



DISTRICT EXECUTIVE COMMITTEE ATHLETIC HANDBOOK

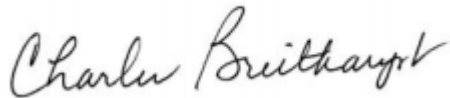


The purpose of this handbook is to improve your understanding of the duties of the District Executive Committee.

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, the UIL Constitution and Contest Rules, and a manual for the sport(s) you will be considering with you to your meetings. 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



District Executive Committee Handbook
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DISTRICT EXECUTIVE COMMITTEE

I. CHAIR



ORGANIZING (FIRST) MEETING CHECKLIST

DEC Chair

Online DEC Handbook

Become familiar with the Online DEC Handbook. Print out the DEC hearing resources and templates.

Playoff Packets for Teams

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.

District Results

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.

Reports from the District Committee to the UIL

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

- Forfeitures
- Suspensions
- Disqualifications
- Penalties

Organizing (First) Meeting Agenda

A thorough review of the rules and resources 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.

- 2021-2022 Sports Season Dates & Game/Tournament Limits
- Organizing First DEC Meeting
- First DEC Meeting Agenda
- Section 33: Code of Ethics for UIL Committees
- Section 21: RESPONSIBILITY OF THE SUPERINTENDENT
- Section 28: DISTRICT EXECUTIVE COMMITTEE
- Section 29: PENALTIES THE DISTRICT EXECUTIVE COMMITTEE CAN IMPOSE
- Resource: DEC Penalty Grid
- Section 1203: DUTIES OF AN ATHLETIC DISTRICT EXECUTIVE COMMITTEE
- UIL Coaches Certification Program (CCP)
- Required DEC Financial Report

2021-2022 TENTATIVE Sport Season Dates and Game/Tournament Limits

Sport	Number of Contests Allowed	Conference	First Day of Practice	District Certification Deadline	Date(s) of State Championship
Baseball	0 tournaments and 26 games or 1 tournament and 23 games or 2 tournaments and 20 games or 3 tournaments and 17 games	All conferences	1/28/22	5/3/22*	6/8-6/11/22
Basketball (Girls)	0 tournaments and 27 games or 1 tournament and 25 games or 2 tournaments and 23 games or 3 tournaments and 21 games	All conferences	10/20/21	2/12/22*	3/3-3/5/22
Basketball (Boys)	0 tournaments and 27 games or 1 tournament and 25 games or 2 tournaments and 23 games or 3 tournaments and 21 games	All conferences	10/27/21	2/19/22*	3/10-3/12/22
Cross Country (Girls & Boys)	8 meets	All conferences	Year round	10/16/21**	11/6/21
Football	10 games	1A-4A & 5A, 6A w/no spring training 5A, 6A w/spring training	8/2/21 8/9/21	11/6/21*	12/15-12/18/21—1A-6A (DI & DII)
Golf (Girls & Boys)	8 tournaments	All conferences	Year round	4/9/22**	G: 5/16-5/17/22 B: 5/9-5/10/22
Soccer (Girls & Boys)	0 tournaments and 21 games or 1 tournament and 19 games or 2 tournaments and 17 games or 3 tournaments and 15 games	4A, 5A, 6A	11/29/21	3/22/22*	4/13-4/16/22
Softball	0 tournaments and 26 games or 1 tournament and 23 games or 2 tournaments and 20 games or 3 tournaments and 17 games	All conferences	1/21/22	4/26/22*	6/1-6/4/22
Swimming & Diving (Girls & Boys)	8 meets	All conferences	Year round	1/29/22**	2/18-2/19/22
Team Tennis (Girls & Boys)	8 tournaments total (Team & Individual combined)	4A, 5A, 6A	Year round	10/9/21*	10/28-10/29/21
Tennis-Individual (Girls & Boys)	8 tournaments total (Team & Individual combined)	All conferences	Year round	4/6/22**	4/26-4/27/22
Track & Field (Girls & Boys)	8 meets	All conferences	Year round	4/16/22**	5/13-5/14/22
Volleyball	0 tournaments and 29 matches or 1 tournament and 27 matches or 2 tournaments and 25 matches or 3 tournaments and 23 matches	All conferences	8/2/21	10/30/21*	11/17-11/20/21
Wrestling (Girls & Boys)	8 tournaments	All conferences	Year round	2/5/22**	2/18-2/19/22

* District chair is responsible for submitting district certification online (via portal).

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

Organizing First DEC Meeting

CALL TO ORDER/ELECTION OF DISTRICT CHAIR-

1. Per Section 28 (c)(1-3) A temporary chair, either last year's Chair or a temporary chair appointed by the Exec. Director, shall call a business meeting to organize the district.
2. Adoption of Meeting Rules – Temp. Chair shall announce that the meeting will be conducted under the UIL Constitution and Contest Rules.
3. Temporary Chair shall seek a motion for adoption of the Agenda.
4. Temporary chair shall conduct a roll call to determine if a majority of the representatives of the district's member schools are present. (See Section 28 (b), Composition, regarding school representatives. A majority of the members of the District constitutes a quorum).
5. Once a quorum is established, the temporary Chair shall call for nominations and conduct an election for the District Chair position based on the majority vote of the members in attendance (the quorum).
6. Upon conclusion of the election, the person elected as District Chair shall assume the office and conduct the remainder of the meeting.

REVIEW OF RELEVANT SECTIONS OF THE UIL CONSTITUTION AND CONTEST RULES

7. Chair shall review Section 21, 28, 29, 33, 1203 of the Constitution and Contest Rules to familiarize committee members with these provisions. These are the primary sections that cover the duties/jurisdiction of the DEC.
8. Chair shall specifically review the DEC training requirements. DEC training requirements will be posted on the UIL website. All members must go through the Attorney General's Open Meeting Training which is available online through the Texas Attorney General's website.
9. Chair shall specifically review DEC financial reporting requirements. Chair will also review the rule regarding Executive Secretary's should the DEC consider having a non-member perform tasks for the District.

DISCUSSION OF DISTRICT SCHEDULE, FEES AND RELATED MATTERS

10. The Chair may open discussion on the business of the District to consider schedules, fees and matters related to the conduct of District competition.

CONSIDER PROCESS FOR REVIEWING/APPROVING PAPF'S

11. Chair may open discussion to consider the process for approving PAPF's if certain circumstances are met. A DEC may adopt a process by which the Chair or other designated member of the DEC may review PAPF's and if a hearing is not required based on UIL rule (See Section 443 (e)) or the answers on the PAPF and no member has requested a (Template for)

ANNOUNCEMENTS

12. These should be limited to announcements regarding future events/meetings, such as the date of the next DEC meeting or other upcoming events that are of interest to member schools and the public.

(Template for)
ORGANIZING MEETING AGENDA
 District (#) – (conference)
 District Executive Committee
 (day), (date) (address of meeting location), (city), Texas

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

BUSINESS MEETING (A-H)

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

BUSINESS MEETING (Continued, E-G)

Time	Agenda Item	Individual Responsible
_____ pm	E. New Business	Chair
	1. Election of Chair.	
	2. Review of Sections 21, 28, 29 and 1203, UIL Constitution and Contest Rules.	
	3. (Optional) Discussion of DEC meeting schedule, District competition schedule, fees and related matters concerning District competition for the coming school year.	
	4. (Optional) Consider process for reviewing/approving Previous Athletic Participation forms.	
_____ pm	F. Announcements	
_____ pm	G. Adjourn	

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

CHAIR CONFIRMATION FORM

It is important that the new Chair of each DEC visits the UIL website to submit a confirmation form, and that each DEC chair is registered in the UIL Portal. More information can be found on the website:

<https://www.uiltexas.org/uil-portal>

<https://www.uiltexas.org/athletics/district-chairs>

Section 33: CODE OF ETHICS FOR UIL COMMITTEES

(b) STANDARDS OF CONDUCT. All persons who serve on UIL committees or otherwise perform work on a UIL committee's behalf shall:

(1) Perform his or her official duties in a lawful, professional, and ethical manner befitting the state and UIL;
and

(2) Report any conduct or activity that the person or committee member believes to be in violation of this ethics policy to the appropriate District Executive Committee or the UIL Executive Director (or his or her designee).

(c) All persons who serve on UIL committees or otherwise perform work on a UIL committee's behalf shall not:

(1) Accept or solicit any gift, favor, or service that might reasonably tend to influence a person in the discharge of official duties, or that the person knows or should know is being offered with the intent to influence the person's official conduct;

(2) Intentionally or knowingly solicit, accept, or agree to accept any benefit for having exercised his or her official powers or performed his or her official duties in favor of another;

(3) Disclose confidential information, information that is excepted from public disclosure under the Texas Public Information Act (Tex. Gov't Code Ann. Ch. 552), or information that has been ordered sealed by a court, that was acquired by reason of the person's official position, or accept employment, including self-employment, or engage in a business, charity, nonprofit organization, or professional activity that the employee might reasonably expect would require or induce the employee to disclose confidential information;

(4) Accept employment, including self-employment, or compensation or engage in a business, charity, non-profit organization, or professional activity that could reasonably be expected to impair the employee's independence of judgement in the performance of the person's official business;

(5) Make personal investments, or have a personal or financial interest, that could reasonably be expected to create a substantial conflict between the person's private interest and the public interest;

(6) Utilize UIL meetings, events or contests, property, facilities, or equipment for any purpose other than official UIL business, unless such use is reasonable and incidental and does not result in any direct cost to the state or UIL, interfere with the person's official duties, and interfere with UIL functions;

(7) Utilize his or her official position, or state issued items, such as a badge, indicating such position for financial gain, obtaining privileges, or avoiding consequences of illegal acts;

(8) Knowingly make misleading statements, either oral or written, or provide false information, in the course of official UIL business; or

(9) Engage in any political activity or utilize UIL resources for any political activity during the course of a UIL committee meeting or when otherwise conducting UIL-related business.

The superintendent of a member school district, or if there is no superintendent (or designee), the chief administrator of a member district or school (or designee):

- (a) shall exercise direction and management of all UIL 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 UIL rules concerning eligibility and health and safety with respect to students in schools in the school district;
- (c) shall be responsible for fully cooperating with persons who are appointed by the chair of the District Executive Committee, the chair of the State Executive Committee or the UIL Executive Director, to investigate allegations against the school, student representatives or school district personnel;
- (d) shall promptly report to the District Executive Committee, or other appropriate UIL committee, any violation of the Constitution and Contest Rules by a student, a member school within the school district or other school district, school personnel or a sports official 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 membership 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 UIL 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 UIL 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, including any school representative serving on a District or Regional Executive Committee, on UIL rules that could affect them, and monitor the school's compliance with UIL rules.

Subchapter E. ORGANIZATION AND ADMINISTRATION

Section 20: COMPOSITION OF THE UIL

The UIL is composed of the Texas public schools and private schools that apply and are accepted for enrollment as members of the UIL.

Section 21: RESPONSIBILITIES OF THE SUPERINTENDENT OR CHIEF ADMINISTRATOR

Section 28: DISTRICT EXECUTIVE COMMITTEE

- (a) JURISDICTION. The District Executive Committee, or its equivalent 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's decision is final and there is no appeal in cases occurring within its district when schools are publicly reprimanded.
- (b) COMPOSITION. The District Executive Committee is composed of the superintendents of member schools competing in the assigned UIL playing district. The superintendent may designate administrators to represent member schools in a multi-high school district. The superintendent may designate an administrator to represent more than one member school and vote in turn for each school on matters brought before the committee. The superintendent may appoint an alternate to serve in the event the superintendent or the designated representative cannot attend a meeting.
- (c) DISTRICT ORGANIZATION.
 - (1) *Organizational Meeting*. The district executive chair shall call a UIL business meeting to organize the district. Subsequent regular and special business meetings shall be called by the chair, or by the chair upon the request of a member of the committee.
 - (2) *New District*. In each new district a temporary chair shall be appointed by the UIL Executive Director. This temporary chair shall serve

until the District Executive Committee elects a chair.

- (3) **Temporary Chair.** Until a chair for the current school year's contest plan has been elected, the chair of the previous District Executive Committee or the person appointed by the UIL Executive Director shall serve as temporary chair and be authorized to call meetings of the member 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 member 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*.

District Executive Committees shall comply with the following:

- (1) **Accounts.** District Executive Committees shall have a UIL member school that is part of the district act as a fiscal agent for the committee. The school acting as the fiscal agent shall hold funds for the committee's use and benefit and provide monthly and annual statements to the committee showing all financial activity.
- (2) **Administrative Assistance.** Should a District Executive Committee decide to have someone other than a member school district employee provide administrative assistance to the committee, the committee may contract for services with a qualified individual to serve in an administrative position using a UIL-approved form that sets forth the terms and conditions of the relationship between the individual, the District Executive Committee and the UIL. In no event shall any person who contracts to perform services with a District Executive Committee be an employee or treated as an employee of the District Executive Committee, the UIL or the University.

- (3) **Approval Authority.** Only a designated UIL member school employee who is employed at the school acting as a fiscal agent may have approval authority on a District Executive Committee account.
- (4) **Training.** All members of a District Executive Committee must take the online training provided by the UIL, including the Attorney General's open meeting training. Information on required courses will be posted on the UIL website.
- (5) **Management Of Funds.** By June 30th of each even numbered year, an account holding District Executive Committee funds, shall, after all of the district's debts are paid, be equitably divided and distributed amongst the schools that have paid funds to the District Executive Committee during the preceding two-year period resulting in a zero-fund balance in the District Executive Committee account(s). After each biennial UIL reclassification and realignment process is complete and the makeup of a district has been determined, funds to finance a district's activities may be assessed to schools that make up a district in the regular course of the District Executive Committee's business meetings.
- (6) **Audit.** An audit of a District Executive Committee financial account and related documentation shall be conducted, at a minimum, every two (2) years by the UIL member school acting as the committee's fiscal agent. This audit may be conducted as part of the fiscal agent school's overall audit. The results of the audit shall be provided to the UIL as part of the financial reporting set forth in part (n), below.
- (7) **Record Keeping.** Each District Executive Committee shall make accurate minutes of all meetings and retain all non-financial records for no less than three (3) years and all financial records for no less than five (5) years. Circumstances, such as legal action, may require records of the District Executive Committee be retained longer than the minimum periods set forth above.
- (8) **Ethics.** All school representatives serving on a District Executive Committee and persons who otherwise perform work on the committee's behalf shall be subject to the Code of Ethics for UIL committees found in Section 33.
- (f) **HEARINGS.** The process for District Executive Committee hearings shall be published in the District Executive Committee Handbook.

- (g) VOTES. Each member school in the assigned district shall have one vote. All votes shall be taken in open session.
- (h) 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*.
- (i) 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 member 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 member 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) *Schools Involved in the Case*. Schools that are involved in a case and not entitled to vote on the matter should only participate by providing witnesses and acting as a source of information during any hearing or deliberation on the case in question.
 - (5) *Transferal of Case*. If the chair determines that fewer than three (3) 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.
- (j) 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 all allegations of violations of the UIL *Constitution and Contest Rules* regarding a district's schools, school employees or students, including the eligibility of contestants.
- (3) *Assist Other Member Schools*. The District Executive Committee shall furnish, upon the request of member schools in the district, a list of eligible players submitted by each member 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*.
 - (5) *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.
 - (6) *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.
 - (7) 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*.
- (k) 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.
- (l) 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*.
- (m) CONSEQUENCES OF UNAUTHORIZED COMMITTEE ACTION. The State Executive Committee shall have the authority to reject for post-district competition any member 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.

- (n) **FINANCIAL REPORT.** Each District Executive Committee or administrative equivalent (Region in Music) shall by June 30th of each year submit a financial report to the UIL office on a form approved by the Executive Director and the chair of the Legislative Council. The report shall contain information showing receipts and disbursements for each district contest or event that was held over the course of the school year along with any of the district's account balances and other pertinent financial information. The UIL staff shall review all submitted reports, conducting any analysis the Executive Director deems appropriate and report any relevant information or findings to the Legislative Council at its annual fall meeting.

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. (Refer to 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 member 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 (3) 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 (3) years. Suspension may include a probationary period of up to three (3) 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, [Refer to Section 443 (f) (3)]. In regard to a student who intentionally, knowingly, or recklessly

causes bodily injury to a person serving as referee, judge, or other official of an extracurricular activity, see section 33.081 e-1 of the Texas Education Code.

- (b) **FOR MEMBER SCHOOLS.** The penalties that may be imposed by a District Executive Committee on a member school for UIL *Constitution and Contest Rules* violations by member 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 (3) 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 UIL 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 (3) years. This penalty may include a probationary period of up to three (3) 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 member school from all germane activities if the member school or school district has failed materially and knowingly to comply with the *Constitution* and/or *Contest Rules*, or if the member school or school district has knowingly and intentionally permitted an ineligible individual to represent it in a UIL contest, or if the member school or school district has competed against or participated in a tournament with a non-school team composed of one or more UIL member 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 member 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 member 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*. 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 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.

*This sheet is for your convenience but does not replace or overrule the actual rules found in the UIL Constitution and Contest Rules

DEC PENALTY GRID	Reprimand	Individual Suspension	Forfeiture of Contest	Disqualification
<p>Student Representative <i>Section 29(a)</i></p>	<p>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 (3) years, and may include any reasonable conditions, which, if not fulfilled, may result in a more stringent penalty. <i>Section 29 (a)(1)</i></p>	<p>Failure to comply with rules: DEC may suspend the participant student from competition, including practice, in all germane activities for up to three (3) years. Suspension may include a probationary period of up to three (3) 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)]. <i>Section 29(a)(2)</i></p>		
<p>Member Schools <i>Section 29(b)</i></p>	<p>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. <i>Section 29 (b)(1)</i></p>		<p>Minimum penalty for ineligible contestant: 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. <i>Section 29(b)(3)(A)</i></p>	<p>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 (3) years. This penalty may include a probationary period of up to three (3) 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. <i>Section 29(b)(4)(A)</i></p>
	<p>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 (3) years, and may include any reasonable conditions, which, if not fulfilled, may result in a more stringent penalty. <i>Section 29 (b)(2)</i></p>		<p>Mandatory Forfeiture for Participation of an Ineligible Student Under Court Order: <i>Section 29(b)(3)(B)</i></p>	<p>Mandatory Disqualification: shall disqualify a member school from all germane activities if the member school or school district has failed materially and knowingly to comply with the Constitution and/or Contest Rules, or if the member school or school district has knowingly and intentionally permitted an ineligible individual to represent it in a UIL contest, or if the member school or school district has competed against or participated in a tournament with a non-school team composed of one or more UIL member high school students with remaining eligibility in that sport, in violation of Section 1208. <i>Section 29(b)(4)(B)</i></p>
<p>School District Personnel <i>Section 29(c)</i></p>	<p>Reprimand: <i>Section 29(c)</i></p>	<p>If the committee decides that a public reprimand or suspension should be considered, the committee shall transfer to the State Executive Committee for disposition. <i>Section 29(c)</i></p>		

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. Non-district games shall not count on a team's district win/loss percentage.
- (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 UIL office shall be in the form of a written notice naming the eligible schools and shall be signed by the majority of the District Executive Committee members present.
- (f) DISTRICT DISQUALIFICATION. All teams in a UIL district shall be disqualified in the playoffs if the District Executive Committee knowingly certifies a team which has used an ineligible player in any district game unless appropriate action

has been taken. Disqualification shall be by the State Executive Committee only upon presentation of sufficient evidence.

- (g) ZONES. Districts which subdivide into zones for team sports shall determine in writing prior to the season the procedure by which they will determine district representatives.
- (h) TIES. The District Executive Committee shall determine in writing prior to the season the method to determine the district representatives in the event two or more schools are tied in win/loss percentages. If the District Executive Committee has not provided a procedure prior to the season, the following tie-breaker procedures shall apply:
 - (1) For Team Sports Playing A Single Round-Robin Format.
 - (A) Two Teams Tied In Percentage. The team that defeated the other in head-to-head competition will be the highest available seed. The other team will be the lower available seed.
 - (B) Three Teams Tied In Percentage. Step 1: If one of the teams defeated the other two, that team is the highest available seed. The other teams flip to determine the other available seeds. Step 2: If none of the three defeated the other two, flip (odd coin is the highest available seed, the other two flip again to determine the other available seeds).
 - (C) Four Teams Tied In Percentage. Step 1: If one of the teams has defeated the other three, that team is the highest available seed. The other three teams then flip (odd coin wins the highest available seed; second flip determines the other available seeds). Step 2: If none of the four has defeated the other three, the four teams have a blind draw for the available seeds.
 - (D) For football, if the tie involves teams that will advance into different playoff brackets (i.e., Division I, Division II), the teams shall be separated by division prior to implementing tie-breaking procedures.
 - (2) For Team Sports Playing A Double Round-Robin Format.
 - (A) Two Teams Tied In Percentage. If one team defeated the other team both times in head to head district competition, that team will be the highest

available seed. If the two teams split their head to head district games, the two teams shall play one game or match (if rules permit).

- (B) Three Teams Tied In Percentage. Teams play a district tournament. A draws bye; B plays C and C wins; C plays A. If A wins, A is the highest available seed, C is the next available seed and B is the lowest available seed. If C wins, C is the highest available seed, A plays B to determine the other available seeds.
 - (C) Four Teams Tied In Percentage. Teams play a district tournament. Draw for spots. A plays C; B plays D. Winners of the first games play for the highest available seed; losers of the first games play for the other available seeds.
 - (D) More Than Four Teams Tied In Percentage. Teams play a district tournament.
- (3) Tournaments consisting of more than one day shall be on consecutive days at one site. The District Executive Committee may authorize preliminary round games to be played at additional sites, either within the independent school district where the championship game is to be held or at sites located in an independent school district which adjoins the championship site.
 - (4) Any situation not covered in the above tie-breaker criteria shall be determined by lot. Unless the District Executive Committee specifies otherwise prior to the season, tie games shall count as one-half game won and one-half game lost.
- (i) EXPENSES OF DISTRICT EXECUTIVE COMMITTEES IN ALL ATHLETIC ACTIVITIES. The District Executive Committee has authority to finance its expenses. It is recommended that the district activity assessment for a sport for a school shall not exceed one-half of its regular UIL 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

Section 1204: Sports Officials

each participating school in the district a financial statement showing all receipts and disbursements for the season. See Section 28 (n).

- (j) EDUCATION REQUIREMENT. Annually each UIL District Executive Committee member, as assigned for basketball alignment, shall complete training designed by the UIL on the policies and procedures outlined in the District Executive Committee Handbook.

UIL Coaches Certification Program (CCP)

The Legislative Council approved the UIL Coaches Certification Program (CCP) that is required for coaches and athletic trainers of grades 7-12.

The CCP includes information from the UIL *Constitution and Contest Rules* (C&CR) and incorporates a section devoted to ethics and sportsmanship to replace COPE.

The CCP also satisfies the state requirements for safety training and steroid education. The CCP, available on the UIL web site, provides a single source for athletic coaches and trainers to understand UIL rules.

As required by Section 1208 of the UIL Constitution and Contest Rules, all coaches shall complete the Coaches Certification Program prior to their sport season.

Section 1203(j): DUTIES OF ATHLETIC DEC

(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 1208: ATHLETIC REGULATIONS

(h) UIL COACHES CERTIFICATION PROGRAM.

(1) All coaches shall annually complete the UIL Coaches Certification Program prescribed by the UIL prior to their sport season. All coaches shall annually complete the UIL Coaches Certification Program prescribed by the UIL prior to their sport season or prior to the first day of school if their sport is not in season. A coach who is hired less than one week prior to the start of the sport season or after the first day of school (whichever is earlier) must complete the ccp within thirty (30) days of being hired.

(2) The names of coaches who complete the UIL Coaches Certification Program will be kept on file by the school.

UIL PORTAL

The new online system is powered by Sportline Software through the use of Register My Athlete (RMA) and offers user-friendly access and improved school administrative functions. This new system replaces our previous registration system. You will need to create a new account to access Register My Athlete.

More information can be found at: <https://www.uiltexas.org/uil-portal>

Required DEC Financial Report

The Legislative Council approved the UIL Coaches Certification Program (CCP) that is required for coaches and athletic trainers of grades 7-12.

Section 28(n), UIL Constitution and Contest Rules now requires each District Executive Committee or administrative equivalent (Region in Music) to submit a financial report on a form approved by the Executive Director and the chair of the Legislative Council by June 30th of each year. The online DEC reporting form will collect information showing receipts and disbursements for each district contest or event that was held over the course of the school year along with any of the district's account balances and other pertinent financial information. Please contact Dr. Kevin Jones if you need access to the online reporting form for your DEC (A copy of The Financial Reporting Form - the official report must be submitted through the online form).



District Executive Committee

Athletics/Academics

Annual Financial Reporting Form



REQUIRED PROCEDURES FOR DEC

HEARINGS



REQUIRED PROCEDURES FOR DEC HEARINGS

Required Procedures for DEC Hearings

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

The following resources are provided:

*DEC Agenda Template (for public)

*DEC Minutes Template

*DEC Notice of Hearing Template

* Notes (Script) for DEC Chair

Agenda and Open Meetings –

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

1. The agenda must contain the date, hour, place and subject of each meeting. While the amount of detail required in an agenda may vary depending on the facts, the subject of the posted notice (the agenda items) has to be sufficient to alert the public, in general terms, of the subjects that will be considered at the meeting. Broad terms such as “old business” or “litigation matters” by themselves are usually not sufficient. Generally speaking, the more important a matter is to the community, the more specific the posted notice must be. A template for DEC agendas is attached. See DEC Agenda template below The DEC Agenda template, however, is merely a tool and cannot account for the particular facts of each meeting and the exact language that should be used in a posted agenda.

The Hearing-

1. Complaints or protests to a district executive committee that make allegations that UIL rules have been violated by schools or persons within the committee's jurisdiction can be received from a school that is self-reporting, a participant school or an individual as set forth in Sections 53, 54 and 55 of the C&CR.

2. As a general rule, before proceeding with an investigation into an allegation or protest, it should be determined as a threshold matter whether the allegation or protest made actually raises a possible violation.

3. A member school district and its school shall respond to a request for records from a district executive committee with jurisdiction over the matter in question. Schools should make every reasonable attempt to cooperate with any district executive committee inquiry. A hearing should only be held in cases where an initial investigation raises facts that if true would be a violation of the Constitution and/or Contest Rules.

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

4. When conducting a hearing concerning allegations against schools, school employees or students that League rules have been violated, a district executive committee should:

(a) Timely post a proper agenda 72 hours in advance that gives the public notice of the hearing;

(b) Also, at least five-business days before the hearing, the DEC should provide notice of the hearing to the student, school employee or representative of a school alleged to be in violation of UIL rules. In cases in which students are alleged to be in violation notice should be sent to the student and his or her parent(s) at the current address that the school the student attends has on file. In cases where a school employee or the school itself is alleged to be in violation, the notice should be sent to school personnel or a school representative at the current address of the school. See notice of hearing template, below.

The notice should include –

- 1) Time, date and location of the hearing and the DEC chair's contact information;
- 2) The alleged rule violation that will be considered;
- 3) A copy of any documents or other evidence that the DEC may consider at the hearing, including any relevant Prior Athletic Participation Forms (PAPF's);
- 4) A list of persons who, to the best of the DEC chair's knowledge, are expected to testify at the hearing
- 5) Absent sufficient evidence to the contrary, notice to a student is deemed received if sent via US mail or by private carrier to the last address on file for the student's parent(s) at the school attended by the student in question. Notice may be sent by email to a school or school personnel using a school email address. Notice to a student and parent(s) may be sent by email if the school the student currently attends has a policy that provides for notices to be sent to students and/or parents by email in lieu of regular mail.

(c) If the student or parent is unable to attend the hearing, notice must be provided to the DEC chair as soon the conflict is known. The DEC chair may reschedule the hearing for good cause shown. However, in eligibility cases where the student and parents are, after being given notice, unable to attend a hearing as originally scheduled, a student may not participate in varsity competition until a DEC hearing is held and a decision reached. Postponed hearings shall be reset as soon as practical.

(d) Minutes or a recording must be made of all DEC meetings. If minutes are taken, they must include the subject of any deliberation and indicate every action taken.

(e) Generally speaking, absent specific authorization under the Open Meetings Act, a DEC should not go into a "closed" or "executive" session when conducting a hearing or any other DEC business. Students and parents should be allowed to hear all deliberations and discussion by the DEC regarding their case. The simple fact that someone is uncomfortable with the topic being discussed is not grounds for going into closed session.

(f) All votes by the DEC must be taken and recorded in an open session. Each participant or member school in a district has one vote. Committee members may not vote or participate in the hearing, except as witnesses, in cases where their school (or a school representative) is involved by:

1. presenting a formal protest or evidence or argument of an informal protest;
2. making a report of a violation;
3. being charged with a violation;
4. being the school that the student in question is leaving or is moving to.

(g) Students and their parents, school employees and representatives of schools that are the subject of a DEC hearing must be allowed an opportunity to tell their side of the story by giving testimony, providing documents or other types of evidence and calling other witnesses who have knowledge of relevant facts.

(h) Parties appearing before a DEC may represent themselves or be represented by legal counsel if they desire. However, an attorney's role is limited to advising their client(s), opening and closing statements on behalf of clients, requesting that the committee pose certain questions to witnesses and summarizing his or her client's position.

(i) While formal rules of evidence and procedure do not apply, a DEC Chair may limit or expand the time of the hearing and otherwise manage the hearing, including limiting repetitive or irrelevant testimony and other extraneous evidence, for purposes of efficiency and fairness.

(j) A district executive committee shall take testimony from witnesses as provided for in these guidelines in a question and answer format between committee members and witnesses and review any documents or other tangible evidence presented to it. Each party shall have the opportunity to make opening statements and the party in question shall also be given the opportunity to make a closing statement. No witness shall be cross-examined by another party or person representing another party.

(k) The order of presentation of witnesses and documentary evidence in a hearing shall generally be as follows:

1) Student and parents or school employee or representative(s) of school alleged to be in violation of rules (party in question);

2) In student eligibility cases involving a change of schools, as determined by the Chair, the representatives of the "sending" school (the school the student left) followed by representative of the "receiving" school (the school the student now attends/wishes to represent.)

3) Any other persons with knowledge of relevant facts.

4) The panel Chair may change the order of appearance for purposes of efficiency and fairness.

(l) The process set out in these rules does not create a property interest or any other legal interest or rights that a person or organization does not have under law absent this process.

(m) Except as provided otherwise by law, failure by a DEC to follow a particular procedure as set out herein, does not automatically nullify the DEC's decision. However, unless the DEC has final jurisdiction on a matter, such errors may be raised as part of an appeal made to the State Executive Committee.

(n) After announcing its decision on a case that may be appealed to the State Executive Committee, a district executive committee chair shall inform the parties, student and parents or school employees or any involved schools, that the case may be appealed to the State Executive Committee and provide the parties the physical and email address of the University Interscholastic League (UIL) Director of Compliance.

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

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

BUSINESS MEETING (A-H)

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

HEARINGS (AA-DD)

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

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

(insert time for lunch break if needed)

BUSINESS MEETING (Continued, E-G)

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

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

MINUTES OF
THE DISTRICT EXECUTIVE COMMITTEE,
_____, 2020
_____ ROAD, _____, TEXAS

District _____ A Executive Committee of the University Interscholastic League convened at ___:00 a.m. on Friday, _____ 2020, at _____ Road, _____, Texas. The following were present:

Committee Members: **Names of committee members**

Staff:

Legal Counsel: **Name if applicable**

Guests: **names**

BUSINESS MEETING (A - H)

A-B. Chair _____ announced that a quorum was present and announced that the meeting would be held in accordance with the UIL *Constitution and Contest Rules*. Committee members and staff introduced themselves.

C. The printed agenda was adopted. (The order of the minutes follows the agenda, except where noted.)

D. _____ moved and _____ seconded the motion to approve the minutes from the _____, 2008 meeting. Motion passed unanimously.

E. Chair _____ waived the executive session with the provision that he/she would call one later if necessary.

OPEN HEARINGS (AA-DD)

Potential witnesses were sworn in.

AA. _____ High School: Case, Alleged Violation of Section _____

_____, Superintendent, _____ ISD, said that _____ had self-reported the incident. _____, Coach, Slidell High School, said that....**add other testimony here.**

_____ moved and _____ seconded the motion to rule student ineligible according to Section _____ for one calendar year. Motion passed unanimously.

BB. _____ High School: Alleged Violation of Section 1201 (a) (), Verbal Abuse of an Official, Coach _____ .

_____ stated that Coach _____ was also ejected from a game in _____, 20016, and was issued a public reprimand with one-year probation.

Add testimony here.

_____moved and _____ seconded the motion to recommend to the State Executive Committee that Coach _____ be suspended from all UIL activities for the 2020-2021 school year. Motion passed with 3 votes in favor and one abstention. **Add actual vote here**

CC. add appropriate agenda item and testimony followed by motion and vote here.

D. The District Executive Committee directed the secretary to write a letter to Chair of the State Executive Committee and enclose minutes concerning Coach _____ and committee's recommendation for penalty..

E. There were no announcements

F. Chair _____ declared the meeting adjourned at ____:00 pm.

TEMPLATE

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

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

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

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

(Insert General Topic of the alleged violation)
(Example) Violation of eligibility rules for varsity athletics.

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

(Or – another example)

(Insert general topic of the alleged violation)
(Example) Engaging in recruiting of a student from another school.

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

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

The district executive committee does not have the authority to compel anyone to appear before them or to require anyone to provide documents or otherwise participate in the

hearing. You are responsible for bringing (*number of copies needed for all DEC members to have one plus two extra*) copies of any documents that you wish the committee to consider and for having all witnesses that you wish to have testify present at the time of the hearing.

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

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

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

(Example) A certified copy of your birth certificate.

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

Emails between you and Coach Smith.

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

(Example) Ms. Smith

Coach Jones

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

Sincerely,

Chair,

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

NOTES FOR DISTRICT EXECUTIVE COMMITTEE CHAIR

MEETING AND HEARING

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

BUSINESS MEETING

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

(Start the meeting.)

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

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

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

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

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

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

B. Adoption of Meeting Rules

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

C. Adoption of Agenda

“Unless there is an objection from committee members, the agenda for the business meeting and hearings will be as set out in your printed agenda, unless otherwise announced by the chair.

Hearing no objection, the agenda is officially adopted.”

D. Approval of Minutes of Previous Meeting

“Turning to the minutes of the previous meeting held by this committee, is there a motion to approve them as presented?”

(need motion, a second followed by a majority vote.)

HEARINGS (AA-DD)

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

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

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

“Thank you and please be seated.”

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

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

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

“The order of presentation will be as follows:

The party alleged to be in violation¹ of the UIL Constitution and Contest Rules will be allowed to go first and give an opening statement and to present to the committee any documents or other tangible evidence that it wishes the committee to consider. Also, a member of the committee may ask questions of the party during this time or at any time during the hearing.”

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

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

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

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

¹ A student, school employee or school that is before the committee to respond to allegations of UIL rule violations is also referred to in these chair notes as “the party in question” or similar language.

“Following the conclusion of testimony, the committee may discuss the case further if the members so desire. After ending discussion, we will take a vote on whether or not a violation occurred and, if we find that a violation did occur, we will consider and vote on a penalty.”

“This is basically how the hearing will go, are there any questions before we get started?”

“I will now call the *(first, second, etc.)* case that we will hear today.”

- *(Read the style of the first hearing posted on the agenda.)*

(Example –

AA. *Bugtusle High School: Decision Regarding Eligibility of Student Athlete, Alleged Violation of Section 443, Changing Schools for Athletic Reasons. (if applicable “The student in question is (name of student).”)*

“Would the *(name student and parents or representative of the school or school employee in question)* please come forward and state your name(s) for the record?”

“Thank you. I want to make sure that we are all on the same page, you are here because allegations have been made that *(what the student/school/school employee had allegedly done to violate the rules – for ex. you moved to Bugtusle High School for athletic reasons.)*”

This is the time when you may make any opening statement that you wish to make. You may also present the committee with any documents that you want to be considered.” *(As noted in the Hearing Notice template and DEC Handbook, each party should bring enough copies for each committee member to have a copy and at least two additional copies to share with other party and witnesses if needed.)*

“Please be aware that the committee will also consider the documents and any other items mentioned and attached to the notice of hearing that was sent to you along with whatever evidence is presented today at the hearing.”

“Please proceed with your opening statement.”

- *(Often a party will have several persons “representing” its interest at a hearing. A student, for example, should be accompanied by his parents or guardian or other responsible adult. Schools may have several representatives. Be sure and let all such persons testify if the wish to do so and present documents or other tangible evidence. That being said, it is okay to limit repetitive or irrelevant testimony.)*

(After opening statement, if any – ask committee members if they have any questions of the witnesses)

“Thank you for that statement. Do any of the committee members have any questions of the witness(es) at this time?”

(If no Q & A or once Q & A is completed.....) “If there are no further questions by the committee, please return to your seats. You will be given an opportunity come back and talk some more once we have heard from the other witnesses.”

“Will the *(name receiving school representatives in eligibility cases or other relevant witness in other types of cases)* please come forward and state your name for the record?”

“Thank you. Please proceed with any opening statement that you wish to make. You may also present the committee with any documents that you want to be considered.” *(if documents or other items are presented, make sure that the party in question gets to see them and has opportunity to review.)*

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

(Allow for Q & A) (Ask witness –)“Do you have anything else that you want to say or any other documents or other evidence

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

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

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

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

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

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

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

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

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

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

*** SCRIPT FOR PAPF CASES – CHANGING SCHOOLS OF ATHLETIC PURPOSES**

(If the case being considered is an eligibility matter involving CHANGING SCHOOLS FOR ATHLETIC PURPOSES and the PREVIOUS ATHLETIC PARTICIPATION FORM, please refer to Section 443, UIL Constitution and Contest Rules, for options/penalties available. The following would be an appropriate when seeking a vote on the matter.)

“It is now time for us to take a vote and determine whether or not to approve the Previous Athletic Participation Form for (name the party in question).

Is there a motion to approve the PAPF? (be sure the motion is clear and will result in understandable decision – avoid double negatives and similar grammatical issues – Ex. “I move that the district executive committee approve this PAPF and find that (name the party in question) did not change schools for

athletic purposes” or something along those lines.

(If the motion receives a second, call for a vote) “All in favor of finding that (name party in question) did not change schools for athletic purposes, please raise your hand.” (Count out loud who is voting in favor.....)

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

“By a vote of _ to _, the District (#)-(Conf.) District Executive Committee (finds or does not find) (name party in question) changed schools for athletic purposes.”

If there is no motion or if the motion to approve the PAPF fails to garner a majority vote of the eligible voting members of the committee, the student will be considered to have changed schools for athletic purposes.

If the District Executive Committee finds that the change of schools was made for athletic purposes, it shall declare that student ineligible to participate in varsity 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.

If 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.

*** SCRIPT FOR MATTERS NOT INVOLVING A PAPF ELIGIBILITY DETERMINATION**

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

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

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

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

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

(if a violation is found the committee will then need to decide what an appropriate penalty is – a penalty must be given for all violations found. Section 29 (i), UIL Constitution and Contest Rules.²)

² “The District Executive Committee shall enforce all rules contained in the UIL Constitution and Contest Rules. *This includes assessing a penalty for every rule violation.*” Section 28 (i), District Executive Committee, UIL Constitution and Contest Rules.

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

(Conclude discussion, need a motion and a vote)

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

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

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

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

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

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

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

GOVERNMENT CODE

III. CH. 551.



OPEN MEETINGS ACT FAQ

Open Meetings Act FAQ

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.

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.

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.

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. *Keep in mind DEC’s do not employ anyone.

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

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 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.

Section 443, UIL Constitution & Contest Rules

IV. P.A.P.F.



PREVIOUS ATHLETIC PARTICIPATION FORM

Digitized PAPF/Waiver System

*Please see the UIL Website for information regarding the Digitized PAPF and Waiver system.

UIL RMA Portal

UIL

Login

Please Login

UIL Members: This new system replaces our previous registration system. You will need to create a new account to access Register My Athlete. Any previous log in information from the old system will not work at uil.rtgialermyathleta.com.

*Email/Username

*Password

Login

or [Create An Account](#)

Forgot Your Account Info? Let Us Help.

[I Forgot My Email](#) or [I Forgot My Password](#)

Previous Athletic Participation Form

Section 443, UIL Constitution and Contest Rules

(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 UIL 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);

(2) a representative 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;

(3) a representative of the new school signs a PAPF stating that the student was not recruited and is not changing schools for athletic purposes;

(4) 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.

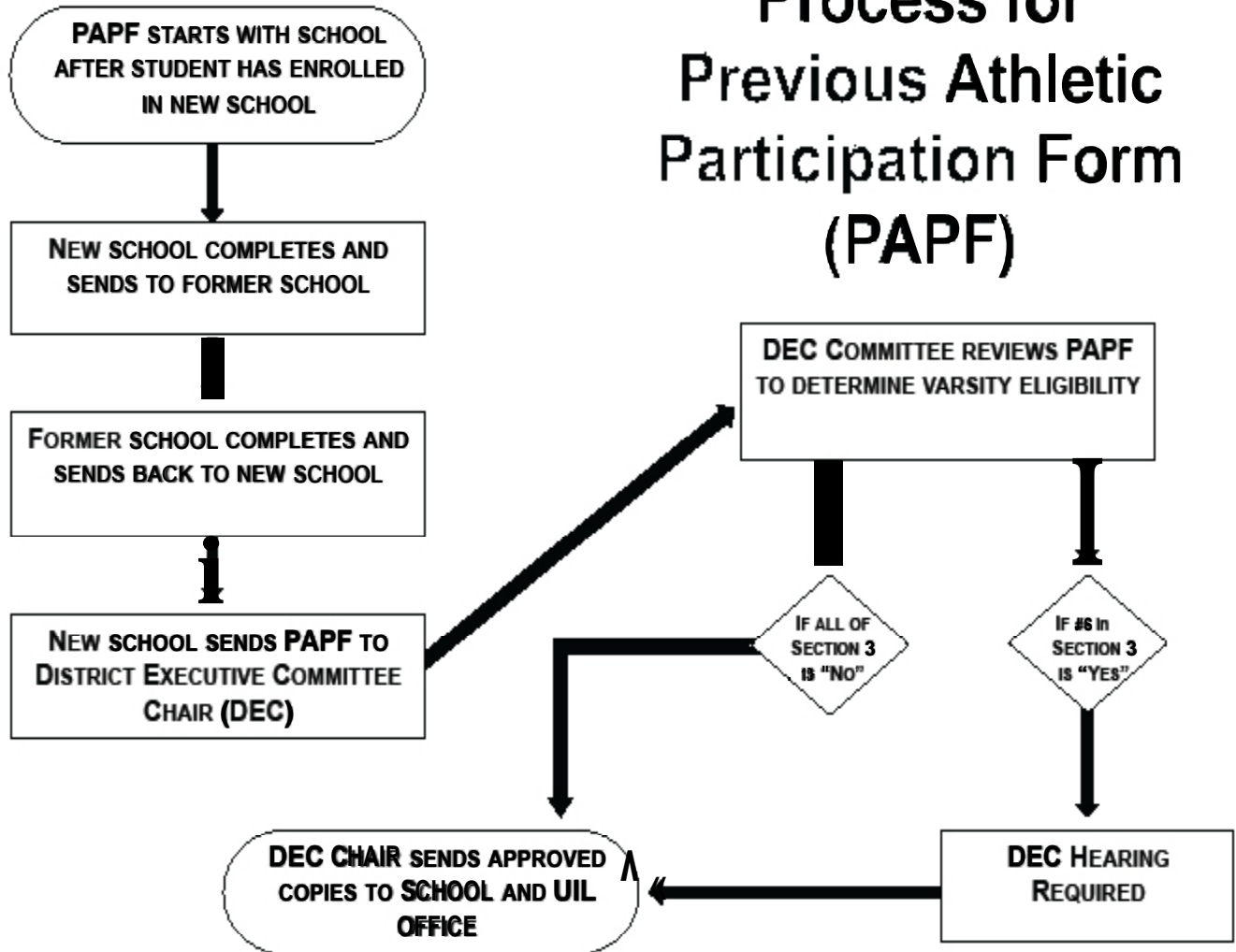
(4) When officials from both the sending and receiving schools agree that a student changed schools for athletic purposes, the State Executive Committee will not hear or grant an appeal.

(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 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.

Process for Previous Athletic Participation Form (PAPF)



UNIVERSITY INTERSCHOLASTIC LEAGUE
MAKING A WORLD OF DIFFERENCE.

P.O. Box 8028 Austin, TX 78713-8028
www.uiltexas.org (512) 471-5853

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

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

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

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

Varsity Athletic Parent Residence Rule

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

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

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

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

RESIDENCE IN SCHOOL DISTRICT AND ATTENDANCE ZONE

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

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

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

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

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

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

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

SEPARATED PARENTS.

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

Full-Time Student

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

Age Rule and Four-Year Rule

An additional question will be added to the PAPF this year to determine if a non-enrolled student participating in accordance with Section 33.0832 of the Texas Education Code has moved into the attendance zone within the past 12 months. If yes, a full hearing of the DEC is required for varsity participation.

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

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

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

Foreign Exchange Waiver

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

Amateur Athletic Status

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

Assist in Determining if Student Moved for Athletic Purposes

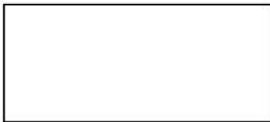
Questions 16, 17 and 18 – Any 'yes' answers should be thoroughly in question to participate at the varsity level in athletics.

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

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

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

**Previous Athletic Participation Form
University Interscholastic League**



For UIL Use Only

Eligibility Questionnaire for New Student Athletes in Grades 9-12

This Form Must be on File with School Before Participation at any Level in Grade 9-12

(To be filled out by the student and/or parent and filed with the school.)

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

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

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

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

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

Previous Athletic Participation Form University Interscholastic League

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

Name of Student _____ New School: _____ Last School of Participation: _____

Student's current address: _____
Street City State Zip Code

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

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

PARENT SIGNATURE _____ DATE _____

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

EXAMPLE

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

III. LAST SCHOOL OF PARTICIPATION CERTIFICATION AND RELEASE: Section III must be completed for any new student in grades 9-12 who has ever participated in baseball, basketball, cross country, football, golf, soccer, softball, swimming and diving, team tennis, tennis, track and field, volleyball or wrestling in grades 8-12 at another school in the United States or Mexico before they are eligible to participate at the varsity level at the new school. Please check the appropriate responses below. **If any of questions 1-5 are marked 'Yes', a full meeting of the District Executive Committee (DEC) would be required only if requested by a member of the committee in the new district. If question 6 is marked 'Yes', a full hearing of the DEC is required in the new district.**

Yes No

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

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

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

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

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

6. Based on your knowledge of the student and their circumstances, is this student changing schools for athletic purposes? **If yes, attach explanation to DEC.**

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

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

Last School of Participation: _____ City _____ State _____

IV. EXECUTIVE COMMITTEE APPROVAL: We certify the above named student is approved.

• Check the appropriate box: Varsity Sub-varsity only (applying for a Waiver)

If a full hearing of the DEC is required based on the information in section III above, the student is ineligible for varsity athletic participation until the DEC hears testimony from the previous school, the student/parent and the new school and determines that the student did not change schools for athletic purposes. This process is required to be completed prior to the student applying for a waiver of the parent residence rule, if applicable. DATE OF HEARING _____

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

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

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

DESIGNATED SCHOOL

ADMIN



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.

GENERAL DEC

F.A.Q.



FREQUENTLY ASKED QUESTIONS

Frequently Asked Questions

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 District Executive Committee Athletic Handbook for 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.

UIL CONSTITUTION AND CONTEST RULES

C & CR III.



APPLICABLE ATHLETIC ELIGIBILITY RULES

Applicable UIL Rules—Athletic Eligibility

Subchapter E. Organization and Administration

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. The State Executive Committee shall decide questions of eligibility or violation of the Spring Meet Code arising at a regional spring meet.

Subchapter C. Athletics

Section 1204(u): OFFICIALS, NO PROTEST

A protest based on a game or contest official's decision will not be considered.

The full version of the following rules concerning eligibility can be found in the UIL Constitution and Contest Rules, and for your convenience, can also be found in this section of the DEC Handbook.

Subchapter M. Eligibility

Section 400: STUDENTS ELIGIBILITY FOR ALL UIL CONTESTS

Section 401: ELIGIBILITY - ACADEMICS

Section 402: ELIGIBILITY – MUSIC

Section 403: ELIGIBILITY – ATHLETICS

Section 404: STATE LAW

Section 405: HIGH SCHOOL GRADUATE

Section 406: FULL-TIME STUDENT

Section 407: REGULAR ATTENDANCE

Section 408: FOUR-YEAR PROGRAM

Section 409: RECRUITING

Section 410: BURDEN OF PROOF, VIOLATIONS

Section 411: CREDIT REQUIREMENTS FOR ELIGIBILITY DURING FIRST SIX WEEKS

Section 412: ACCOMMODATIONS FOR DISABILITY

Section 441: AMATEUR ATHLETIC STATUS

Section 442: RESIDENCE IN SCHOOL DISTRICT ATTENDANCE ZONE

Section 443: CHANGING SCHOOLS FOR ATHLETIC PURPOSES

Section 445: REPEATING GRADES FOR ATHLETIC PURPOSES

Section 446: AGE

Subchapter N. Waiver Of Eligibility Rules

Section 463: APPLICATION FOR WAIVER

Section 464: SUBMISSION TO WAIVER OFFICER

Section 465: DECISION BY WAIVER OFFICER

Section 466: REVIEW OF WAIVER OFFICER'S DECISION

Section 468: REVIEW DECISION PROCESS

Section 469: RETROACTIVE WAIVER

Section 470: SUBMITTING FALSE INFORMATION

Subchapter O. Awards

Section 480: LIMITATIONS OF AWARDS

Section 481: GIFTS OR AWARDS TO SPONSOR OR COACH

- (g) initially enrolled in the ninth grade not more than four years ago nor in the tenth grade not more than three years ago (Refer to Section 408 and Official Interpretation 07-04-18, Appendix I);
- (h) was not recruited (Refer to Section 5 and Section 409);
- (i) is not in violation of the Awards Rules (Refer to Section 480); and
- (j) meets the specific eligibility requirements for UIL academic competition in Section 401, for music competition in Section 402, and/or for athletic competition in Section 403.

Section 401: ELIGIBILITY - ACADEMICS

Subject to the other sections of this subchapter, an individual is eligible to participate in a UIL varsity academic contest as a representative of a member school if that individual:

- (a) meets all the requirements of Section 400; and
- (b) did not change schools for the purpose of participating in a UIL academic contest.
- (c) Charter Schools. For non-enrolled (home schooled) students, if the public independent school district where the parent(s) / guardian(s) of the student reside decides not to allow non-enrolled (home schooled) students to participate, the non-enrolled (home schooled) student could petition for participation at a charter school located within the boundaries of the independent school district where the parent(s) / guardian(s) of the student reside, if allowed by that charter school administration.

Section 402: ELIGIBILITY - MUSIC

Subject to the other sections of this subchapter, an individual is eligible to participate in a UIL varsity music contest as a representative of a member school if that individual:

- (a) meets all the requirements of Section 400; and
- (b) did not change schools for the purpose of participating in a UIL music contest.
- (c) Charter Schools. For non-enrolled (home schooled) students, if the public independent school district where the parent(s) / guardian(s) of the student reside decides not to allow non-enrolled (home schooled) students to participate, the non-enrolled (home schooled) student could petition for participation at a charter school located within the boundaries of the independent school district where the parent(s) / guardian(s) of the student reside, if allowed by that charter school administration.

Section 403: ELIGIBILITY - ATHLETICS

Subject to the other sections of this subchapter, an indi-

Subchapter M. ELIGIBILITY

Section 400: STUDENT'S ELIGIBILITY FOR ALL UIL CONTESTS

Subject to the other sections of this subchapter, an individual is eligible to participate in a UIL varsity contest as a representative of a member school if that individual:

- (a) is not a high school graduate (Refer to Section 405);
- (b) is a full-time, day student in the member high school the student represents; or is a non-enrolled (home schooled) student seeking participation and is in compliance with all provisions included in section 33.0832 of the Texas Education Code. (Refer to Section 406, academic exception, Official Interpretations 08-09-10, 99-04-20, 10-03-12 and 00-09-13, Appendix I);
- (c) has been in regular attendance at the member school since the sixth class day of the present school year or has been in enrolled and in regular attendance for 15 or more calendar days before the contest or competition (student becomes eligible on the fifteenth day) (Refer to Section 407 and Official Interpretation 95-11-09, Appendix I);
- (d) is in compliance with rules of the State Board of Education; (Refer to Section 404 and state law regarding credit requirements and grades (the school shall verify a student's grades on the basis of the official grade report and independently of involvement by the student);
- (e) has the required number of credits for eligibility during the first six weeks of school (Refer to Section 411);
- (f) is enrolled in a four-year program of high school courses (Refer to Section 408);

vidual is eligible to participate in a UIL varsity athletic contest as a representative of a member school if that individual:

- (a) meets all the requirements of Section 400;
- (b) is less than 19 years old on September 1 preceding the contest, or has been granted eligibility based on a disability which delayed his or her education by at least one year (Refer to Section 446);
- (c) did not change schools for athletic purposes (Refer to Sections 5 and 443);
- (d) is an amateur (Refer to Section 441);
- (e) was eligible according to Section 400 (c) (fifteen calendar day rule) and Section 403 (f) (residence rule) at the member school the student wishes to represent prior to the deadline for district certification (non-compliance results in ineligibility only in post-district competition in that sport); and
- (f) is a resident of the member school district (Refer to Section 442), and a resident of the attendance zone in which the member school being attended is situated,
 - (1) or has been continuously enrolled in and regularly attending the school for at least the previous calendar year if his or her parents do not reside within the school district's attendance zone; Refer to (5) (B) below for **exception**. Note: A student who has changed schools for athletic purposes may be declared ineligible for more than one calendar year. Refer to Section 443 (f) (3). For students placed on a waiting list for admittance to an open enrollment charter school that is a member school, the earlier of the first day of enrollment or the first day of school for the school year following the date of application begins the time frame for compliance with the exception noted in this section.
 - (2) or the student is attending a school outside the attendance zone where the parents reside because the school board or other appropriate authority changed district or attendance zone lines.
 - (3) or is a transfer student from a public 8-grade ISD not containing a high school, who transferred at the first opportunity:
 - (A) to select a high school with geographical boundaries contiguous to his or her K-8 school;
 - (B) to a high school for which the K-8 school attended receives state transportation funds; or
 - (C) to the high school located nearest the student's residence.
 - (4) *Intra-District Transfers*. A student who has an

option to attend more than one high school within a school district, rather than being assigned to a school according to attendance zones, is eligible at the school first selected if he/she transfers at the first opportunity. If a student subsequently transfers to another school, the student is not eligible for varsity athletic competition until he/she has been in and regularly attended that school for at least the previous calendar year.

(5) *Foreign Exchange Students*.

- (A) Foreign exchange students are ineligible for varsity athletic contests the first year they attend a member school unless they are granted a waiver of the parent residence rule as outlined in Sections 465 and 468.
- (B) Foreign exchange students who receive a Foreign Exchange Waiver and participate in UIL varsity athletic contests during their first year in the host school may not participate in those same contests if they return for a second year to the host school. The student may, however, participate in any other UIL varsity sport.

Refer to Official Interpretations 01-09-18 and 10-03-12, Appendix I

(6) *Charter Schools*:

- (A) Students whose parents live within the boundaries of an independent school district where a charter high school is located and opt to attend the charter high school at their first opportunity to select a high school and are otherwise in compliance with varsity eligibility requirements, are eligible. If a student subsequently transfers to another school within the boundaries of the independent school district, the student is not eligible for varsity athletic competition until he/she has been in and regularly attended that school for at least the previous calendar year.
- (B) Students whose parents live within the independent school district where the charter school is located, who do not select the charter high school at their first opportunity, are ineligible for varsity athletic competition unless they have been enrolled in and regularly attending the charter high school for at least the previous calendar year.
- (C) Students whose parents reside outside

the boundaries of the independent school district where the charter school is located are ineligible for varsity athletic competition unless they have been enrolled in and regularly attending the charter school for at least the previous calendar year.

- (D) Charter Schools. For non-enrolled (home schooled) students, if the public independent school district where the parent(s) / guardian(s) of the student reside decides not to allow non-enrolled (home schooled) students to participate, the non-enrolled (home schooled) student could petition for participation at a charter school located within the boundaries of the independent school district where the parent(s) / guardian(s) of the student reside, if allowed by that charter school administration.
- (7) A student who has established varsity eligibility under this section at a member school but who subsequently changed schools to another member school zone and is found to have changed schools for an impermissible reason, remains eligible at the school where eligibility was first established without the need of a waiver. A student must reenroll in the school where eligibility was previously established within thirty (30) days of being found ineligible at the school the student moved to for this provision to apply. The Executive Director or his or her designee may inquire into such cases and may make a determination regarding a student's qualification for this exception to the parent residence rule.
- (8) This section and the rules cited herein shall be interpreted and applied to the extent reasonably possible so that, absent a specific sanction barring athletic participation, a student who meets basic varsity athletics eligibility requirements should have UIL varsity athletics eligibility at a UIL member school. This is a general rule of construction that may be impacted by the facts of a given case.

Section 404: STATE LAW

- (a) INTERPRETATION OF STATE LAW. The Commissioner of the Texas Education Agency delegated hearing authority over matters pertaining to the enforcement of applicable state law to the UIL. UIL staff opinions should be requested on all state laws

relating to UIL eligibility, and rules and regulations promulgated by the State Board of Education or the Texas Education Agency regarding the following as they apply to UIL eligibility:

- (1) grades;
 - (2) credit requirements;
 - (3) number of contests per school week;
 - (4) limit on practice and performance per school week; and
 - (5) limit on school year absences for extracurricular activities.
- (b) SOURCES OF INFORMATION. In addition to calling or writing UIL staff, the UIL publishes a manual available to member schools entitled *TEA-UIL Side By Side* that contains interpretations and answers to frequently asked questions. It is available on request, and is on the UIL website.
- (c) VENUE. In accordance with Texas Education Code 67.26, any lawsuit filed against the UIL shall be filed in Travis County.

Section 405: HIGH SCHOOL GRADUATE

- (a) COMPLETION OF HIGH SCHOOL. A person is considered a high school graduate if that person received a diploma or other certificate signifying successful completion of high school from a high school or other institution of equal or higher rank, participated as a graduate in the graduation exercises of a high school, or complied with the requirements for graduation during a four-year program, whether or not the student participated in the graduation exercises. However, a student who has accumulated enough credits to satisfy graduation requirements prior to the end of four years, but remains in school as a full time student, is not considered a high school graduate under this rule.
- (b) GED TESTING PROGRAM. A student who receives an equivalency credential based on the General Education Development Testing Program is not considered a high school graduate, if that student remains in or returns to high school, and has not otherwise met the requirements for high school graduation.
- (c) This section shall not disqualify a contestant who is eligible in all other respects at the time of spring graduation. This exception refers only to contestants whose UIL competition extends into the summer from the end of the school year.

Section 406: FULL-TIME DAY STUDENT

A person is considered a full-time day student if that person:

- (a) is enrolled and attends classes in a member school for which the current year's membership fee has

been paid, or is enrolled in the ninth grade or tenth grade on a campus separate from the high school, and who will, by school district policy and not by choice, attend a specific high school (Refer to Official Interpretation 05-09-01, Appendix I);

- (b) is enrolled in the number of courses required by state law and by rules of the State Board of Education; and
- (c) is in compliance with written transfer and admission policies of the local school district.
- (d) Subject to local school district discretion, students attending non disciplinary 'alternative' schools such as magnet or ISD charter schools within the same independent school district that do not offer UIL participation opportunities, may be in compliance with this section and eligible to participate in the division (Academics, Athletics, Music) of UIL activities not offered at the non disciplinary 'alternative' school. A student's eligibility under these circumstances would be at the school the student would attend based on the residence of the parent's of the student and/or the school the student would attend by school district policy if they were not enrolled in the non disciplinary 'alternative' school. (Refer to Official Interpretation: Exception: 18-08-14 Section 406(d) immediately following 10-03-12 Section 400 (b) 403 and 406.
- (e) A student participating in UIL activities at a member school under (d) above or official State Executive Committee Interpretation 10-03-12 or 00-09-13 could do so by completing and filing the Non-Disciplinary Alternative School Student Participation Form with the applicable school, District Executive Committee and the UIL office prior to said participation.
- (f) Is a non-enrolled (home schooled) student seeking participation and is in compliance with all provisions included in section 33.0832 of the Texas Education Code.

Section 407: REGULAR ATTENDANCE

- (a) A student is in regular attendance even though he or she is absent for 10 class days or less after enrolling in school because of illness or other unavoidable cause, if the parent or guardian submits a written statement certifying this as the reason for the absence and the principal approves the absence.
- (b) Except for an otherwise eligible student who is a dependent of a parent or guardian who is active duty military, a student who does not enroll in and attend school within the first six class days is ineligible to participate until the 15th day after

enrollment and attendance. In each case where applicable, the superintendent or their designee shall certify to the appropriate District Executive Committee that, based on reasonable evidence, the active duty military exception noted above applies.

- (c) Students who are in an alternative program under Texas Education Code, Section 37.006 may resume UIL participation on the first day they return to regular classes, with local school district approval.
- (d) A non-enrolled (home schooled) student seeking participation, who is in compliance with all provisions included in section 33.0832 of the Texas Education Code would not be subject to this rule.

Section 408: FOUR-YEAR PROGRAM OF HIGH SCHOOL COURSES

- (a) A student may participate in UIL contests during a program of high school courses over a period of four consecutive years after the student first enrolls in the ninth grade. A student is considered to be enrolled in the ninth grade the day of that student's registration as a ninth grader and attendance in a full class period (including an athletic period or practice) at the ninth grade level.
- (b) Students who never entered the ninth grade but were placed into the tenth grade have three consecutive years from their first entry into tenth grade to complete their high school eligibility.
- (c) Over-age eighth grade students who participate on the high school varsity athletic team have four consecutive years, including grade eight, to complete their high school athletic eligibility. Refer to Section 1478 (b).

Section 409: RECRUITING

Recruiting is not only a violation by the student who has been recruited, but it is also a violation by the school and/or the school district personnel who recruited the student. It is a violation to recruit at all grade levels.

Section 410: BURDEN OF PROOF

- (a) ELIGIBILITY. If a student's eligibility to compete in a UIL contest is questioned, the student has the burden in any proceeding to establish by the preponderance of the evidence that he or she is eligible.
- (b) ALLEGATIONS OF VIOLATIONS. If a District Executive Committee or the State Executive Committee determines that a complaint or report of a violation has enough validity or substance to hold a hearing, the burden by the preponderance of the

evidence to disprove the allegations at issue rests with the member school, member school district or covered school district personnel charged with the violation.

Section 411: CREDIT REQUIREMENTS FOR ELIGIBILITY DURING FIRST SIX WEEKS

The standards below determine academic eligibility for the first six weeks of the school year. Students in non-compliance may request a hardship appeal of their academic eligibility through the UIL.

- (a) GRADES NINE AND BELOW. Students must have been promoted from the previous grade. (Refer to Official Interpretation 01-09-18 Appendix I).
- (b) SECOND YEAR OF HIGH SCHOOL. Five accumulated credits that count toward state graduation requirements.
- (c) THIRD YEAR OF HIGH SCHOOL. Ten accumulated credits that count toward state graduation requirements or student must have earned at least five credits within the last twelve months that count toward state graduation requirements.
- (d) FOURTH YEAR OF HIGH SCHOOL. Fifteen accumulated credits that count toward state graduation requirements or student must have earned at least five credits within the last twelve months that count toward state graduation requirements.
- (e) NON-ENROLLED (HOME SCHOOLED) STUDENTS. A non-enrolled (home schooled) student seeking participation for the first six weeks must demonstrate grade-level academic proficiency on any nationally recognized, norm-referenced assessment instrument, such as the Iowa Test of Basic Skills, Stanford Achievement Test, California Achievement Test, or comprehensive test of basic skills prior to the first day of school. A non-enrolled student demonstrates the required academic proficiency by achieving a composite, core or survey score that is within the average or higher than average range of scores, as established by the applicable testing service. For purposes of this bisection, a school district shall accept assessment results administered or reported by a third party.

Section 412: ACCOMODATIONS FOR DISABILITY

Students with disabilities as defined by section 504 of the Rehabilitation Act and/or Title II of the Americans With Disabilities Act, who are currently being served under either or those acts, may apply to the UIL staff for accommodations to applicable contest rules or playing rules. Contact the UIL office or visit the UIL website for details and an application.

Section 441: AMATEUR ATHLETIC STATUS

The amateur rule starts the first class day of a student's ninth grade year, and is in continuous effect during the school year and summer months until all athletic competitions are completed in the 12th grade. The student at all times (whether in school or outside school) shall abide by the letter and intent of amateurism, as set forth in this section. Schools are charged with the responsibility of informing students of all applicable subsections of this rule and enforcing this rule. Administrators and coaches must ensure that athletes receive only services specifically permitted by written rule. Any breach of the rule undermines the educational goals of interscholastic athletics.

- (a) NOT AN AMATEUR. For purposes of competing in an athletic contest, a student in grades 9-12 is not an amateur if that individual, within the preceding 12 months:
 - (1) except as provided otherwise in this section, received money or other valuable consideration for participating in a UIL sponsored school sport;
 - (2) received valuable consideration for allowing his or her name to be used in promoting a product, plan or service related to a UIL sport or contest; or
 - (3) accepted money or other valuable consideration from school booster club funds for any non-school purpose.
 - (4) For the purposes of this section, "participating" means taking part or playing any role in the covered sport or otherwise being involved in any practice, game or contest of the covered sport, as a coach, player, manager, assistant, or any other involvement besides that of a spectator. A game or activity involving chance not sponsored by the UIL but that may also involve a student using some athletic skill or ability does not constitute "participating" under this section. Such a game or activity would be a "half-court shot" contest as part of a marketing program or throwing balls at a target for a prize. "Teaching" and "coaching" are synonymous terms.
 - (5) For the purposes of this section a "UIL sponsored school sport" is any sport that is sponsored by the UIL as either a regular approved UIL activity or pilot program and that is made available through the school the student attends. For example, baseball is a UIL sponsored sport and is covered by this rule, regardless of the level of com-

petition involved or organization that is administering the game in which the sport is played.

- (b) EXCEPTIONS:
- (1) Students may accept reasonable fees that do not exceed local prevailing rates for teaching or coaching activities.
 - (2) Students may accept reasonable fees that do not exceed local prevailing rates for officiating athletic contests.
 - (3) Seniors may sign a letter of intent or scholarship agreement which contains the conditions of a scholarship with a postsecondary institution.
 - (4) For purposes of competing in an athletic contest, the member school, school district or a student's parent(s) may provide medical examination and services, athletic insurance, transportation and other travel expenses incurred in competing away from home, or supplies and services during and in connection with a game or practice period. Jerseys or game shirts may be worn on game day as well as during practice or competition, with school district approval.
 - (5) Participant schools and member school districts may permit student athletes to attend contests by permit admission through a pass gate.
 - (6) A student-athlete in grades 9-12 may accept funds that are administered by the United States Olympic Committee (USOC) or other national governing body.
 - (7) Student athletes may accept small "goodie bags" consisting of cookies, candy and symbolic gifts from their classmates, if allowed by local school policy.
 - (8) Student athletes may accept travel expenses and attend free banquets in connection with an awards ceremony to accept a national and/or state-wide award, after completing their eligibility in that sport.
 - (9) *Meals.* The local school district determines when, how and from whom student athletes can receive meals and snacks.
 - (10) This rule is sport-specific. For example if a student violates the rule in one sport that student would be ineligible for that sport only.
- (c) STATUS REGAINED. If a student did not realize that accepting the valuable consideration was a violation of the amateur rule and returns the valuable consideration within 30 days after being informed of the violation, that student may

regain athletic eligibility as of the date the valuable consideration is returned. If a student fails to return it within 30 days, that student remains ineligible for one year from when he or she accepted it. During the period of time a student is in possession of valuable consideration, he or she is ineligible for varsity athletic competition in the sport in which the violation occurred. Any games or contests in which the student participated during that time would be forfeited as the minimum penalty.

- (d) TEAM VIOLATION. If the team violates this section, the penalty shall be assessed against the team and not against each individual.

Section 442: RESIDENCE IN SCHOOL DISTRICT AND ATTENDANCE ZONE

This section applies to the first calendar year of attendance in grades 9-12 and to a non-enrolled (home schooled) student seeking participation in accordance with section 33.0832 of the Texas Education Code. 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 in

kinship placement, as provided for in Chapter 264; Subchapter K, Tex. Family Code, in lieu of foster care) or a home licensed by the state as a childcare boarding facility, or placed in a home by the Texas Department of Family and Protective Services, Texas Juvenile Justice Department or an equivalent state agency, is presumed to be at the home or facility to which the student has been placed. 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. The residence of a student placed in a home or residential facility that is affiliated with a special purpose school district as outlined in Section 11.351 of the Texas Education Code is presumed to be at the special school district-affiliated home or residential facility where the student is placed.

- (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.
 - (3) Parents who have been separated for at least the previous three consecutive years would be considered as 'divorced' for purposes of this rule.
- (h) MILITARY PARENT(S). A student whose parent is active military and receives a permanent change of station to a military base with a special purpose school district, or whose parent has been released into retirement by the Department of Defense for a reason other than a dishonorable discharge and the student enrolls in the special purpose school district on a military base at the student's first opportunity, is considered in compliance with this rule.
- (i) CRITERIA OF RESIDENCE. The intent of this section is to ensure 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 or guardians 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) Does 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) Does 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 or guardians 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) Are the parents or guardians required to live in the district and attendance zone for the first calendar year? *If the parents or guardians 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 or guardians move, and remains ineligible there for varsity athletics until a year is up.*

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 UIL 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. Refer to (e) below.
- (1) **Exception:**
- (A) One time only, intra-district transfer students are eligible for one varsity athletic activity that was not offered at their previous school. The student must wait one calendar year before gaining eligibility for any other varsity athletic contest. If a student who has been granted participation under this section 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.
- (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. Refer to (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 UIL 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; (Refer

to Section 442 (g) for a student who changes residence with a separated parent);

- (2) a representative 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;
- (3) a representative of the new school signs a PAPF stating that the student was not recruited and is not changing schools for athletic purposes;
- (4) 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. Subject to Section 403 (f) and 463 (2)(A), a student who has established varsity eligibility under this section at a member school but who subsequently enrolls in another member school and is found to have changed schools for athletic purposes remains eligible at the school, where eligibility was first established.
- (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 or if the student was required to change schools because the school district or attendance zone lines were changed by the school board or other appropriate authority.
- NOTE: (d) and (f) above speak to the applicability of the Previous Athletic Participation Form as it relates to students who have or have not represented another school in grades nine through twelve in either varsity or sub varsity competition. Section 403 (c) prohibits students from changing schools for athletic purposes.

Section 445: REPEATING GRADES FOR ATHLETIC PURPOSES

- (a) **LOSS OF ELIGIBILITY.** A student held back in the seventh or eighth grade for athletic purposes shall lose one of his or her four years of high school eligibility for each year he or she is held back for athletic purposes.
- (b) **LOSS OF FOURTH YEAR.** A student held back one year in the seventh or eighth grade for athletic purposes shall lose his or her fourth year of eligibility after entering the ninth grade.
- (c) **LOSS OF THIRD AND FOURTH YEARS.** A student held back for two years in the seventh or eighth grade for athletic purposes shall lose both the third and fourth years of eligibility after entering the ninth grade.

Section 446: AGE

- (a) **PROOF OF AGE.** Age shall be determined based on a student's birth certificate. In cases where a student's birth certificate is unavailable, other similar government documents used for the purpose of identification may be substituted.
- (b) **NINETEEN ON SEPTEMBER 1.**
- (1) **Eligibility.** A student who is nineteen on Sep-

tember 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 UIL varsity athletic contest as a representative of a member school if:

- (A) the student has or had a disability which delayed his or her education for a year or more;
- (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. (Refer to 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, or
 - (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.

Subchapter N. WAIVER OF ELIGIBILITY RULES

Section 463: APPLICATION FOR WAIVER

(a) WHO MAY APPLY.

- (1) When a student does not comply with Sections 400 (g) and 408 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 member 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 or the State Executive Committee finds that a student does not comply with Sections 403(f) and 442 (residence rules), that student may apply for a waiver of the apparent non-compliance and a declaration of eligibility. **As An Exception:** A student who is found by a District Executive Committee, or upon appeal, the State Executive Committee, to have changed schools for athletic purposes or

other impermissible reasons may return within thirty (30) days after being ruled ineligible to the school the student left without need of a parent residence waiver as long as all other eligibility rules are satisfied. In cases where there is a dispute regarding the student's qualification for this exception, the Executive Director or his or her designee may make a determination as to whether the student qualifies.

- (B) A waiver of the residence rule shall be null and void in regards to the school the student has moved to 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 403 (f) and 442 (residence rules) to be eligible for varsity athletics the first year of attendance.
- (4) *Age Rule, Sections 403 (b) 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;
 - (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.
- 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) *Retroactive Waiver Procedure* (Refer to Section

- 469).
- (b) **PROCEDURE.** The application must be in writing on the UIL 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 or a dependent of an active military personnel, he or she shall pay a \$100 filing fee to the UIL 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 403 (b) 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; and
 - (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.

Section 465: DECISION BY WAIVER OFFICER

- (a) **DECISION.** Within 14 days after the Waiver Officer determines that the application is complete, the Waiver Officer shall upon the basis of the application and written statements decide whether the waiver should be granted and the applicant declared eligible.
- (b) **BASIS FOR DECISION.**
- (1) **Residence Rule, Sections 403 (f) and 442.**
 - (A) **International Baccalaureate Program.** The waiver of the residence requirements of a student who changes schools to enroll in the International Baccalaureate Program may be granted unless the District Executive Committee has determined

the student changed schools for athletic purposes.

- (B) **Other Waivers of Parent Residence Rule.** If the Waiver Officer finds that the circumstances that caused the student to be ineligible were caused by involuntary and/or unavoidable action such that the Waiver Officer could not reasonably expect the student to comply with the rules, the Waiver Officer shall grant the waiver.
- (2) **Four Year Rule, Sections 400 (g) and 408.** If the Waiver Officer finds that the circumstances that caused the student to be ineligible were caused by involuntary and/or unavoidable action such that the Waiver Officer could not reasonably expect the student or the parents to comply with the rule, and if those same circumstances caused the student to miss an entire season's participation in an activity, the Waiver Officer shall grant the waiver.
- (3) **Foreign Exchange Students.** The waiver of the residence requirement of a foreign exchange student may be granted under the following conditions:
 - (A) a copy of the student's J-1 visa and certification papers from the approved CSJET (Council on Standards for International Educational Travel) United States Foreign Exchange Program accompanies the waiver form;
 - (B) the exchange student has not completed four years of high school attendance and/or graduated from high school;
 - (C) the exchange student has not received advanced training (defined as training which is above and beyond that which is normally provided in Texas public schools) in the germane activity prior to arriving in Texas, such as pre-Olympic training, being nationally ranked or having similar status in a sport, or participation on a national team;
 - (D) the exchange student has not been placed with a host or a school based on athletic interests or abilities, whether initiated or caused by a student, a natural or host parent, a school, a program or any other interested party; and
 - (E) the exchange student meets all other University Interscholastic League eligibility rules.
 - (F) A foreign exchange student must apply for and receive an approved waiver before

the district certification deadline.

- (4) *Age Rule, Sections 403 (b) and 446.*
 - (A) If the Waiver Officer finds that the student meets the requirements set forth in Section 463, the Waiver Officer shall grant the waiver.
 - (B) The decision of the Waiver Officer shall be final.
- (5) The waiver is granted for specific athletic activities. If students wish to participate in an athletic activity other than the specific one(s) for which they were originally granted a waiver, such requests shall be presented by the school to the District Executive Committee which shall grant or deny the request. Notifying the Waiver Officer for each subsequent sport is not required.
- (6) Ignorance of the rules is not a basis for granting a waiver.
- (c) NOTIFICATION. The Waiver Officer shall promptly send a copy of the decision to the applicant, superintendent, principal and the chair of the District Executive Committee.
- (d) EFFECT OF DECISION. If the Waiver Officer decides that the applicant is eligible, the student may participate in a UIL contest until the Waiver Review Board issues a change in eligibility status by overturning the waiver.

Section 466: REVIEW OF WAIVER OFFICER'S DECISION

- (a) Except in appeals under the age rule, Section 465 (b)(4), the applicant, the parent or guardian of the applicant, or any superintendent may request a review of the decision of the Waiver Officer. The request for review must be in writing and be accompanied by payment of a \$200.00 filing fee. If the applicant or the applicant's parents request the review, and the applicant is indigent or a dependent of an active military personnel, the filing fee may be waived. During the school year requests must be received by the Waiver Review Board within 15 days after the decision of the Waiver Officer was mailed. During the summer holidays, requests must be received by the Waiver Review Board no later than September 1 or immediately after the first meeting of the District Executive Committee, whichever occurs sooner.
- (b) RULES OF BOARD. The Waiver Review Board shall adopt and publish the rules of procedure to be followed by it in reviews. In accordance with Section 150, the Waiver Review Board or a UIL Hearing Officer may hold an informal hearing with

witness testimony and other evidence, or decide the appeal based on the written record.

- (c) REVIEW SCHEDULE. Unless the request for review is received less than seven days before its next meeting, the Waiver Review Board shall schedule the review of the case at its next meeting except for appeals that have been transferred to a UIL Hearing Officer. The Board may meet monthly from August through March and may meet at such other times as the Chair of the Board may designate. The seven-day limit may be waived if the Waiver Review Board is scheduled to meet to review other cases.
- (d) REVIEW. The entire Waiver Review Board, a panel of three members, or a UIL Hearing Officer may review the case. If a member of the Board is involved in the case being reviewed, that member shall abstain from deliberations and voting, and the Chair of the Board may appoint a person to sit in that member's place.
- (e) REVIEW PROCEDURE. The review shall be conducted in accordance with the rules and procedures of the Waiver Review Board and may consist of an informal meeting where witnesses are allowed to testify or may be decided on the written record. The application for waiver, the written material submitted to the Waiver Officer by the applicant, superintendent, principal and District Executive Committee, and the decision of the Waiver Officer constitute the written record made before the Waiver Officer.
- (f) ARGUMENT. In cases where an informal hearing is conducted, the Waiver Officer, applicant, superintendent, principal and District Executive Committee may submit written documentation or make oral argument. The Board or a UIL Hearing Officer may limit the time for oral argument.
- (g) PRECEDENT MANUAL. The Waiver Review Board shall adopt rules concerning the creation and maintenance of a precedent manual which shall contain decisions of the Waiver Review Board that have sufficient precedential value to warrant publication. Opinions in the precedent manual will be composed of a synopsis of the facts of the case along with the panel's decision and a brief explanation of the basis for the decision. UIL staff may assist in the drafting and preparation of the opinion as directed by the board.
 - (1) Before being published in the precedent manual, a draft of the written opinion must be reviewed and approved by a majority of the members of the hearing panel that heard the case.
 - (2) The precedent manual shall serve to provide

guidance to Waiver Review Board Panel's when considering similar cases.

- (3) The Waiver Review Board's Precedent Manual shall be published on the University Interscholastic League's website.

Section 468: REVIEW DECISION PROCESS

(a) BASIS FOR DECISION.

- (1) *Residence Rule, Sections 403 (f) and 442.*

(A) International Baccalaureate Program. The waiver of the residence requirements of a student who changes schools from one independent school district to another independent school district to enroll in the International Baccalaureate Program may be granted unless the District Executive Committee has determined the student changed schools for athletic purposes.

(B) Other Waivers of Parent Residence Rule. If the Board or Hearing Officer finds that 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, the waiver shall be granted.

- (2) *Four-Year Rule, Sections 400 (g) and 408.* If the Board or Hearing Officer finds that 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 rule, and if those same circumstances caused the student to miss an entire season's participation in an activity, the waiver shall be granted.

- (3) *Foreign Exchange Students.* The waiver of the residence requirement of a foreign exchange student may be granted under the following conditions:

(A) a copy of the student's J-1 visa and certification papers from the approved CSIET (Council on Standards for International Educational Travel) United States Foreign Exchange Program accompanies the waiver form;

(B) the exchange student has not completed four years of high school attendance and/or graduated from high school;

(C) the exchange student has not received advanced training (defined as training which is above and beyond that which

is normally provided in Texas public schools) in the germane activity prior to arriving in Texas, such as pre-Olympic training, being nationally ranked or having similar status in a sport, or participation on a national team;

- (D) the exchange student has not been placed with a host or a school based on athletic interests or abilities, whether initiated or caused by a student, a natural or host parent, a school, a program or any other interested party; and

- (E) the exchange student meets all other University Interscholastic League eligibility rules.

(4) The waiver may be specific to an activity.

(5) Ignorance of the rules is not a basis for granting a waiver.

- (b) ANNOUNCEMENT OF DECISION. The Board or Hearing Officer shall announce a decision in writing within 15 days after the review.

- (c) REHEARING; EFFECT OF DECISION. The eligibility status of the applicant as determined by the Board or Hearing Officer is effective on the date the decision is announced. The Board may grant a rehearing on cases that are waived by the Board provided new credible evidence is presented by the District Executive Committee, and it may grant a rehearing on cases that are denied by the Board provided new credible evidence is presented by the applicant or the school the applicant is attending.

- (d) NOTIFICATION. A copy of the decision shall be sent to the applicant, the superintendent or principal and the chair of the District Executive Committee and each member in the district.

Section 469: RETROACTIVE WAIVER

- (a) WHO MAY APPLY. If a District Executive Committee has determined that a student, who is not a foreign exchange student, but who is otherwise ineligible according to Section 400 (g) or 403 (f) has participated in a varsity contest, and the District Executive Committee and the superintendent of the school the student attends jointly request a retroactive waiver, the Waiver Officer shall review the facts of that case.

- (b) APPLICATION PROCEDURE. The application must be in writing on the UIL Application for Waiver form, and signed by the superintendent, the chair of the District Executive Committee, the student and a parent or guardian if the student is under 18.

- (c) **REVIEW PROCEDURE.** The information shall be presented to the Waiver Officer who shall decide whether the waiver should be granted and the applicant declared eligible.
- (d) **EFFECT OF DECISION.** In granting a waiver, the Waiver Officer may determine that the student's eligibility is retroactive to any date during the current school year, so long as the student has been continually eligible under all rules other than the rule being waived since that date. If the Waiver Officer denies the waiver, the applicant may appeal the decision to the Waiver Review Board. The appeal must be accompanied by a \$700 payment to be applied to the filing fee. The filing fee is the actual expense incurred in convening the waiver review board. The balance of the fee shall be billed to the school or parent after expenses are calculated.
- (e) **EXCEPTION TO ABOVE PROCEDURE.** The UIL Waiver Officer can rule on a retroactive waiver, after the season in question is complete, without consent from a District Executive Committee when the request comes from a parent and has no bearing on the district race. The application fee is \$700.

Section 470: SUBMITTING FALSE INFORMATION

If the Waiver Officer, the UIL hearing officer or the Waiver Review Board finds that information was submitted on behalf of an applicant that the applicant knew was false, the Waiver Officer, hearing officer or the Waiver Review Board shall declare the applicant ineligible for one year and the contests in which the applicant competed on behalf of the school he or she now attends forfeited.

Subchapter O. AWARDS

Section 480: LIMITATION OF AWARDS

- (a) **LIMIT.**
 - (1) **Awards Schools May Give.** A member school or member school district may give one major award not to exceed \$70 in value to a student during that student's high school enrollment at the same school for participation in UIL interschool competition(s) listed in Section 380. Each year a member school or member school district may give one additional award per student per interschool activity listed in Section 380, not to exceed \$20 each. Schools may give a student the \$20 minor award for an activity during the same school year the \$70 major award is given for that activity. A school may contribute to major awards in honor of winning a UIL State Championship event.
- (2) **Awards Students May Receive.** A student may not accept from any source other than the school attended or the school district, any award in money, product or service for competing in an interschool contest except as follows.
 - (A) A certificate, medal, trophy, ring, or other symbolic award for participating in any UIL activity which counts on UIL standing, if it is given:
 - (i) by the school, or school district in accordance to the limitations in Section 480 (a)(1);
 - (ii) the District Executive Committee or the entity that organized the competition (i.e., the regional director or zone director);
 - (iii) the UIL or one of the professional, education organizations sanctioned by the UIL; or
 - (iv) an outside source approved by the school or school district.
 - (B) A medal, trophy, patch or other symbolic award for participating in an invitational athletic contest which does not count on UIL standing, in an activity which the UIL sponsors as listed in Section 380, if it is given by the organization conducting the contest or competition (Sports which are not sanctioned by the UIL, such as bowling, motorcycle racing or rodeo do not come under this rule).
 - (C) Unlimited awards for participating in an invitational academic or fine arts contest which does not count on UIL standing, whether or not it is an activity which the UIL sponsors.
 - (D) Educational trips sponsored by the school.
 - (E) Scholarships for college or university enrollment if awarded at or after graduation from high school.
- (3) **Awards Students May Receive for Intraschool Competition.** A student may accept unlimited awards for participating in intraschool competition.
- (b) **LEAGUE STANDING DEFINED.** For purposes of this rule, "counts on UIL standing" means any contest that causes an individual or team to advance toward a UIL district, bi-district, area, zone, regional or state championship.
- (c) **AMATEUR STATUS.** Refer to Section 441 for rules governing amateur athletic status.
- (d) **INDIRECT AWARD.** An award given to a second

party to be held for later delivery to the student is considered received by the student when the award is given to the second party. This conduct is a violation by the member school or school district.

Section 481: GIFTS OR AWARDS TO SPONSOR OR COACH

Individuals who coach, direct or sponsor UIL activities in grades 9-12 may be suspended if:

- (a) they accept more than \$500 in money, product or service from any source, over and above the stipend paid by the school district, in recognition of or appreciation for coaching, directing or sponsorship of UIL activities. (Refer to Section 1202). The \$500 limit is cumulative for a calendar year and is not specific to any one particular gift;
- (b) they accept money, product or service for entering their student(s) in a contest or other activity;
- (c) this section includes, but is not limited to, money, gifts, use of automobiles, insurance, club privileges and any funds tendered by booster clubs for other services; and
- (d) it is a violation if coaches and/or their attorney(s) accept money or other valuable consideration for payment of legal expenses incurred to file suit or take other legal action against a school, school district or the UIL.
- (e) EXCEPTIONS:
 - (1) *Scholarships*. A sponsor or coach may accept from any source in any amount a postsecondary institution scholarship.
 - (2) *Retirement*. Upon retirement from the profession, sponsors or coaches may accept money or other valuable consideration in any amount from any source.
 - (3) *Annual UIL Award for Excellence*. A sponsor or coach may accept the Annual UIL Award for Excellence sanctioned by the UIL.



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