

District
Executive
Committee

Athletic Handbook

2012-2013



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 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 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 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 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 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

(q) **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 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 sub-varsity 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 writ-

ten 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

Required procedures for District Executive Committees to hear alleged violations of League rules:

*** Complaints can be received from:**

- a. Self-reporting from a participant school.
- b. Protest or report of violation by another participant school.
- c. Protest by an individual as in Section 53 (b).
- d. Referral by the UIL staff with an investigation report. The UIL staff investigates all complaints received that are in the jurisdiction of the State Executive Committee. Violations in the jurisdiction of the DEC are referred to the appropriate committee with a copy of the staff findings and a request that a copy of the DEC minutes considering the complaint be sent to the UIL office.

*** Complaint investigation to establish the facts:**

The DEC may appoint a committee to investigate the complaint and to submit a report to the DEC, or hold an informal discussion at a regularly scheduled meeting based on a self-reported violation(s) by a participant school. Any investigation of allegations that can result in a penalty of a reprimand to school personnel must follow due process.

Student eligibility cases may be appealed to the Commissioner of Education through the UIL State Executive Committee, under Texas Education Code 21.920(e). It is imperative that due process be afforded to the student and parent.

*** Hearing process:**

The District Executive Committee process requires fairness to all persons concerned with a violation. As a minimum;

- a. Notice of the specific allegation shall be given to each person and/or participant school accused prior to the meeting. All involved parties shall be given five days notice of the hearing. The parties could mutually agree in writing to waive the five day requirement.
- b. All persons and member schools accused shall be given a chance to present testimony and/or documents regarding the allegations during the meeting in which a decision is to be made. As part of the hearing notice described above, all parties shall be informed by the Committee if any time limits are to be placed on a party's presentation of their case. The Committee chair should have discretion to grant additional time to interested parties as circumstances warrant.
- c. All parties may be represented by legal counsel if they desire. Legal counsel may present the case, ask questions through the committee and summarize.
- d. Plaintiffs have the right to face their accusers.
- e. Hearsay evidence shall not be considered.
- f. Time limits for testimony apply equally to both parties.
- g. Witnesses must give sworn testimony.
- h. When a school is aligned into multiple districts, the initial District Executive Committee decision is applicable in all other districts, unless new and credible information is presented.

*** Open meetings:**

All meetings of the DEC are open to anyone who wants to observe, except portions of those cases which might carry a penalty to school district personnel. In those cases, before making a determination as to whether a person has violated the rule, the chair should announce, "An executive session will be held at this time pursuant to the Texas Open Meeting Act of the Texas Government Act, Subchapter D, Articles 551.071 and 551.074. The district executive committee shall consider a case that could result in a penalty to school district personnel. No other items of business will be considered during the executive session."

Committee members, the person accused of the violation, and legal counsel representing that person (if any) should

be in the executive session. If it is determined that a rule was violated, and if the committee votes to issue a reprimand, it must be done in open session. If the committee decides that a penalty greater than reprimand should be considered, the motion to refer the case to the State Executive Committee shall also be made in open session.

*** Penalties that can be assessed by the DEC:**

- a. School student representatives: Reprimand or Suspension not to exceed one year.
- b. Participant schools: As listed in Section 29 (b)
- c. School district personnel: Reprimand.

If the DEC decides that a penalty greater than reprimand should be given to school district personnel, it can refer the case to the State Executive Committee.

*** Who can vote:**

Each participant school in the assigned district has one vote. Committee members may not vote in a case involving their own participant school. This includes the representative from a school:

- a. presenting a formal protest or evidence and argument in an informal protest;
- b. making a report of a violation;
- c. being charged with a violation;
- d. that the student in question is leaving or changing to.

*** Referral to the State Executive Committee for Penalty:**

Referral to the SEC should occur only after the DEC has investigated the case and is convinced of the guilt of the individual. Referral should also carry a specific recommendation for a penalty exceeding reprimand.

It is necessary for the DEC to forward all the evidence upon which it has based its recommendation to the SEC.

*** Changing Schools for Athletic Purposes:**

Eligibility determination by District Executive Committee. If the district executive committee where the student now lives finds that the change was made for athletic purposes, it shall declare that student ineligibility to participate in athletic contests for one year. 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.

New Student Athletic Eligibility Questionnaire

The following are questions which should be answered before any student new to a high school is allowed to participate in an athletic competition.

- Check all athletic eligibility forms for proper:
 - a. Name
 - b. Address
 - c. Signature
 - d. Students made eligible through the waiver process (they should be identified by asterisk on the Eligibility Form).
- Check any varsity athlete new to the school whether the student transferred from out-of-state or in-state. The eligibility of any student that did not attend the high school last school year must be verified.
- Check each Previous Athletic Participation Form. The submitted form should have all appropriate information provided including all blanks checked and all signatures in place before the District Executive Committee approves eligibility.
- Any questions regarding “changing schools for athletic purposes” must be addressed before granting eligibility as are questions regarding parent residency.
- Is the student enrolled on a full time basis?
- Do the parents of the student reside in the attendance zone of the school for which they wish to participate?
- Are parents together/divorced/separated? (If parents are separated, a waiver of the parent residence rule may be required.)
- Has the residence been verified by a school coach or administrator?
- Do parents have personal effects in the residence? (i.e. furniture, clothing etc.)
- Do the parents have another residence?
- Do all members of the family live at the residence?
- What verification that the parents have moved has been presented? (rent receipts, bill of sale, electric bill, phone bill, voter registration card or drivers license)
- Has a Previous Athletic Participation Form been properly completed and signed by all concerned parties?
- Is there any indication the student changed schools for athletic purposes?
- Was the student recruited?
- If the student is not living with either parent, was the student placed by a court or other state agency? If so, when and why?
- If the student is living with a guardian, has the guardianship been recorded in the County Clerks office and has been in effect for one year with the guardian having custodial care of the student for that time? If not, has the student applied for a waiver?
- Was the student in good standing at the former school? (i.e. was the student removed from the athletic program at the former school?)
- If enrolled after the sixth class day of the school year, has the student sat out the required fifteen days?

- Is the student a foreign exchange student? If so, a waiver is needed for varsity athletic participation.
- Varsity Eligibility Form
The DEC should check each school's list of varsity athletes as presented on the Varsity Team Sport Eligibility Blank. The DEC should carefully check each student's (a) date of birth, (b) date of first enrollment in the ninth grade, (c) date of enrollment this year, and (d) address.
 - (a) A student is over-age and ineligible (without a waiver) if he/she turns nineteen (19) on or before September 1 of the current school year;
 - (b) A student is in violation of the Four Year Rule and ineligible (with out a waiver) if he/she first entered the ninth grade more than four (4) years ago;
 - (c) A student is ineligible for fifteen (15) calendar days if he/she enrolls after the sixth class day of a school year;
 - (d) A student new to the district is ineligible (without a waiver) for varsity competition if his/her parent(s) do not reside within the high school attendance zone.
- Previous Athletic Participation Form
The DEC should carefully check the Previous Athletic Participation Form submitted for each student new to their respective schools. The areas of particular concern are highlighted on the sample form found in the appendix.
 - (a) If a student's new and old address are the same, there should be an adequate explanation for changing schools;
 - (b) If parent(s) have not moved, why is the student changing schools?;
 - (c) If the entire family does not change residence a "dual residency" may exist, which is a violation of the Parent Residence Rule. There should be adequate explanation;
 - (d) If a student's parents are divorced, the residence of the student is presumed to be that of either parent.
 - (e) Questions one through six under Section III are pertinent. Be sure all questions are answered and all "explanations" are reviewed.

Any "yes" answer to questions 1-6 under Section III requires a full hearing of the District Executive Committee to determine the eligibility status of the student.



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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, Changing Schools for Athletic Purposes, Age Rule, Four-Year Rule, Foreign Exchange, Full-Time Student Rule, and Amateur Athletic Status.

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

Varsity Athletic Parent Residence Rule.

Question 2 – 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.

Question 3 – a check mark in the box for 'married – living apart' means a waiver of the residence rule is more than likely required for varsity athletic participation

Question 4 – a check mark in the box for 'guardian' 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.

Changing Schools for Athletic Purposes

Questions 5, 6 and 7 – 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.

Questions 13, 14 and 15 – Any 'yes' answers should be thoroughly investigated prior to allowing the student in question to participate at the varsity level in athletics.

Question 16 – a 'yes' answer to this question needs to be investigated. UIL rule prohibit students from repeating grades for athletic purposes.

Age Rule and Four-Year Rule

Question 8 – 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.

Question 9 – 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.

Foreign Exchange Waiver

Question 10 – Foreign exchange students are not eligible for varsity athletics without a waiver. Contact the UIL office for details.

Full-Time Student

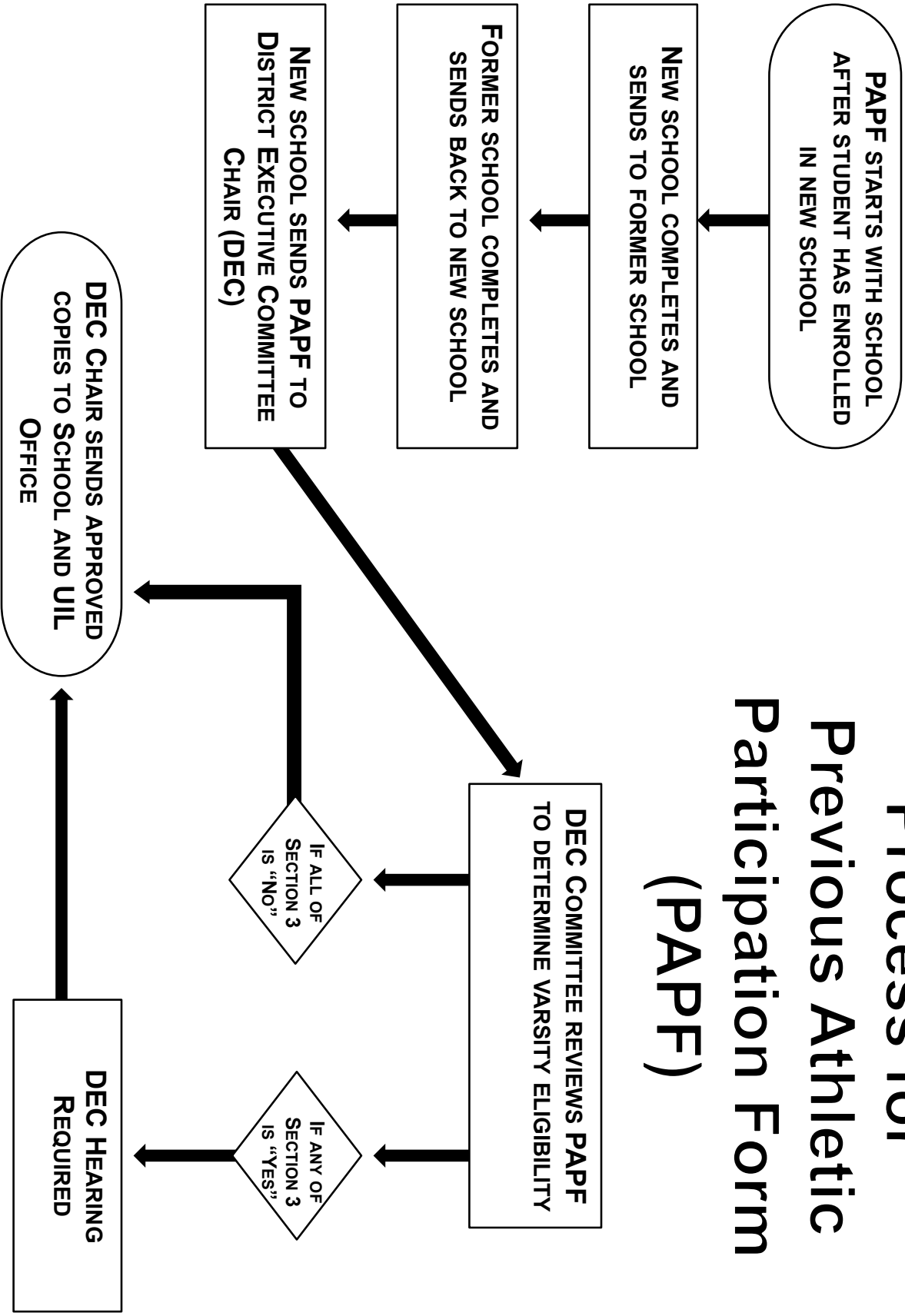
Question 11 – a 'yes' means the student is in violation of the full-time student rule and would be ineligible to participate at any level.

Amateur Athletic Status

Question 12 – a 'yes' means the student is in violation of the amateur rule and would be ineligible to participate.

- 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'.
- The signature on the questionnaire certifies all required annual student forms and the information provided by the parent or student is true and correct.

Process for Previous Athletic Participation Form (PAPF)



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 child care 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.

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 subvarsity 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 (RCP)

- (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 an additional UIL Rules Compliance Program 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.

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?

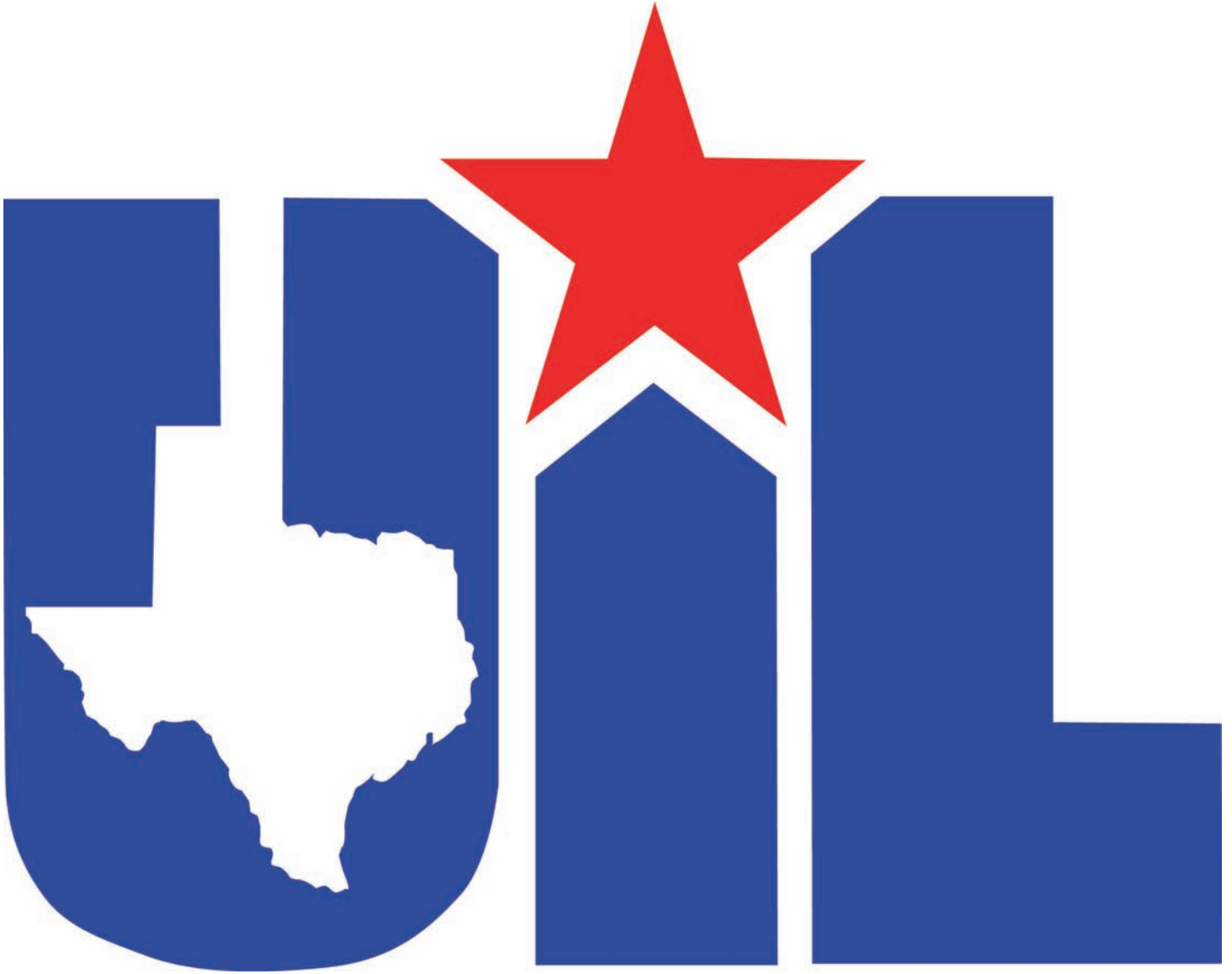
Answer: Not unless the student was actually ineligible. The committee may assess the minimum penalty of reprimand to the school. See Section 1205 (b) and (d) of the UIL Constitution and Contest Rules.

2012-13 Sport Season Dates and Game/Tournament Limits

	Sport	Number of Contests Allowed	Conference	First Day of Practice	Certification Deadline	Date(s) of State Championship
*	Baseball (Boys)	2 invitational tournaments plus 20 games or 3 invitational tournaments plus 17 games	All conferences	1/25	4/30	6/5-6/8/2013
*	Basketball (Girls)	3 invitational tournaments plus 21 games	All conferences	10/17	2/9	2/28-3/2/2013
*	Basketball (Boys)	3 invitational tournaments plus 21 games	All conferences	10/24	2/16	3/7-3/9/2013
**	Cross Country (Girls & Boys)	8 meets	All conferences	Year round	10/27	11/10/2012
*	Football (Boys)	10 games	1A-3A & 4A, 5A w/no spring training 4A, 5A w/spring training Districts w/byes in first playoff round; Districts w/o byes in first playoff round	8/6 8/13	11/17 11/10	12/14-12/15/2012 - 1A 6-man Division I & II; 3A Division I 12/20-12/22/2012 - 1A 11-man Division I & II; 2A Division I & II; 3A Division II; 4A Division I & II; 5A Division I & II
**	Golf (Girls & Boys)	8 tournaments	All Conferences	Year round	4/10	4/29-5/3/2013
*	Soccer (Girls & Boys)	3 invitational tournaments plus 15 games	4A 5A	11/26 11/26	3/23 3/26	4/18-4/20/2013
*	Softball (Girls)	2 invitational tournaments plus 20 games or 3 invitational tournaments plus 17 games	All conferences	1/18	4/23	5/29-6/1/2013
**	Swimming & Diving (Girls & Boys)	8 meets	All conferences	Year round	2/2	2/22-2/23/2013
*	Team Tennis (Girls & Boys)	8 tournaments total (Team & Individual combined)	4A, 5A	Year round	10/23	11/2-11/3/2012
**	Tennis- Individual (Girls & Boys)	8 tournaments total (Team & Individual combined)	All conferences	Year round	4/10	4/29-5/3/2013
**	Track & Field (Girls & Boys)	8 meets	All conferences	Year round	4/13	5/10-5/11/2013
*	Volleyball (Girls)	3 invitational tournaments plus 23 matches-all conferences	All conferences	8/6	10/27	11/15-11/17/2012
**	Wrestling (Girls & Boys)	8 tournaments	All conferences	Year round	2/2	2/22-2/23/2013

* District chair is responsible for submitting the district certification form online (via the UIL website) and sending district results to the regional director.

** District chair is responsible for sending district results directly to the regional director (please do not send to the UIL office).



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