

NCHSAA Eligibility Requirements

1.2 ELIGIBILITY

1.2.1 Initial Entry: A student is eligible at any member school upon initial entry into ninth grade provided they meet applicable NCHSAA and local Board of Education eligibility requirements. Initial entry is defined as the first day of classes that a student is in attendance and counted present or, if sooner, the first day a student practices or otherwise takes part as a member or potential member of a member school's athletic team prior to the start of the academic year (e.g., if a student participates in pre season football workouts prior to the beginning of the ninth grade academic year, this will be deemed the student's initial entry at this member school).

- (a) After initial entry into ninth grade, transfer and boundary criteria shall apply as follows:
 - (1) The student must live within the member school's boundary as established by the Local Education Agency (LEA); or
 - (2) If the student's member school does not have a boundary established by an LEA (e.g., charter school, non-boarding parochial school, etc.), then the boundary for the member school shall be considered to be:
 - (i) The entire county in which the member school is located; and
 - (ii) Any addresses within a 25-mile radius of the member school as measured by an NCHSAA designated computer program; or
 - (3) There will be no boundary limitation if the student is a member of a parochial church affiliated with a non-boarding parochial school member and submits an authorized pastor verification form.

1.2.2 Eligibility Forms: The regulations require that all students must be eligible prior to dressing or participating in any interscholastic contest, whether or not the sport is sponsored by the NCHSAA.

- (a) Only those students listed on the master eligibility sheets are covered by catastrophic insurance.
- (b) No student shall be listed on the eligibility unless and until documents substantiating eligibility is on file in the school. Such documents shall be available for inspection until the student's eligibility has ended.
- (c) The master eligibility sheet should be used for each sport and shall list all players, varsity and junior varsity, participating in that sport. A copy should be on file at the school prior to the first regular season contest including Endowment games.

- (d) Eligibility sheets are no longer required to be filed with the NCHSAA, but must be made available upon request. It is required that eligibility sheets be shared among conference schools in each sport. A copy must be filed with Lee County Schools' athletic director by the first contest.
- (e) Ineligible players are NOT allowed to participate in practice, but this does not apply to summer workouts or skill development.
- (f) When completing Master Eligibility Sheets, if a student's parent(s) or legal custodian(s) does not live within the LEA, please make all required entries and enter one of the following eligibility criteria on the second page:
 - (1) Any student proposed for a contest is eligible at the school to which the local board of education assigns him within the unit of residence of a parent or legal custodian within this state, subject to the Transfer Policy below (see 1.2.10).
 - (2) When two boards of education within North Carolina by mutual agreement assign a student to a different school and the NCHSAA has granted a waiver pursuant to the Transfer Policy below (see 1.2.10).
 - (3) Absent a transfer described above, a student is eligible at his or her assigned school if he or she has attended school within that administrative unit the previous two semesters, provided it meets LEA policy.
 - (4) Legal documents signed by a judge (ward of court) or social service (orphanage/foster home) are required to be submitted along with eligibility forms pertaining to students in these circumstances.
 - (5) Foreign exchange students (see 1.1.9.i).
 - (6) The NCHSAA has approved a Transfer Waiver Request and/or a Hardship Request to waive the residency requirement on the student's behalf.
- (g) It shall be the responsibility of the principal to see that no ineligible player participates. Schools should use the eligibility checklist developed by the NCHSAA and it is recommended that the eligibility PowerPoint presentation be made available for athletes, guidance counselors, other administrators and parents, especially at the preseason meeting.

1.2.3 Age of Player: No student may be approved for any athletic contest if his or her 19th birthday comes on or before August 31 of the current year.

- (a) The principal shall have on file evidence of the legal birth date of each athlete.
- (b) Evidence of legal birth date must be established by a copy of the birth certificate or from one of the following: a record from the State Bureau of Vital Statistics, Raleigh; a record from the county register of deeds office; an infant baptismal record; a recording from the attending doctor's registry or cash book if specific; a news item at the time of birth from the local newspaper; or an official register sheet from the first grade.

- (c) A birth date as shown on a passport is acceptable verification of a foreign student's age.
- (d) An eighth grade student who is overage for middle school competition shall be eligible for high school participation.

1.2.4 Attendance: A student-athlete must meet the LEA attendance policy during the previous semester at an approved high school.

- (a) A student must, at the time of any game in which he or she participates, be a regularly enrolled member of the school's student body, according to local policy. If there is no local policy, "regularly enrolled" is defined as enrolled for at least one half of the "minimum load."
- (b) It is recommended the student be in school the day of the contest.
- (c) At the end of each semester, any participant who has failed to meet the LEA attendance policy of that semester is immediately ineligible.
- (d) In Lee County, students must not miss more than 8 days of school the previous semester.

1.2.5 Scholastic Requirements: A student must have passed a minimum load of work during the preceding semester to be eligible at any time during the present semester. The semester is normally considered half of the academic year. All students must also meet local promotion standards, set by the LEA and/or the local school.

- (a) A minimum load is defined as five courses in the traditional school schedule and three courses for schools on the "block" format. If the school is on an A/B form of block scheduling, a student must pass six of eight courses during what would traditionally be defined as a semester. Any student, including seniors, must pass that minimum load, even if they need fewer for graduation.
 - (1) Traditional: pass five (minimum load)
 - (2) Block: pass three (minimum load, 90-minute classes)
 - (3) A/B: pass six
 - (4) Hybrid Formats:
 - (i) 3 block, 2 traditional - ("skinnies" is the parlance many systems use), most common hybrids use four block as the basis (two skinnies equal a block); must pass equivalent of three blocks. Could fail both "skinnies" but passing three blocks would meet minimum requirements.
 - (ii) 2 block, 3 traditional - use seven traditional as the basis (block equals two); must pass equivalent of five traditional classes. Could fail one block only and be eligible (minimum requirement) but not more.
 - (iii) 2 blocks and 4 traditional ("skinnies") - Use eight as the basis like an *AIB* format; (block equals two); must pass equivalent of six A/B classes. Could fail one block only and be eligible (minimum requirement) but not more.
 - (iv) 1 block, 5 traditional - use seven as the basis (block Equals two); must pass equivalent of five traditional classes. Could fail one block only and be eligible (minimum requirement but not more).

- (5) Local units may be more restrictive, but not less restrictive.
 - (6) Office assistance, teacher assistance or laboratory assistance may not be used toward academic eligibility.
 - (7) Audited courses may not be used toward academic eligibility.
 - (8) No work previously passed by a student may be submitted as part of a minimum load.
 - (9) Summer school work used to make up part of the minimum load must be applied to the most recent semester. Credit for summer work is a determination of the local unit.
- (b) A student, upon first entering grade nine, is academically eligible for competition on high School teams. This also applies to attendance.
 - (c) A student not academically eligible at the beginning of the semester is not eligible at any time during the semester.
 - (1) Exception: a student who receives an incomplete which causes him or her to fail to meet minimum scholastic requirements or is awaiting a final grade due to any state mandated testing is ineligible until the course is satisfactorily completed, and eligibility is restored immediately.
 - (d) A student academically eligible at the beginning of a semester remains academically eligible throughout the semester.
 - (e) Alternative or extended day school students who meet all other eligibility requirements may participate in athletics for the school to which they would normally be assigned if local policy allows it provided the alternative/extended day school has no athletic program.
 - (1) The alternative schools referenced here are those operated by the school system itself.
 - (2) The principal of the school at which the students play shall be responsible for certifying their eligibility and shall have on file all records, including current attendance data necessary to verify eligibility.
 - (3) Each such student shall be identified on the eligibility list, which shall be accompanied by a letter from the principal stating that these designated students meet all eligibility requirements.
 - (4) The principal and coach shall have the same authority in player selection and application of team rules and regulations with alternative school students as with those enrolled in the regular school program.
 - (f) At the end of the first semester, a superintendent or principal has eight days (excluding Saturday and Sunday) to check grades of students, removing such player immediately upon knowledge of ineligibility and no later than the completion of the eight-day period and restore eligibility to any debarred player after he or she has qualified at the end of a semester.

- (1) Any student who has his or her eligibility restored may participate the day following the completion of the semester of the ineligibility.
- (2) The purpose of the eight-day period is to allow schools ample time to check grades. A player should be removed before the eight-day period is up if the school has knowledge and has verified that the student is ineligible.

1.2.6 Eight Semester Rule: No student may be eligible to participate at the high school level for a period lasting longer than eight consecutive semesters, beginning with the student's first entry into ninth grade or an over-aged seventh or eighth grade student's participation on a high school team, whichever occurs first.

- (a) For students who skip the 9th grade and advance directly to the 10th from the 8th, the year prior to entering the 10th grade is considered the year of first entry into the 9th grade for athletics.
- (b) Playing as a member of a private or other non-member school team shall be deemed the same as playing as a member of an NCHSAA school team. Enforcement of this rule is to begin with entry into the 9th grade.
- (c) The principal shall have evidence of the date of each player's entry into the ninth grade. The North Carolina cumulative record is sufficient.

1.2.7 Maximum Number of Seasons: No student may be approved for a high school contest if he or she has taken part in contests during four separate seasons in that sport.

- (a) Students may only participate in one season per year, per sport, whether the sport is played in North Carolina or not.
- (b) Playing as a member of a private or other non-member school team shall be deemed the same as playing as a member of an NCHSAA school team. Enforcement of his rule is to begin with entry into ninth grade.
- (c) A student shall not participate in school athletic contests after graduation from high school; however, this does not apply to spring sports playoffs.

1.2.8 Medical Examination: In order to be eligible for practice or participation in interscholastic athletic contests, a player must receive a medical examination once every 395 days by a physician licensed to practice medicine, nurse practitioner or physician assistant and be cleared to play. The mandatory NCHSAA pre-participation form may be found on the NCHSAA website.

- (a) To participate in summer workouts, a player must have an up-to-date physical on file.
 - (b) Students absent from athletic practice for five or more days due to illness or injury shall receive a medical release by either a physician licensed to practice medicine or his/her designee (nurse practitioner, physician's assistant or licensed athletic trainer) before re-admittance to practice or contests.
- (1) Students with potential head injuries must receive a medical release by a physician licensed to practice medicine before re-admittance to practice or contest.

- (c) It is recommended that players be covered by adequate medical and accident insurance, and that medical aid be immediately available at all times.
- (d) Schools should have medical release forms on site at athletic events in case medical treatment is required.

1.2.9 Residence: A student is eligible to participate at the school to which he or she is assigned by the local board of education, within the administrative unit of residence. "Residence" as used for athletic eligibility purposes is defined as the equivalent of the term "domicile" as applied by the courts of North Carolina.

- (a) It is the obligation of the school to know the residence status of each athlete and to require compliance with these requirements.
- (b) Except as otherwise provided, the residence of any student shall be deemed to be:
 - (1) That of his or her parents (if he/she lives with both parents).
 - (2) That of the sole parent (if he/she lives with only one parent).
 - (3) That of the parent with whom he/she begins the school year's first semester (if he/she has two parents who do not live together).
 - (4) That of the legal custodian if his/her custody has been awarded to a non-parent by a court of competent jurisdiction.
- (c) In the event the parents are separated or divorced, the residence of the student shall be that of the parent or other adult to whom primary physical custody has been awarded by a court of competent jurisdiction. In Lee County Schools, policy 4120 provides further information.
- (d) If no custody order has been entered, the residence shall be deemed to be that of the parent with whom the student begins the school year's first semester.
- (e) Any change in residence must be bona fide, which means made, done, or presented in good faith; without deception or fraud. Determination of what constitutes a bona fide change of residence depends upon the facts of each case. In order for a change of residence to be considered bona fide at least the following facts must exist:
 - (1) The original residence must be abandoned as a residence; that is sold, rented or disposed of as a residence, and must not be used as residence by any member of the family.
 - (2) The entire family must make the change and take with them the household goods and furniture appropriate to the circumstances.
 - (3) The change must be made with the intent that it is permanent.
 - (4) The change must not be solely made for athletic purposes.
- (f) No non-parental guardianship will be recognized where a student has a living parent unless:
 - (1) There has been a determination of abandonment of the student by such parent(s) or a determination that the student is a dependent juvenile as defined in G.S.7B-101 (9) or comparable statute by a court of competent jurisdiction.

- (2) The student has been judicially declared a ward of the court or has been identified as an orphan or placed in a foster home by the Division of Social Services (or a comparable agency if out of state) and custody (not guardianship) has been determined by the court or social service agency.
 - (3) A student whose custody has been established by court order or social services agency decision is eligible for participation at the school to which he or she is assigned by the Board of Education of the local unit where his/her custodian resides.
- (g) The residence of a student who is emancipated shall continue to be his or her residence as of the time of emancipation, unless an exception is granted under the procedures established by the Hardship Rule.
- (h) A student who resides out of state but attends a member high school could be eligible:
- (1) If the student attends a member non-boarding parochial school or is a member of a parochial church and submits an authorized pastor verification form.
 - (2) If the out-of-state student is attending a member school as an employee benefit because a parent is working at the school, the school must request a hardship waiver of the residence rule with appropriate documentation as a result of the employee status.
- (i) The residence of a student who is in an organized and recognized foreign exchange program shall be considered to be the place to which he or she is assigned by that program, and is eligible to participate at the school to which he/she is assigned by the LEA.
- (1) Foreign students who are not part of an organized and recognized foreign exchange program must present extenuating circumstances through the procedure established in the Hardship Rule.
 - (2) A foreign exchange student is eligible only during the first year of residence in the United States.
 - (3) With the exception of this residence rule, foreign exchange students are subject to all other eligibility requirements, including but not limited to, the prohibition on participation after graduation or eligibility for graduation from high school.
- (j) In no case will any exception be made to the following principles:
- (1) No student may participate at a second school in the same sport during the same sport season, except in the event of a bona fide change in residence of the parent(s) or legal custodian.
 - (2) Change of schools must be contemporaneous with change in residence.

- (3) Documents purporting to establish guardianship or custody issued by a notary public, an attorney, a clerk of court, or any entity other than a court of record with competent jurisdiction will not be accepted. Note: The acceptance of a document from a court of competent jurisdiction does not automatically render a student eligible.

1.2.10 **Transfer Policy:** After initial entry into the ninth grade, and absent a bona fide move as provided in the Residence section of this handbook:

- (a) A student transferring from one member school to another member school within the same LEA must sit out 365 days for athletic participation. The LEA may create criteria for immediate athletic eligibility for transfers within the LEA.
- (b) A student transferring from one member school in one LEA to another member school in a different LEA must sit out two consecutive semesters, or 365 days, whichever is less, for athletic participation. NOTE: A student's participation in cheerleading is not subject to the NCHSAA Transfer Policy.
 - (1) By mutual agreement that a transfer is not for athletic purposes, a student's first transfer from LEA to LEA, and absent a bona fide move, is not subject to the NCHSAA Transfer Policy.
 - (i) Absent mutual agreement, and in consideration of the above, exceptions for immediate athletic eligibility for transfers from one LEA to a different LEA will be heard by a special NCHSAA transfer committee.
 - (ii) The NCHSAA Transfer Committee will be composed of the NCHSAA Executive Committee and at least one (1) non-district affiliated member school representative.
 - (2) The two-consecutive semester application occurs when a student is enrolled for at least 50% of the semester in which the student initially enrolled and all of the following semester.
 - (3) Students transferring to the same member school where the student's coach has relocated within a calendar year will be deemed ineligible in any sport in which the coach is involved.
 - (4) A student may not participate in practices or workouts, in-season or out-of-season, until the student's transfer has been validated by the NCHSAA.
- (c) If a member school is not part of a defined LEA (e.g., charter school, non-boarding parochial school, etc.), then the member school itself will be considered its own LEA for purposes of this policy (i.e., exceptions involving these member schools will fall under subsection (b) above).
- (d) If a student transfers from a NCHSAA member school to a NCHSAA non-member school (including a transfer to a DPI approved home school) and then attempts to transfer to any NCHSAA member school within a 365 day period, such initial transfer will be disregarded for purposes of this transfer rule and the subsequent transfer will be treated as if it were a NCHSAA member school to NCHSAA member school transfer and evaluated by the NCHSAA as provided in section (b) above.

- (e) Students transferring into the North Carolina School of Science and Math are exempt from the Transfer Policy upon their initial entry into the school.
- (f) In Lee County, transfers that impact athletic eligibility are only relevant to a student after (s)he enters 6th grade for middle school athletic eligibility, and for high school eligibility only relevant for a student after (s)he enters the 9th grade.

An approved transfer by policy includes:

- (1) A change in enrollment from the assigned school to a different school outside the student's assigned attendance zone.
- (2) A bona fide change in physical residence to another school attendance zone, but the student is requesting to remain at the previously attended school. This is recognized by policy as a continuation transfer and is granted only for the remainder of the school year in which the move occurred. If the following year a student desires to continue attending the school which is located outside his/her attendance zone, (s)he must complete and receive a transfer approved by policy in order to remain at this school.
- (3) During the same school year, if a student attending a school outside his/her assigned school attendance zone, but returns to his/her school of residence, (s)he would be ineligible to participate in athletics for the remainder of that school year.
- (4) A transfer during the elementary school years is not relevant to athletic eligibility.
- (5) A student who has a continuation transfer, as defined in 2, is eligible for all extra-curricular activities unless the student has lost privileges by some other criteria.
- (6) The administration of Lee County Schools reserves the right to review any situation resulting from unusual circumstances.

1.2.11 Felony Policy: Any student who is subject to the NCHSAA eight semester rule who

(1) is convicted of a crime classified as a felony under North Carolina or federal law; or (2) is adjudicated delinquent for an offense that would be a felony if committed by an adult, is not eligible to participate in the North Carolina High School Athletic Association sports program.

- (a) Such ineligibility shall be immediate and shall prohibit participation in the NCHSAA sports program from the date of conviction or adjudication of delinquency through the end of the student's high school career.
- (b) Appellate or other post-conviction review of the conviction or adjudication of delinquency does not affect the student's immediate ineligibility.
- (c) "Convicted" and "conviction," for the purpose of this policy, includes the entry of:
 - (1) A plea of guilty; or
 - (2) A plea of no contest, nolo contendere, or the equivalent; or
 - (3) A verdict or finding of guilty by a jury, judge, magistrate or other duly constituted, established, and recognized adjudicating body, tribunal, or official, either civilian or military.

- (4) A person is "convicted" or "adjudicated delinquent" for the purposes of this policy, in North Carolina state courts, the courts of the United States, another state, the armed services of the United States or another country.

1.2.12 Dressing for Game or Practicing: A player shall not dress for a game or scrimmage when he or she is not eligible to participate in the game.

- (a) Dressing and being in the designated team area shall be interpreted as participating in the game.

- (1) Exception: Football, Eight Quarter Rule. Athletes who are disqualified or ejected during a contest will remain in the team area for supervision.

- (b) Ineligible players are not allowed to participate in practice, but this does not apply to summer workouts or skill development.

1.2.13 Uniforms: School uniforms may not be used for any outside organization competition or by athletes performing "unattached" during the academic school year, inclusive of weekends, holidays, workdays, etc. except:

- (a) During the summer, outside the dead periods, school uniforms may be worn for school related activities.
- (b) Students may be allowed to wear uniforms, including protective equipment, in outside organization competition, so long as the student has exhausted athletic eligibility in that sport and received permission from the member school.
Approval from the LEA is strongly recommended.

1.2.14 Amateur Rule: Money or awards having utilitarian value (Example: golf balls, clubs, tennis balls, racket, etc.) may not be given to students for participation in athletics except as noted in the following paragraphs.

- (a) A student may receive merchandise, etc., if it does not exceed \$250 value per season.
- (b) Students may not accept items by virtue of being on a "free list" or "loan list."
Enforcement of this rule by the NCHSAA begins with a student's entry in the ninth grade, so to participate as a member of a high school tennis team, for example, an athlete may not receive racquets, warm-ups, etc., by virtue of being on a free list or loan list.
- (c) A player may accept a gift provided it meets each of these conditions: is available to every member of the team, is totally consumable and non transferable (e.g., meals, trips, etc.) or is labeled in a permanent manner (i.e., monogrammed, engraved, etc.) and is approved by the local principal and superintendent.
- (d) A student may accept a medal, trophy, ribbon, pin, high school letter, sweater, jacket, blazer or blanket. Sweaters, jackets, blazers, and blankets must carry the high school letter or other appropriate school emblem. None of the approved awards shall be accepted from an individual or non-school organization unless the giving of such an award has been approved by the principal and superintendent of the school the athlete attends.

- (e) Acceptance of money or a forbidden award will cause an athlete to lose athletic eligibility for all sports in the semester in which the violation occurred, and the following semester.
- (f) A member school which has any connection with the presentation of a forbidden award, such as assisting in the selection of the person to receive the award, permitting the award to be given at a school function, or holding the award for a student until he has graduated, shall be subject to penalty.
- (g) Accepting a nominal, standard fee, or salary for instructing, supervising, or officiating in an organized youth sports program or recreation, playground, or camp activities shall not jeopardize amateur status. An "organized youth sports program" includes both school and non-school programs.
- (h) A student is entitled to receive "essential expenses" for any particular game, or games, in which he/she participates as a player, which includes meals, lodging, and transportation for each particular game. Any remuneration beyond these essential expenses shall debar a student from future contests.
- (i) No student shall be eligible for any contest if he competes under a false name.

1.2.15 All-Star, Bowl and Benefit Games:

- (a) No student shall be permitted to participate in an all-star or bowl game unless he or she has completed high school eligibility in that sport;
- (b) An all-star/bowl game is defined as any contest (where admission is charged either directly or indirectly) in which one or both teams is composed of players selected from two or more regularly constituted teams. This regulation does not apply to summer baseball and softball.
- (c) Other information regarding this topic may be found on the NCHSAA website.
- (d) Teams authorized to participate in benefit/fund-raisers (student/faculty game, etc.) must be composed exclusively of players from the same high school. An existing team may not play an outside team in a benefit game, and may not be coached by their coaching staff. A benefit game played during the sports season must count as an official contest.
- (e) Any student who fails to comply with the preceding requirements loses athletic eligibility for a period of time to be determined by the Board of Directors.

1.2.16 Professionals/Colleges: No student who has signed a professional contract will be eligible for high school competition in that sport.

- (a) No student who has played on a college team is eligible to play on a high school team.
- (b) A regularly enrolled high school student who is taking courses for advance credit (e.g. community college course, college courses) will be eligible for high competition.

1.3 RECRUITING/UNDUE INFLUENCE

- 1.3.1 No student shall be subjected to undue influence by an individual or group of individuals to induce or cause him to transfer from one school to another for athletic purposes.
- 1.3.2 If allegations of recruiting are made against a school, the burden of proof in substantiated form must be borne by the accusing party
- 1.3.3 Allegations of recruiting that are substantiated will be processed as infractions under the penalty code.
- 1.3.4 For the purposes of this rule, "undue influence" consists of actions taken for the purpose and intent of soliciting or encouraging the enrollment of a student-athlete in a school, including but not limited to the following:
- (a) Initiating or arranging communication or contact of any sort (letters, email, phone, etc.) with a prospective student-athlete or member of his or her family.
 - (b) Visiting or entertaining a prospective student-athlete or member of his or her family.
 - (c) Providing transportation or arranging for same for a prospective student-athlete or member of his or her family to visit a school or meet with anyone associated with a school.
 - (d) Providing verbal or written material, slide, film, or tape presentations to a prospective student-athlete or member of his or her family which states or implies that a school's athletic program is superior to that of any other school with the purpose or intent of soliciting or encouraging the enrollment of the student in that school, or that it would be advantageous for any prospective student-athlete to participate in athletics at that member school as opposed to any other school.
 - (e) To use non-school athletic teams as a vehicle to solicit or encourage a prospective student-athlete or a member of his or her family to enroll the student-athlete at a different school.
- 1.3.5 The above applies to any individual who coaches at an NCHSAA member school, head or assistant, paid or non-paid, faculty or non faculty, parent volunteer, etc., as well as any other persons, formally or informally, associated with a school's athletic program.

1.4 **HARDSHIP RULES**

- 1.4.1 The following addition to the athletic code has been approved by the State Board of Education: except for the eligibility rule in regard to age, the Board of Directors shall have the authority to set aside the effect of any eligibility rule, when in the opinion of the Board, the rule fails to accomplish the purpose for which it is intended and when the rule works an undue hardship upon the student.
- 1.4.2 The purpose of the hardship rule is to provide due process, and the Board of Directors has established the following procedure for filing requests for exemption.
- (a) Requests for exemption must be made prior to any participation by the student under circumstances that would constitute ineligibility. Requests will go initially to the Commissioner for action by the staff. The appropriate form is on the NCHSAA website and must be filled out in its entirety for consideration. The school, as the NCHSAA member, must apply for any hardship.
 - (b) A school wishing to appeal the decision may appeal to the Hardship Committee. Requests to the Hardship Committee are acted upon twice during each school year. The first meeting for the consideration of exceptions is during the winter meeting of the Board of Directors and the second meeting is during the Board of Directors spring meeting. The school is assessed the actual cost of the appeal. If a school wishes to appeal a previous decision at one of the two regular Hardship Committee meetings, it should notify the Executive Director 10 days prior to those meeting date.
 - (c) If a school wishes to appeal the decision made but does not wish to wait until a regular meeting of the Hardship Committee, it has the following options:
 - (1) To submit information to the Committee for decision by mail ballot; or
 - (2) Conference telephone call, with the school paying for the actual cost of the conference call. In both (1) and (2), the school waives its right to further appeal. The decision of the Hardship Committee will be final, and the school is assessed the actual cost of the appeal.
 - (d) Each application for consideration must be made in writing by the school principal, with the approval of the superintendent, and should contain all of the facts pertaining to the case, including sufficient data to make it possible to reach a decision without further investigation. All correspondence and documents pertinent to the case must be submitted for review, including a copy of the student's cumulative folder, which shows all scholastic and attendance data since first entry in the ninth grade. In cases involving medical questions, the request for exception must be accompanied by the statement(s) of one or more qualified medical expert(s) explain the medical aspect of the case.
 - (e) A personal appearance of the principal and/or superintendent may be requested.
 - (f) Ignorance of the rule on the part of school personnel, the student and/or his parents shall not be considered sufficient cause for setting aside the effects of a rule.
 - (g) It is to be understood that ordinary cases of ineligibility shall not be considered under the hardship category and that the conditions which cause the student to fail to meet the eligibility requirement must have been beyond the control of the school, the student and/or his parents. Injury, illness, or accident which causes the student to fail to meet one

of the basic requirements is a possible cause for hardship consideration. The appropriate time for hardship application is when the hardship situation is discovered, not after he or she has completed eight consecutive semesters.

- (h) Inability to participate due to illness, injury or other medical causes shall not be considered a hardship. Requests for exception may be considered in those cases where the ineligibility exists because the student was unable to attend, or was prohibited from attending, school due to medical treatment.
- (i) Procedures governing exception request:
 - (1) The Hardship Committee, after hearing the case, will, if requested, advise the school of the recommendation it plans to make to the full Board of Directors in regard to the Hardship request;
 - (2) The school shall have the right to appear before the full Board to appeal the Hardship Committee's ruling. The hearing shall be de novo with members of the Hardship Committee ineligible to vote; and
 - (3) It is the responsibility of the school submitting the Hardship request to have translated any documents that might be in a language other than English, and to forward both the original document and the translation for hardship consideration.

4.1.4 PRESEASON CERTIFICATION (Eligibility Summary Form)

Each member school must submit its preseason certification information (Eligibility Summary Form) on the NCHSAA website.

- (a) It certifies that student athletes and their parents have signed the sportsmanship pledge, and also certifies that their student athletes are eligible in all respects.
- (b) Dates for submission to the NCHSAA are September 15 (fall), December 15 (winter), and April 1 (spring).
- (c) In addition, each coach must certify signing the code of conduct for coaches, viewing the Eligibility video, and that each school has an updated Emergency Action Plan.

HIGH SCHOOL ATHLETIC ELIGIBILITY FORM (CONT.)

DATA ON CONTESTANTS WHOSE PARENTS DO NOT LIVE IN ADMINISTRATIVE UNIT
INSTRUCTIONS FOR COMPLETING

In the section below headed "Reason for Eligibility," insert the appropriate number for the code from Section 1.2.2(f) in the NCHSAA Handbook, thus describing the student's status.

1.	Name of Contestant	Address of Parents	Reason for Eligibility
2.			
3.			
4.			
5.			

FOR STUDENT-ATHLETE AND CATASTROPHIC INSURANCE PURPOSES Official team student personnel (managers, trainers, etc.)	NAME	NCHSAA Video	GUP FORM	NFHS FOC	NFHS GIS	ITEM	COMPLETE DATE
						EAP DEVELOPED	
						EAP ATC REVIEW	
						EAP REHEARSED	
						EAP POSTED	
						RTP DISCUSSED	

Head coach of this sport: _____ This semester begins at our school: _____
 This semester ends at our school: _____