

## **Athletic and Activity Director Reminders for Sanctioning- Approval of Events Before each season: Fall/Winter/Spring**

**Bylaw Article XIV - Approval of Events** is in place to ensure activities maintain an educational focus and adds a measure of due diligence to validate compliance to State Association and National Federation rules. Athletic and Activity Directors should complete the necessary form(s) accurately and in a timely manner. The sanctioning process between states and/or the NFHS assures that all parties are adhering to state association policies.

Please use the following document as a reference guide to the sanctioning process.

- 1) KSHSAA member schools do not need KSHSAA or NFHS approval if the following occurs:**
  - a. If there are less than 3 schools from 2 states (Including KS) and no outside organization co-sponsor
- 2) When attending out of state tournaments and invitationals you must have KSHSAA approval by having the host school fill out their state association's sanctioning form at least 30 days prior to the event when the following occurs:**
  - a. Involves 4 or more schools with 2 states (Including KS)
  - b. Involves 3 or more schools from 3-4 states (Including KS)
  - c. Involves less than 9 schools from 3-4 states (Including KS)

**REMINDER:** AD's must check the KSHSAA "Approved Events List" by going to the KSHSAA.org home page and go to KSHSAA links on the right side. Find "Approved Schools and Events" and click Approved Events on the pulldown. Do this at least 30 days in advance to make sure the event is listed as approved. If it is not listed, you must contact the host event manager and have them begin the process immediately with THEIR respective state association.

- 3) When attending out of state tournaments and invitationals these events must be NFHS sanctioned by submitting their online sanctioning form at least 20 days prior to the event (or late fees will be accessed) when the following occurs:**
  - a. Involves 5 or more states (Including KS or non-bordering state).
  - b. Involves 9 or more schools in 2 or more states (Including KS and a non-bordering state)

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- 4) Outside organization co-sponsored events must be NFHS sanctioned when the following occurs:**
  - a. Involves 2 or more states (Including KS)

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- 5) **When hosting out of state schools for a tournament or invitational, you must have KSHSAA approval by submitting pages 3 and 4 of the G Form at least 30 days prior to the event when the following occurs:**
- a. Involves 4 or more schools with 2 states (Including KS)
  - b. Involves 3 or more schools from 3-4 states (Including KS)
  - c. Involves less than 9 schools from 3-4 states (Including KS)

**REMINDER:** Submit the G form at least 30 days in advance to make sure the event is listed as approved. Once the KSHSAA approves, it will be forwarded to the other state associations with invited schools. Once all states have approved the event, it will be posted on the KSHSAA online "Approved Events List".

- 6) **When inviting out of state schools to attend your invitationals, they must be NFHS sanctioned by submitting their online form at least 20 days prior to the event (or late fees will be accessed) when the following occurs:**
- a. Involves 5 or more states (Including KS or non-bordering state).
  - b. Involves 9 or more schools in 2 or more states (Including KS and a non-bordering state)

**REMINDER:** Submit the NFHS online sanctioning form at least 20 days in advance of the event or their will be late fees added. Once all states have approved the event, it will be posted on the KSHSAA online "Approved Events List".