or might not impact varsity athletic eligibility.

RESIDENCE IN SCHOOL DISTRICT AND ATTENDANCE ZONE

This section applies to the first calendar year of attendance in grades 9-12. Parent(s) in the context of this rule means parents or adoptive parents who adopted the student prior to the student’s first entry in the ninth grade.

PRESUMPTION OF RESIDENCE OF STUDENT, PARENT (S), SPOUSE. The residence of a single, divorced or widowed student is presumed to be that of the parents of the student. The residence of a married student is presumed to be that of his or her spouse.

GUARDIAN OF PERSON. If a student’s parents are alive but a guardian of his or her person was appointed by appropriate authority and recorded in the county clerk’s office more than one year ago, the residence of the student is presumed to be that of the guardian if the student has continuously resided with the guardian for a calendar year or more. *If no legal guardianship has been taken out, three years’ residence with and support of a contestant establishes guardianship within the meaning of this rule.* (Power of Attorney is NOT a recognized document for participation in varsity athletic contest.)

GUARDIAN. If a student’s parents are dead and a guardian of his or her person has been appointed by appropriate authority, the residence of the student is presumed to be that of the guardian.

RELATIVE; SUPPORTER. If a student’s parents are dead and a guardianship of his or her person has not been appointed, the residence of the student is presumed to be that of the grandparent, aunt, uncle, adult brother or sister or other person with whom the student is living and by whom the student is supported.

CUSTODIAL. The residence of a student assigned by appropriate authority to a foster home or a home licensed by the state as a childcare boarding facility, or placed in a home by the Texas Youth Commission, is presumed to be at the home. If a student’s parent(s) move the student to a foster home in another school district, the student is not eligible, but may apply for a waiver.

DIVORCED PARENTS. The residence of a student whose parents are divorced is presumed to be that of either parent.

SEPARATED PARENTS.

1. If a student's parents separate (**and are not divorced**), and if one parent remains in the attendance zone where the student has been attending school, the student's residence is presumed to be that of the parent who did not move.
2. If a student transfers to a new school with a separated (**but not divorced**) parent, the student is ineligible for one calendar year, but may apply for a waiver.

Full-Time Student

Question 10 – a 'yes' means the student is in violation of the full-time student rule and would be ineligible to participate at any level.

Age Rule and Four-Year Rule

Question 11 – a 'yes' answer means the student is in violation of the Four Year Rule and not eligible for varsity participation. Contact the UIL office to inquire on the process for applying for a waiver of the Four Year Rule.

Question 12 – a 'yes' answer to this question needs to be investigated. UIL rule prohibit students from repeating grades for athletic purposes.

Question 13 – a 'yes' answer means the student is in violation of the Age Rule and not eligible for varsity athletic participation. Contact the UIL office to see if the student could qualify for a waiver of the Age Rule.

Foreign Exchange Waiver

Question 14 – Foreign exchange students are not eligible for varsity athletics without a waiver. Contact the UIL office for details.

Amateur Athletic Status

Question 15 – a 'yes' means the student is in violation of the amateur rule and would be ineligible to participate.

Assist in Determining if Student Moved for Athletic Purposes

Questions 16, 17 and 18 – Any 'yes' answers should be thoroughly in question to participate at the varsity level in athletics.

*The date of withdrawal from previous school and date of enrollment in new school is necessary in determining if the student has been continuously enrolled for one calendar if the answer to question 2 is 'yes'.

*Signature on the questionnaire certifies all required annual student forms and the information provided by the parent or student is true and correct.

** If the student attended a Magnet, Charter, or Open/Choice enrollment school it will require further investigation to determine the student's first opportunity to enroll or a subsequent transfer back to the student's home attendance zone school.

Previous Athletic Participation Form – Page 2

If the student is NOT living with parents at the new school it is more than likely a waiver of the parent residence is required for varsity athletic participation. Contact the UIL Office.

Section I – Eligibility Certification

- If the former address of parent/guardian is the same as the current address, a letter of explanation is REQUIRED to explain the change in schools with no change in address.
- If the status of previous residence is 'vacant' or 'still own', further investigation is needed.
- Parent/Guardian signature is required, and if witnessed by the new school administrator, notarization is not required.

Section II – New School Certification

- The new school superintendent or designated administrator signature signifies to his/her knowledge the student is not changing schools for athletic purposes.

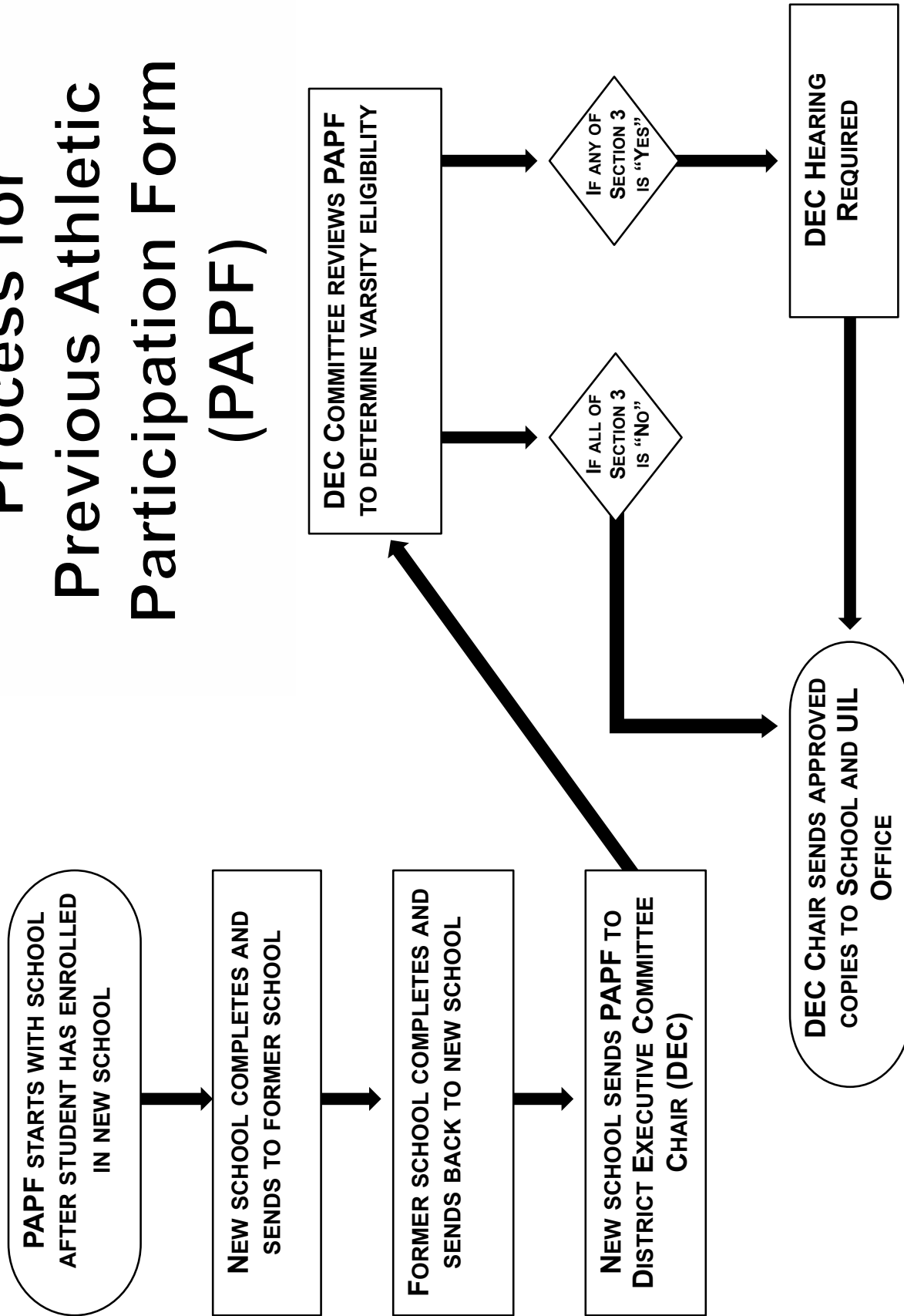
Section III – Former School Certification and Release

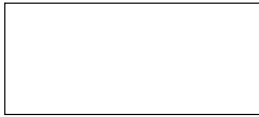
- Questions 1-6 will help determine if the student is changing schools for athletic purposes.
- If any of questions 1-6 is answered 'yes,' a District Executive Committee hearing is required.
- If a hearing is required, testimony from the previous school, the student/parent and new school can be given to assist in determining eligibility. Please document the date of the hearing in this section.
- If questions 3, 4 or 5 are answered 'yes' an attachment of explanation from the previous school is required to the District Executive Committee.
- This section requires two signatures (former superintendent or designated administrator and former principal or coach).
- A student is ineligible for varsity competition until the District Executive Chair has signed the Previous Athletic Participation form.

Section IV – District Executive Committee Approval

- Check the level of approval for competition. If approved for 'Varsity' level in one sport, the student is approved for 'Varsity' level for all sports.
- Check and sign the level of approval for sub-varsity if the student does not meet varsity eligibility requirements.
- Complete the District Executive Chairman's school, conference and district.
- A signature of the District Executive Committee Chairman is required before the student is eligible for varsity competition, if the level of approval is 'Varsity'.
- The District Executive Committee Chairman sends one copy to the student's current school and the other copy (with supporting documentation) to the University Interscholastic League.

Process for Previous Athletic Participation Form (PAPF)





For UIL Use Only

**Previous Athletic Participation Form
University Interscholastic League**

Eligibility Questionnaire for New Student Athletes in Grades 9-12

This Form Must be on File with School Before Participation at any Level in Grade 9-12
(To be filled out by the student and/or parent and filed with the school.)

Name of Student (print) _____ Grade _____ Birthdate _____ Age _____
 Student's Current Address: _____ City _____ State _____ Zip Code _____
 New School: _____ City _____ Public Charter Private School
 Last School of Participation: _____ City _____ State _____ Public Charter Private School
 Date of enrollment in new school: _____ Date of withdrawal from previous school: _____
 Has the student been continuously enrolled in the new school for one calendar year? Yes No

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	1. Has the student ever practiced or participated in extracurricular athletic activities (before school, after school or during an athletic period) at another school in the United States or Mexico in grades 8-12? If yes, the student must complete page 2 in addition to page 1 and both pages must be sent to the District Executive Committee Chairperson. <u>If no, the student must complete page 1 and file with the school and/or athletic department ONLY.</u>
<input type="checkbox"/>	<input type="checkbox"/>	2. Has the student ever enrolled or participated in a Magnet program, Charter school, Open/Choice Enrollment (within the ISD) or International Baccaluarte (IB) program in grades 9-12? If yes, please provide the name of the school _____ and school year _____. <u>PARENT RESIDENCE RULE:</u> *QUESTIONS IN THIS SECTION ARE REFERRING TO BIOLOGICAL PARENTS. REFERENCE C&CR SECTION 440(B) & 442.
<input type="checkbox"/>	<input type="checkbox"/>	3. Does the student live with <input type="checkbox"/> one parent <input type="checkbox"/> both parents <input type="checkbox"/> guardian <input type="checkbox"/> foster parent(s)? If the student lives with a GUARDIAN or FOSTER PARENT(S), a UIL Parent Residence waiver may be required. You MUST contact the district Athletic Director/Coordinator then contact the UIL Athletics Department at (512) 471-5883.
<input type="checkbox"/>	<input type="checkbox"/>	4. Are the parents of the student <input type="checkbox"/> married <input type="checkbox"/> never married <input type="checkbox"/> married- living apart <input type="checkbox"/> divorced <input type="checkbox"/> deceased? If the parents are MARRIED-LIVING APART or MARRIED and the student is LIVING WITH ONE PARENT, a UIL Parent Residence waiver may be required. You MUST contact the district Athletic Director/Coordinator then contact the UIL Athletics Department at (512) 471-5883.
<input type="checkbox"/>	<input type="checkbox"/>	5. Does the parent(s) of the student reside outside the attendance zone of the school the student wishes to represent? If yes, a UIL Parent Residence waiver may be required. You MUST contact the district Athletic Director/Coordinator then contact the UIL Athletics Department at (512) 471-5883.
<input type="checkbox"/>	<input type="checkbox"/>	6. Is there a change in schools but no change in address? If yes, please attach an explanation.
<input type="checkbox"/>	<input type="checkbox"/>	7. Is more than one residence owned, rented or maintained by the parents? If yes, please attach an explanation.
<input type="checkbox"/>	<input type="checkbox"/>	8. Are any members of the family still residing at the previous residence? If yes, it should be investigated prior to participation on the varsity level.
<input type="checkbox"/>	<input type="checkbox"/>	9. Are there other family members in grades K-12 attending a different school district other than the school district the student is now attending? <u>FULL TIME STUDENT RULE:</u> REFERENCE C&CR SECTION 403.
<input type="checkbox"/>	<input type="checkbox"/>	10. Is the student enrolled in less than an average of four hours per day of instruction for either state or local high school credit? <u>FOUR YEAR RULE AND AGE RULE:</u> REFERENCE C&CR SECTION 400 & 405(FOUR YEAR) & 440(C), 446 (AGE).
<input type="checkbox"/>	<input type="checkbox"/>	11. Did the student first enroll in the 9th grade more than 4 years ago? The first date of enrollment in 9th grade. _____
<input type="checkbox"/>	<input type="checkbox"/>	12. Has the student ever repeated a grade since first entering the 7th grade? If yes, please attach an explanation.
<input type="checkbox"/>	<input type="checkbox"/>	13. Will (or was) the student 19 years of age on or before September 1 of the current school year? <u>FOREIGN EXCHANGE RULE:</u> REFERENCE C&CR SECTION 468(3).
<input type="checkbox"/>	<input type="checkbox"/>	14. Is the student a foreign exchange student? If yes, a Foreign Exchange Waiver is required for Varsity athletic participation. <u>AMATEUR ATHLETIC RULE:</u> REFERENCE C&CR SECTION 441.
<input type="checkbox"/>	<input type="checkbox"/>	15. Has the student done anything to jeopardize their amateur athletic status? <u>ASSIST IN DETERMINING IF STUDENT CHANGED SCHOOLS FOR ATHLETIC PURPOSES:</u> REFERENCE C&CR SECTION 443.
<input type="checkbox"/>	<input type="checkbox"/>	16. Did anyone from the new school contact the student prior to their enrollment in the new school?
<input type="checkbox"/>	<input type="checkbox"/>	17. Was the student ever prohibited from participation at the previous school? If yes, please attach an explanation.
<input type="checkbox"/>	<input type="checkbox"/>	18. Did the student play on a non-school team and is transferring to the school where members of the non-school team attend?

TO BE COMPLETED BY STUDENT, PARENT AND ADMINISTRATOR OF NEW SCHOOL

It shall be the responsibility of each school to have on file the following required annual forms for each student who participates in any practice (before school, after school or during an athletic period), scrimmage or game: Preparticipation Physical Examination (for students in their first and third year of high school participation), Medical History Form, Illegal Steroid Use and Random Steroid Testing, Parent and Student Notification/Agreement Form, Acknowledgement of Rules Form, Concussion Acknowledgement Form and Sudden Cardiac Arrest Awareness Form. Incorrect or untrue information provided by the parent or student could cause ineligibility and could result in the forfeiture of contests in which the student has participated in addition to other penalties. The following signatures certify that to the best of your knowledge, all information presented on this form is true and correct.

Signature of Student _____	Date _____	Signature of Parent/Guardian _____	Date _____
Signature of New School Coach _____	Date _____	Signature of New School Administrator _____	Date _____
_____ New School Coach Name	_____ Coach's Email Address	_____ Sport	

Previous Athletic Participation Form University Interscholastic League

Page 2
Revised 08/01/14

All new students in grades 9-12 who have ever practiced or participated in baseball, basketball, cross country, football, golf, soccer, softball, swimming and diving, team tennis, tennis, track and field, volleyball or wrestling in grades 8-12 at another school in the United States or Mexico MUST have this form completed by the last school of participation and be approved by the District Executive Committee before they are eligible to participate at the **VARSITY LEVEL** at the new school. **A student being continuously enrolled for one calendar year still requires a Previous Athletic Participation form before they are eligible to participate at the VARSITY LEVEL in athletics.**

Name of Student _____ New School: _____ Last School of Participation: _____
 Student's current address: _____
Street City State Zip Code

I. ELIGIBILITY CERTIFICATION: This section should be completed by the individual(s) with whom the student is currently residing at the new school. We, the undersigned, certify that the student is in compliance with the transfer and admission policies of the local school district. This student is not changing schools for athletic purposes and was not recruited. We understand that any false or incorrect information could cause the student to be declared ineligible and could result in the forfeiture of contests in which the student has participated at the new school, in addition to other penalties.

Previous address _____ Status of previous residence? sold leased vacant still own

PARENT SIGNATURE _____ DATE _____

WITNESS FOR PARENT SIGNATURE _____ DATE _____
New school administrator or notary public (NOTARY SEAL)

If witness is the new school administrator, notarization is not required.

II. NEW SCHOOL CERTIFICATION: We certify that to our knowledge no one from our community has offered any inducement, directly or indirectly to the student or parents to move into our district. To the best of our knowledge this student is not changing schools for athletic purposes.

Name of New School _____ Signature of new school superintendent or designated administrator _____ Date _____

III. LAST SCHOOL OF PARTICIPATION CERTIFICATION AND RELEASE: Section III must be completed for any new student in grades 9-12 who has ever participated in baseball, basketball, cross country, football, golf, soccer, softball, swimming and diving, team tennis, tennis, track and field, volleyball or wrestling in grades 8-12 at another school in the United States or Mexico before they are eligible to participate at the varsity level at the new school. Please check the appropriate responses below. **If any of the questions in this section are marked 'Yes' a full hearing of the District Executive Committee (DEC) is required in the new district.**

Yes No

1. Was there any conflict or dissatisfaction between the student, his/her parents, and the athletic/academic supervisors at the school?

2. Was this student recruited to attend another school or was any undue influence exerted upon this student or family to change schools?

3. Did this student quit an athletic activity or program while enrolled in your school? **If yes, attach explanation to DEC.**

4. Was this student ever suspended or removed from your school athletic program? **If yes, attach explanation to DEC.**

5. Would the student be prohibited from participation in athletics had they not changed schools? **If yes, attach explanation to DEC.**

6. Based on your knowledge of the student and their circumstances, is this student changing schools for athletic purposes?

Print Name of Former superintendent or designated administrator _____ Print Name of Former principal or coach _____

*Signature of Former superintendent or designated administrator _____ **AND** *Signature of Former principal or coach _____ Date Signed _____
(* two signatures required)

Last School of Participation: _____ City _____ State _____

IV. EXECUTIVE COMMITTEE APPROVAL: We certify the above named student is approved. Check the appropriate box: Varsity Sub-varsity only (applying for a Waiver)

Any 'Yes' answer in Section III to questions 1-6 above requires a full hearing of the District Executive Committee (DEC) to determine the eligibility status of the student and required before applying for a Parent Residence Rule waiver. The student would be ineligible for varsity athletic participation until the DEC hears testimony from the previous school, the student/parent and the new school and makes an eligibility determination. DATE OF HEARING _____

School _____ Conference _____ District No. _____
(School of District Executive Committee Chairman)

Signature of District Executive Committee Chairman _____ Date _____ Contact Email Address _____

The District Chairman makes two copies of the completed form. Send one copy to the student's current school and the other copy to the University Interscholastic League, Box 8028, University Station, Austin, Texas, 78713. Retain the original in your file.

Changing Schools for Athletic Purposes

Section 443: CHANGING SCHOOLS FOR ATHLETIC PURPOSES

- (a) **DETERMINATION BY DISTRICT EXECUTIVE COMMITTEE.** The district executive committee is to determine whether or not a student changed schools for athletic purposes, when considering each student who changed schools and has completed the eighth grade, whether or not the student has represented a school in grades nine through twelve.
- (b) **COMMON INDICATORS.** District executive committees should look closely to determine if a student is changing schools for any athletic purpose. Some common indicators committees should include in their considerations include, but are not limited to: checking to see if a student was recruited; ascertaining whether a student was in good standing in the previous school, either academically or in a sports program; determining if a student was unhappy with a coach in the previous school; determining if a student played on a non-school team and is transferring to the school where members of the non-school team attend; determining if a student played on a non-school team and is transferring to the school where the non-school team coach or a relative of the non-school team coach, is the school coach; and determining if a student received individual or team instruction from a school coach and is transferring to the school of that coach.
- (c) **INELIGIBLE.** A student who changes schools for athletic purposes is not eligible to compete in varsity League athletic contest(s) at the school to which he or she moves for at least one calendar year, even if both parents move to the new school district attendance zone. See (e) below.
- (d) **LENGTH OF INELIGIBILITY.** The district executive committee for the district into which the student moves shall determine when or if a student who moves for athletic purposes becomes eligible. See (c) above and (f) (3) below.
- (e) **PREVIOUS ATHLETIC PARTICIPATION FORM (PAPF).** An individual is presumed to have changed schools for athletic purposes if he or she participated with his or her former school in any League athletic contest or practice in grades eight through twelve during any previous school year until:
 - (1) the student's parents change their residence to the new school or attendance zone; (see Section 442 (g) for a student who changes residence with a separated parent); and
 - (2) the superintendent (or designated administrator) and principal and/or coach of the previous school sign a PAPF stating that the student was not recruited to the new school and did not change schools or attendance zones for athletic purposes; and
 - (3) the superintendent (or designated administrator) of the new school signs a PAPF stating that the student was not recruited and is not changing schools for athletic purposes; and
 - (4) the parents sign a PAPF either in front of the new school's administrator or a notary public that they reside in the new school district or attendance zone and the change was not made for their child's athletic purposes; and
 - (5) the district executive committee approves the completed PAPF.

NOTE: The district executive committee is not bound to determining only the status of students who participated at another school the previous or current year, as it relates to changing schools for athletic purposes.
- (f) **ELIGIBILITY DETERMINATION BY DISTRICT EXECUTIVE COMMITTEE.**
 - (1) If the district executive committee where the student attends school finds that the student did not change schools for athletic purposes and meets all the criteria listed in Section 442, it shall declare the student eligible if he/she meets all other eligibility requirements.
 - (2) If the district executive committee where the student now attends school finds that the student did not change schools for athletic purposes, it may declare that student eligible even though the school district from which he or she moved refused to sign the PAPF. (Extreme caution should be used in granting eligibility under this condition.)
 - (3) If the district executive committee where the student now lives finds at any time that the change was made for athletic purposes, it shall declare that student ineligible to participate in athletic contests for one year. This may include a student who did not compete at the previous school. If the committee decides that the period of ineligibility should be longer than one year, the committee shall transfer the case to the State Executive Committee.
 - (4) When officials from both the sending and receiving schools agree that a student changed schools for athletic purposes, the State Executive Committee will not hear or grant an appeal.
- (g) **MINIMUM PENALTY.** If a Previous Athletic Participation Form was not filed prior to competition and it was an inadvertent error and the student is actually eligible under Subchapter M of the Constitution, the district executive committee is not required to demand forfeiture or to rule the student ineligible. The committee may assess the minimum penalty of reprimand.
- (h) **NO PREVIOUS ATHLETIC PARTICIPATION FORM REQUIRED.** The Previous Athletic Participation Forms are not

required if the student did not practice or participate with his or her former school in grades eight through twelve during any previous school year in any athletic activity or if the student was required to change schools because the school district or attendance zone lines were changed by the school board or other appropriate authority.

NOTE: (d) and (f) above speak to the applicability of the Previous Athletic Participation Form as it relates to students who have or have not represented another school in grades nine through twelve in either varsity or sub varsity competition. Section 440 (d) prohibits students from changing schools for athletic purposes.

Designated School Administrator

Designated School Administrator: The school district superintendent and/or his designate is responsible for enacting and enforcing a crowd management policy for contests sponsored by his/her district.

Guidelines: (By no means is this list of guidelines inclusive.)

1. A crowd control policy for season athletic contests shall be endorsed by the school board and on file with the district executive chairman and in possession of those in the individual school directly responsible.
2. All interscholastic contests must be approved by the superintendent or his designee.
3. There must be a designated administrator at all home contests (who is not coaching at the contest).
4. Students, participants and staff members are expected to conduct themselves in a sportsmanlike manner. Failure to do so will be a violation and subject to penalty.
5. The member school superintendent is responsible for initiating disciplinary measures against those guilty of violations.
6. The host administration must insure the safety of the officials.

Procedures:

1. For varsity contests the school designee shall meet the officials:
 - a. Introduce himself/herself.
 - b. Indicate where he/she will be sitting.

The designated school administrator shall meet the officials at the designated times as listed below.

Baseball: 30 minutes prior to the game at the conference with coaches and umpires.

Basketball: 30 minutes prior to the game.

Football: At least 30 minutes prior to the game meet with referee on the field.

Soccer: Prior to the start of the game, on the field with center official and lines persons.

Softball: 30 minutes prior to the game at the conference with coaches and umpires.

Volleyball: Immediately after the officials enter the court.

The designated school administrator shall meet the officials immediately after the officials enter the court.

2. If officials are not contacted by the designee ten minutes prior to start of a game, the referee shall ask the home head coach if there is a designee and if so, who that person is.
3. If a designated administrator is not present, the officials shall notify the UIL in writing the next working day and report the incident.
4. The designee shall meet briefly with the officials after the game to discuss the game and any problems during the game dealing with ejection of players, coaches, or fans, etc. The designee shall also offer to provide an escort to

walk with the officials to their respective vehicles.

5. The designee is responsible to inform the administration of both schools by phone the next school day of unsportsmanlike behavior of fans, players, coaches, and any unprofessional behavior on the part of officials.
6. The home school is responsible for security. In playoff games/matches, both schools are responsible.
7. Each school is responsible for the behavior of its fans, players, and employees.
8. In playoff games/matches both schools shall have a designated school administrator.

Exception to Nineteen Year Old Rule for High School Varsity Athletic Competition

Section 446: AGE

- (a) **PROOF OF AGE.** A birth certificate attested by the appropriate official is the best evidence of the date of birth. If this evidence is not available, other credible evidence of the date of birth may be considered.
- (b) **NINETEEN OR OLDER ON SEPTEMBER 1.**
 - (1) **Eligibility.** A student who is nineteen or older on September 1 preceding the contest, and who initially enrolled in the ninth grade no more than four calendar years ago, and who prior to the end of his or her second year in high school was in special education, under the auspices of an ARD committee or identified as a 504 student by a 504 committee, is eligible to participate in a League varsity athletic contest as a representative of a participant school if:
 - (A) the student has or had a disability which delayed his or her education for a year or more; and
 - (B) the student is currently in special education and under the auspices of an ARD committee or is currently identified as a 504 student by a 504 committee, and
 - (C) the student has not already participated one extra year under this exception.
 - (2) **Requirements.** The requirements below are to be met by the superintendent. A student may apply for a waiver as outlined in Section 463 only if the superintendent does not submit proper verification.
 - (A) The following must be submitted to the superintendent of the school district for eligibility determination:
 - (i) Special education students must provide documentation of a special education status and documentation that a disability delayed their education by at least one year.
 - (ii) Students with a history of a disability must provide documentation from a 504 committee proving the existence and length of time of the disability that caused the delay of at least one year in their education.
 - (B) The superintendent must certify that the student has met eligibility requirements on a form prepared by the UIL office, and submit the completed form to the chair of the district executive committee. If a student is unable to obtain the required certification from the superintendent, the student may appeal the matter to the UIL Waiver Officer for disposition. See Section 463.
 - (3) **District Executive Committee.**
 - (A) The chair of the district executive committee will accept only completed certification forms. The following will be returned to the superintendent by the chair of the committee with eligibility denied:
 - (i) forms that do not certify that the student meets the requirements for eligibility;
 - (ii) forms that indicate that the student is not in compliance with the four-year rule and a waiver for that rule has not been granted.
 - (iii) forms that contain any missing information or missing signatures.
 - (B) The district executive committee will verify completed certification forms and declare the student eligible for varsity competition.
 - (C) The student remains ineligible for varsity athletics unless and until all eligibility is verified by the district executive committee.

Waiver of Eligibility Rules Application Procedures

Section 463: APPLICATION FOR WAIVER

- (a) WHO MAY APPLY.
- (1) When a student does not comply with Sections 400 (g) and 405 because that student has not met the requirements for graduation four years after first entering into the ninth grade and has missed an entire season's participation in a specific activity due to inadvertent circumstances other than an athletic injury, that student may apply for a waiver of the apparent non-compliance and a declaration of eligibility in those activities that were missed. A student may apply for a waiver of the four year rule only once. The fact that a participant school does not offer a specific activity is not grounds for claiming the student was unable to participate in that activity.
 - (2) Parent Residence Rule.
 - (A) If a district executive committee finds that a student does not comply with Sections 440 (b) and 442 (residence rules), that student may apply for a waiver of the apparent non-compliance and a declaration of eligibility.
 - (B) A waiver of the residence rule shall be null and void when either the district executive committee or the State Executive Committee determines that the student changed schools for athletic purposes.
 - (C) If a student who has been granted a waiver returns to the school in the attendance zone where the parents reside, a Previous Athletic Participation Form shall be furnished to the district executive committee, who will rule on the student's eligibility at that school.
 - (3) Students who change schools from one independent school district to another independent school district to enroll in the International Baccalaureate Program may apply for a waiver of Sections 440 and 442 (residence rules) to be eligible for varsity athletics the first year of attendance.
 - (4) Age Rule, Sections 440 (c) and 446. If a student is nineteen or older and has met all the criteria in Section 446 prior to the end of his or her second year in high school, but the superintendent does not submit proper verification to the district executive committee and the UIL, that student may apply for a waiver if:
 - (A) the student has or had a disability which delayed his or her education for a year or more; and
 - (B) the student is currently in special education and under the auspices of an ARD committee or is currently identified as a 504 student by a 504 committee; and
 - (C) the student has not already participated an extra year under this exception.
 - (D) NOTE: This waiver procedure is only for students who are unable to obtain the required certification from the superintendent as outlined in Section 446.)
 - (5) See Section 469 for retroactive waiver procedure.
- (b) PROCEDURE. The application must be in writing on the League Application for Waiver form and signed by the student and, if the student is under 18 years of age, by a parent or guardian. The applicant shall submit a copy of all documentation to the superintendent. The superintendent shall send a copy of the application to the chair of the district executive committee. The chair shall notify members of the district that the application has been filed. Unless the student is indigent, he or she shall pay a \$100 filing fee to the League when the application is filed.

Section 464: SUBMISSION TO WAIVER OFFICER

- (a) The applicant for a waiver shall submit with the application statements of the facts and circumstances that excuse the apparent non-compliance with the rules.
- (b) An applicant for a waiver of the age-rule, Sections 440 (c) and 446, must also submit the following:
 - (1) An applicant who is a special education student must provide documentation of special education status and documentation that a disability delayed his or her education by at least one year.
 - (2) An applicant who is a student with a history of a disability must provide documentation from a 504 committee proving the existence and length of time of the disability that caused the delay of at least one year in his or her education.
 - (3) Applicants must submit documentation and/or a statement of the facts and circumstances indicating that the applicant was unable to obtain the required certification from the superintendent.

UIL Rules Compliance Program

- (i) UIL RULES COMPLIANCE PROGRAM.
 - (1) All coaches shall annually complete the UIL Rules Compliance Program prescribed by the UIL prior to their sport season.
 - (2) The names of coaches who complete the UIL Rules Compliance Program will be kept on file by the school.
- (j) MINIMUM PENALTY FOR MISCONDUCT.
 - (1) *Automatic Minimum Penalty.* Any coach who is ejected from a contest for unsportsmanlike conduct, or any football coach who is given two or more 15-yard unsportsmanlike penalties during a contest may accept an automatic penalty for their ejection or appeal the ejection. A coach who appeals their ejection is required to appear before the State Executive Committee. If the coach accepts their automatic penalty or their ejection is not overturned on appeal, the coach will be subject to:
 - (A) an automatic penalty of public reprimand (name will be published once in the Leaguer) and one year's probation in the applicable sport; and
 - (B) completing the National Federation of State High School Associations Fundamentals of Coaching Course; and
 - (C) completing the National Federation of State High School Associations Teaching and Modeling Behavior Course.
 - (2) *Automatic Greater Penalty.* If a coach so penalized has no proof of having completed the UIL Rules Compliance Program prior to the sports season, that coach shall also be automatically suspended from the next game/contest.
 - (3) *Subsequent Violations.* Any further ejection or accumulation of two 15-yard unsportsmanlike penalties during a football game, while on probation, will require the coach to appear before the State Executive Committee for consideration of penalty.
 - (4) *Notification.* Schools shall notify the UIL within three school days if a coach has been ejected from a game or received two 15-yard unsportsmanlike penalties.

For more information regarding the RCP program, please visit our website at-

<http://www.uilTEXAS.org/athletics/rules-compliance-program>

NCAA TIE BREAKER SYSTEM

The District Executive Committee should address Section 1203 (h) of the UIL Constitution and Contest Rules regarding district representatives in the event two or more schools are tied in win/loss percentage. This is important with the mandatory adoption of the NCAA tie breaker system for all varsity games. There shall be no PAT following a game ending touchdown in (see exception below).

ARTICLE 3. The NCAA tie breaker system will be used when a high school varsity game is tied after four periods. NCAA football playing rules apply, with the following exceptions:

District games using “positive points” will use the following exceptions:

Coaches in the game should inform the referee before the game (pre game conference) that the game will be played using the UIL “positive point” exception. Failure to notify the referee prior to the coin toss does not negate specific DEC rules relating to “positive point”. If notification is given to the referee, the tie game will be played with the following exception to rule 3-1-3-f. delete “if Team B scores during a period other than a try”.

Delete example 2. If a touchdown is scored that determines the winning team in an extra period, the try is cancelled.

Substitute Example 2 : If a touchdown is scored that determines the winning team in an extra period, the scoring team may elect to play the try down. If the team on defense refuses to play the try down, the Referee may award the number of points the team could have scored had the defense played the try down.

- a. Immediately after the conclusion of the fourth quarter, officials will instruct both teams to retire to their respective team areas. The officials will assemble at the 50-yard line and review the tiebreaker procedures.
- b. The officials will escort the **coaches** to the center of the field for the coin toss. The winner of the toss shall choose one of the following options:
 1. Offense or defense, with the offense at the opponent’s 25-yard line to start the first series.
 2. Which end of the field shall be used for both series of that overtime period.

Note: The winner of the toss may not defer his choice.

- c. The loser of the toss shall exercise the remaining option for the first extra period and shall have the first choice of the two options for subsequent even-numbered extra periods.
- d. Extra periods: An extra period shall consist of two series with each team putting the ball in play by a snap on or between the inbounds lines on the designated 25-yard line, which becomes the opponent’s 25-yard line. The snap shall be from midway between the inbounds lines on the 25-yard line, unless a different position on or between the inbounds lines is selected before the ready-for-play signal. After the ready- for-play signal, the ball may be relocated after a charged team timeout, unless preceded by a Team A foul or offsetting penalties.
- e. Team series: Each team retains the ball during a series until it scores or fails to make a first down. The ball remains alive after a change of team possession until it is declared dead. However, Team A may not have a first and 10 if it again possesses the ball after a change of team possession.

Team A and B designations are the same as defined in Rule 2-27-1 in the NCAA Football Rule Book.

EXAMPLES:

1. After each team has put the ball in play by snap at the beginning of its series, the score is tied or there has been no score. **RULING:** Begin the second extra period with the loser of the toss at the beginning of the first extra period having the choice of the two options.
2. Other than on the try, Team B intercepts a pass or fumble for a touchdown or recovers a fumble or a backward

pass and scores a touchdown. RULING: Period and game are ended, and Team B is the winner. *See substitute example on previous page regarding positive points exception.

3. During the first series of a period, Team B intercepts a pass or fumble or recovers a fumble or a backward pass and does not score a touchdown. RULING: Team A series ended and Team B, which becomes Team A, starts its series of that period.
 4. During the first series of a period, Team A attempts a field goal and the kick is blocked. Team A recovers the kick, which never was beyond the neutral zone, and runs for a touchdown. RULING: Six points for Team A, and Team B begins its series of the period after the try.
 5. Team A attempts a field goal and the kick is blocked. Team A recovers the kick, which never was beyond the neutral zone, and runs for a first down. RULING: Team A's ball, first and 10.
 6. Team A attempts a field goal on first, second or third down, and the kick is blocked. Team A recovers the kick, which never crossed the neutral zone, and does not gain a first down. RULING: Team A's ball, next down.
 7. Team A attempts a field goal and the kick is blocked. Team B recovers the kick and runs it into Team A's end zone. RULING: Touchdown, game is ended. *See substitute example on previous page regarding positive points exception.
 8. During the first series of a period, Team B—after gaining possession—loses possession to Team A, which scores a touchdown. RULING: The score counts, and Team B begins its series of the period after the try.
 9. During the first series of a period, Team B—after gaining possession—loses possession to Team A, which fails to score a touchdown. RULING: Team A series is ended, and Team B begins its series of that period.
 10. During the first series of a period, Team A fumbles into Team B's end zone on a second down of a series. Team B recovers and downs the ball in its end zone. RULING: Team A series of that period is ended. Team B series of the period begins.
 11. During the first series of a period, B10 intercepts a forward pass on his three-yard line and downs the ball in his end zone (no momentum involved). RULING; Score two points for Team A. Team A's series is over. Team B will put the ball in play, first and 10 on the 25-yard line at the same end of the field.
 12. Team A's field-goal attempt is untouched beyond the neutral zone until it is muffed by B17 at the five-yard line. A75 recovers at the three-yard line. RULING: First down for Team A at the three-yard line.
- f. Scoring: The team scoring the greater number of points during the regulation and extra periods shall be declared the winner. There shall be an equal number of series, as defined in (e) above, in each extra period. Beginning with the third extra period, teams scoring a touchdown must attempt a two-point try. A one-point try by Team A (although not illegal) will not score a point.

EXAMPLES:

1. On the first possession of a period, Team A scores a touchdown. On the try, Team B intercepts a pass and returns it for a two-point touchdown. RULING: Team B is awarded the ball on the 25-yard line to start its series of the period with the overtime score 6-2.
 2. **If a touchdown is scored that determines the winning team in an extra period and proper notification has been provided, the scoring team may elect to play the try down. If the team on defense refuses to play the try down, the Referee shall award the number of points the team could have scored had the defense played the try down.**
- g. Fouls after Team B possession:
1. Distance penalties by either team are declined by rule in extra periods (Exceptions: Dead-ball fouls and live-ball fouls penalized as dead-ball fouls).
 2. Scores by fouling teams are canceled.

3. If there are offsetting fouls, whether one or both occur after Team B possession, the down is not replayed.

EXAMPLES:

1. After the end of the first series of a period by Team A, Team B commits a dead-ball foul. RULING: Team B starts its series on the 40-yard line, first and 10.
2. During the first series of a period, Team A passes and a Team A back is illegally in motion during the down. The pass is intercepted, and Team B commits a foul before scoring a touchdown. RULING: Score not allowed. The series is ended, and Team B begins its series on the 25-yard line.
3. During the second series of a period, Team B intercepts a pass and runs for a touchdown. During the run, Team B clips at midfield. RULING: Nullify the score, and if the score is tied, the next period will start with first and 10 at the 25-yard line.
- h. Timeouts: Each team shall be allowed one timeout for each extra period. Timeouts not used during the regulation periods may not be carried over into the extra period(s). Unused extra-period timeouts may not be carried over to other extra periods. Timeouts between periods shall be charged to the succeeding period.

~ QUESTIONS AND ANSWERS ~

1. Must the District Executive Committee assess a penalty when a rule is violated?

Answer: Yes. Example: A school reports to the District Executive Committee that it inadvertently violated a rule. The District Executive Committee can assess a penalty from the range listed in Section 29.

2. Does a reprimand mean a school cannot win district honors?

Answer: No. A reprimand serves as a reminder that a rule has been violated, and, if other violations occur, a harsher penalty may be applied next time.

3. When do District Executive Committee votes have to be unanimous?

Answer: To approve the playing of a district basketball game prior to December 15.

4. Does a defeat by a team which has been disqualified for district honors count in UIL standing?

Answer: The District Executive Committee should determine (prior to the season) if those games will count on UIL standing.

5. What happens when icy roads prevent scheduled district varsity games from being played?

Answer: The District Executive Committee may permit varsity district games/matches postponed by weather or public disaster (not including illness) to be played as an exception to UIL calendar week limitations, and only one school night per school week rule provided they are rescheduled on the next date, other than Sunday, on which another district game is not scheduled. In the event weather or public disaster forces the makeup game to be rescheduled it shall be rescheduled on the next date as described earlier. These makeup games may be played as exceptions to the school week and calendar week limitations.

6. Is a student, who moves from School A to School B without his parents, eligible?

Answer: A student's eligibility is determined by the residence of his/her parents. If the parents do not make the corresponding move into the new school district or attendance zone or do not meet the criteria of residence (Section 442 (h)) the student will not be eligible for varsity athletics unless a parent resident waiver is approved by the UIL Waiver Officer.

7. Does a student automatically become ineligible when his parents move out of the school district?

Answer: No. An individual is eligible even though the parents do not live in the school district, if that individual: 1) has been continuously enrolled in and regularly attending the school for at least the previous year; 2) did not receive any inducement; 3) is in compliance with written transfer and admission policies of the local school district; and 4) is paying his own way (at the going rate within that community) if he is not living with relatives; providing his own transportation if he is living outside the attendance zone.

8. When students move to a new school with their parents, when do they become eligible?

Answer: Students become eligible immediately, provided the previous athletic participation forms (PAPF) are satisfactorily completed, and students enter school prior to the sixth class day of the current school year. The "15-day rule" (see Section 440(g)), applies to all students entering school after the sixth class day of the current school year.

9. What happens when a game official is mistreated (extreme verbal abuse, touched, hit, etc.) by a player, coach, or fan?

Answer: Notification to the UIL office shall occur immediately. Schools must follow-up with a written report. The State Executive Committee has jurisdiction and sets penalties in cases of this nature. Each case will be thoroughly reviewed by this committee and League officials. Schools are asked to submit a report regarding their

follow-up actions to eliminate any future incidents.

10. Do seniors have any exceptions to UIL rules?

Answer: No. Senior students must comply with all UIL eligibility rules.

11. Do all students, who change schools, need a Previous Athletic Participation Form (PAPF)?

Answer: Yes. Any new student in grade 9-12 who represented a school in practice or contest in any non-varsity or varsity athletic event in grades 8-12 needs the "PAPF" form completed if they will participate at the varsity level in any sport for the new school. If the student did not participate the form should be appropriately checked. The form needs to be sent back to the former school regardless of location of that school.

12. Does a District Executive Committee have the authority to set aside League rules?

Answer: No. The District Executive Committee does not have the authority to set aside rules or to make regulations in the Constitution and Contest Rules more restrictive than those listed in the Constitution and Contest Rules .

13. If the District Executive Committee chooses to set aside a UIL rule what are the consequences?

Answer: The State Executive Committee could disqualify all district representatives from participating in the playoffs.

14. What penalties may the District Executive Committee assess?

Answer: See Section 29 of the Constitution and Contest Rules. Review the entire section before taking action.

15. May rules be waived?

Answer: The only rules which may be waived are the residence rule and the four-year rule. The Waiver Officer at the UIL may waive the residence rule or four year rule if the circumstances that caused the student to be ineligible were caused by involuntary and/or unavoidable action such that the student could not reasonably be expected to comply with the rules. Copies of materials (except confidential materials) must be sent to the District Executive Committee chairman by the Waiver Officer.

16. May the District Executive Committee challenge the request for waiver?

Answer: The District Executive Committee may verify or dispute in writing assertions made in the statement by communicating with the Waiver Officer. The Waiver Officer shall send the applicant a copy of any communication received from the District Executive Committee.

17. Who can appeal the decision of the Waiver Officer?

Answer: The applicant, the parent or guardian of the applicant, or any superintendent may request a review of the decision of the Waiver Officer. See Section 466 of the UIL Constitution and Contest Rules.

18. When a student athlete is not listed on the eligibility blank or the PAPF is not completed before the athlete participates in a varsity contest does the school have to forfeit contests?

Answer: Not unless the student was actually ineligible. The committee may assess the minimum penalty of reprimand to the school. See Section 1205 (b) and (d) of the UIL Constitution and Contest Rules.

2015-16 Sport Season Dates and Game/Tournament Limits

Sport	Number of Contests Allowed	Conference	First Day of Practice	District Certification Deadline	Date(s) of State Championship
Baseball (Boys)	0 tournaments and 23 games or 1 tournament and 20 games or 2 tournaments and 17 games or 3 tournaments and 14 games	All conferences	1/29/16	5/3/16*	6/8-6/11/16
Basketball (Girls)	0 tournaments and 25 games or 1 tournament and 23 games or 2 tournaments and 21 games or 3 tournaments and 19 games	All conferences	10/21/15	2/13/16*	3/3-3/5/2016
Basketball (Boys)	0 tournaments and 25 games or 1 tournament and 23 games or 2 tournaments and 21 games or 3 tournaments and 19 games	All conferences	10/28/15	2/20/16*	3/10-3/12/2016
Cross Country (Girls & Boys)	7 meets	All conferences	Year round	10/20/15**	11/7/2015
Football (Boys)	10 games	1A-4A & 5A, 6A w/no spring training 5A, 6A w/spring training	8/3/15	11/7/15*	12/12/15 – 1A (DI & DII) 12/17-12/19/15 – 2A-6A (DI & DII)
Golf (Girls & Boys)	7 tournaments	All Conferences	Year round	4/6/16**	4/25-4/29/2016
Soccer (Girls & Boys)	0 tournaments and 19 games or 1 tournament and 17 games or 2 tournaments and 15 games or 3 tournaments and 13 games	4A, 5A, 6A	11/30/15	3/22/16*	4/13-4/16/2016
Softball (Girls)	0 tournaments and 23 games or 1 tournament and 20 games or 2 tournaments and 17 games or 3 tournaments and 14 games	All conferences	1/22/16	4/26/16*	6/1-6/4/2016
Swimming & Diving (Girls & Boys)	7 meets	All conferences	Year round	1/30/16**	2/19-2/20/2016
Team Tennis (Girls & Boys)	7 tournaments total (Team & Individual combined)	4A, 5A, 6A	Year round	10/20/15*	11/11-11/12/2015
Tennis- Individual (Girls & Boys)	7 tournaments total (Team & Individual combined)	All conferences	Year round	4/13/16**	5/16-5/17/2016
Track & Field (Girls & Boys)	7 meets	All conferences	Year round	4/16/16**	5/12-5/14/2016
Volleyball (Girls)	0 tournaments and 27 matches or 1 tournament and 25 matches or 2 tournaments and 23 matches or 3 tournaments and 21 matches	All conferences	8/3/15	11/1*	11/18-11/21/2015
Wrestling (Girls & Boys)	7 tournaments	All conferences	Year round	2/6/16**	2/18-2/20/2016

* District chair is responsible for submitting the district certification form online (via UIL website).

** District chair is responsible for submitting the district results directly to the next level of competition (area or regional director); please do not send to the UIL office.



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