



Published by the Kansas State High School Activities Association
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2008 KSHSAA GIRLS GYMNASTICS

Rules Meeting Announcement Sheet

Friday, August 22 - Shawnee Mission-West HS
Thursday, September 4 - Newton High School



The National Federation of State High School Associations "Girls Gymnastics Rule Book" and the Kansas State High School Activities Association "Handbook" shall be the rules that govern the Kansas interscholastic Girls Gymnastics program.

REQUIRED RULES MEETING AND TEST

HEAD COACHES and ALL REGISTERED JUDGES

1. RULES MEETING

- ✓ Must attend one of 2 rules meetings conducted in August/September
- ✓ Attendance card must be completed, signed and turned in at the end of the meeting (*head coach and judge only*)

Coaches = Card GYM-1
Judges = yellow card

2. RULES TEST

- ✓ Must take an NFHS "open-book" gymnastics test—**DUE SEPTEMBER 10**. Coaches test mailed to your athletic director in July. Judges test mailed in July (in packet if just registered).

- ✓ **The test will be taken online only. See instructions with test.**

★ *NFHS Gymnastics Rule Book* - \$5.00 @ meeting; \$6.00 via mail

- ✓ Must score 90% or better. If not: **Coaches** school name is printed in *KSHSAA Journal*

Judges - not eligible for post-season

- ✓ KSHSAA must receive test answers by **SEPTEMBER 10**. If not:

Coaches - \$25 fee to KSHSAA, school name is printed in *Journal*

Judges - placed on probation or suspension

SCHOOL RESPONSIBILITIES

1. KSHSAA REGISTERED JUDGES ARE REQUIRED

Please ask to see judges license for proof of current year registration. It is recommended that registered officials be used for all non-varsity competition as well.

2. COMMUNICATION IMPORTANT

Please communicate with visiting schools and judges prior to each contest in order to eliminate unwanted challenges.

3. REPORTS TO KSHSAA

Please report unusual situations or sportsmanship challenges to the KSHSAA (for reports on judges, see Form S (found at www.kshsaa.org)). The KSHSAA would also like to be informed of positive and rewarding experiences that take place.

4. OFFICIAL RECOMMENDATIONS FORM GYM-2 (DUE OCT. 6)

Regional and State Judges will be assigned by the KSHSAA based on the recommendations submitted by participating member schools. **PLEASE SUBMIT FORM GYM-2** (found at www.kshsaa.org) **NO LATER THAN OCTOBER 6**. Please list at least 8 judges and the event you would recommend them for.

**FAILURE TO SUBMIT
FORM GYM-2
WILL RESULT IN A \$25 FINE
TO MEMBER SCHOOLS!**

COACHES

1. PARTICIPATION DATES - 2008 SEASON

- ✓ **Monday, August 18**
First Day of Practice
- ✓ **Friday, September 5**
First Day of Competition
- ✓ **Saturday, November 8**
Last Day of 2008 Season

2. ATHLETE PHYSICALS

ALL High School and Middle School/Jr. High athletes must have a KSHSAA physical examination/parental consent form completed and turned in before they are allowed to practice!

The physical may not be taken/dated earlier than **May 1, 2008**.

No student representing a member high school shall **PARTICIPATE IN MORE THAN TEN (10) MEETS** (*exclusive of the Regional and State Meet*).

3. WHO CAN COACH

KSHSAA RULE 10 - Only certified coaches (certified in compliance with the standards established by the Kansas State Board of Education) or coaches aides (through application and approval from the KSHSAA) are allowed to work with the team. **NO OUTSIDERS OR VOLUNTEERS MAY COACH OR ASSIST WITH COACHING DUTIES, with the exception provided for individuals who are certified staff, employed by the member school at the same school site.**

- ✓ **All KSHSAA Forms located on-line – see school administrator for access.**
- ✓ **Retain this announcement sheet as a reference during the season**

DURING THE SCHOOL YEAR, COACHES MAY ONLY BE INVOLVED WITH THEIR ATHLETES DURING THE SEASON-OF-SPORT.

- **COACHES MAY** transport their athletes to non-school competition in their sport outside the season-of-sport.
- **COACHES MAY NOT** transport their athletes to camps/clinics in their sport outside the season-of-sport.

The 2008 season is from August 18 - November 8.

NOTE: The final date for a member school athletic practice is the date the school is eliminated from post-season competition.

JUDGES

1. KSHSAA Rule 11 - Athletic Officials

Neither a member school nor an approved school shall take any action to prevent an athletic official from officiating a contest because of the officials race, sex, religion or national origin. Neither shall a member school or an approved school participate in a contest for which an athletic official has been excluded from officiating because of the official's race, sex, religion or national origin.

2. MEET CONTRACTS

ALL CONTRACTS MUST BE MADE IN WRITING, CLEARLY SETTING FORTH THE TERMS. It is advisable to confirm the date at least a week prior to the meet. A judges word is his/her bond. **If contracts are broken by schools or judges, the KSHSAA should be notified.**

- ✓ The host school should make the judges check available to all judges prior to the meet or immediately thereafter.

3. COMMUNICATION IMPORTANT

- ✓ **Contact school**—if you do not hear from the school prior to your assignment, please contact them regarding details you might need: meet time, location of contest, where to park, etc.
- ✓ **Information to coaches**—please give coaches a card/information prior

to the meet, to include: your name and town, meet date, opponents, level of competition, etc.

4. REPORTS TO KSHSAA

Please report unusual situations or unsportsmanlike conduct by athletes, coaches or fans which distract from the educational environment. The KSHSAA would also like to know of positive and rewarding experiences that take place.

5. POST-SEASON ASSIGNMENTS

- ◆ Assignments of judges for post-season meets will be based on schools' recommendations.
- ◆ Priority and first consideration will be given to those who have met the following standards for the 2008 season:
 - a. Attending a KSHSAA Gymnastics Rules Meeting
 - b. Scoring a 90% or above on the written exam
 - c. Receiving recommendations from participating member schools

Regional and State Meets will use judges - two judges per event (all four events running simultaneously), and the meet referee.

The KSHSAA will make every attempt to provide for equal geographical distribution of judges at all post-season meets, in so far as possible.

Please NOTE, AND ENFORCE: Rule 2-2-1b.2 - Judges are to be placed apart from one another.

JUDGES—Please make application with the KSHSAA to work post-season tournaments. (Form mailed in mid-September).

COACHES & JUDGES

1. QUESTIONNAIRE PARTICIPATION

PLEASE complete and return surveys received from the NFHS and/or KCA (KS. Coaches Assoc.) and KGA (KS. Gymnastics Assoc.). Your input is valued and appreciated.

NOTE: Please contact the KSHSAA with any concerns regarding the gymnastics program (*i.e., suggestions for*

change or modification to the rules).

2. RECRUITING NEW JUDGES

There is an ongoing need for recruiting officials in all activities and providing them with opportunities to work so they can improve their skills.

Please encourage former gymnasts, parents, and those who officiate in other sports to register as a gymnastics judge.

Interested individuals may register at any gymnastics rules meeting or contact the KSHSAA.

COMPETITION AREA

NFHS Gymnastics Rule 5-1-1: Only competitors and officials shall be permitted on the floor during competition. Coaches and/or gymnasts may be present to spot except on floor exercise. (Officials would include the judge's student assistants).

The KSHSAA will work with the state manager and the meet referee in reasonably accommodating a press pass for photo opportunities. Only those with a KSHSAA issued state gymnastics pass will be granted access to the floor.

School administrators, parents, other students and spectators are to remain seated in the spectator area (exception: event manager). This is extremely important for the safety of the gymnasts and to allow judges an unobstructed view of the performance they are judging.

POST-SEASON MEET INFORMATION

1. ASSIGNMENTS

Regional assignments will be released no later than **October 1** on the KSHSAA website (www.kshsaa.org)

2. MEET ORGANIZATION

The REGIONAL AND STATE MEETS shall be CONDUCTED IN ONE DAY WITH ONE SESSION. All four events will run simultaneously with two judges per event. Continuous bump rotations will be used.

3. PRE-MEET WARM-UPS

During the regular season and post-season competitions, the host school will announce the warm-up times and rotation to be used. At the request of the KCA, regional and state host

GIVE SPORTSMANSHIP A “HIGH FIVE”

KSHSAA

Activities are an important aspect of the total education process in the American schools. They provide an arena for participants to grow, to excel, to understand and to value the concepts of **SPORTSMANSHIP** and teamwork. They are an opportunity for coaches and school staff to teach and model **SPORTSMANSHIP**, to build school pride, and to increase student/community involvement; this ultimately translates into improved academic performance. Activities are also an opportunity for the community to demonstrate its support for the participants and the school, and to model the concepts of **SPORTSMANSHIP** for our youth as respected representatives of society. Sportsmanship is good citizenship in action!

NFHS

Sportsmanship: Competitive gymnastics is an integral part of the education curriculum and the NFHS expects “zero tolerance” of unsportsmanlike behavior. When a gymnast displays unsportsmanlike conduct just prior to, during or immediately following her performance, the deduction is taken from her average score. If it occurs when she is in the competitive area but is not competing, the deduction is taken from the team score.

The Sportsmanship “High Five” for Coaches

1. Always set a good example for your team and your fans to follow
2. Teach good sportsmanship
3. Develop and enforce penalties for participants who do not show good sportsmanship
4. Treat opposing coaches, teams and their fans with respect
5. Teach honest effort and playing by the rules

The Sportsmanship “High Five” For Administrators

1. Develop a plan to teach good sportsmanship within your school
2. Provide appropriate supervision for each activity event
3. Be sure parents thoroughly understand school expectations
4. Recognize exemplary behavior and discourage undesirable conduct
5. Develop a positive sportsmanship plan for all activities and coaches to follow



The Sportsmanship “High Five” For Participants

1. Accept the responsibility and privilege of playing for your school and community
2. Treat opponents with respect as they are your guests
3. Exercise self-control at all times
4. Accept both victory and defeat with pride and compassion, never being boastful or bitter
5. Live up to the high standards of sportsmanship established by your coach

The Sportsmanship “High Five” For Fans

1. Help develop a community reputation for good sportsmanship
2. Give encouragement to athletic teams and recognition of good plays by everyone
3. Be a role model by being positive in every manner possible
4. Support those playing, coaching and officiating
5. Respect the judgment and strategy of the coach

SELECT KSHSAA RULES

Rule 14

BONA FIDE STUDENT

Section 1: General Regulations (apply to grades 7-12)

Art. 1: In order to be eligible for participation, the student must be a bona fide undergraduate member of that school and in good standing. (See *Rule 22-1-3, Outside Competition and Rule 30-2-2, Seasons of Activities.*)

In order to participate in practice, the student must be a bona fide undergraduate of that school and one who is eligible or has the possibility of eligibility.

Art. 2: A student who is under penalty of suspension or whose character or conduct brings discredit to the school or to the student, as determined by the principal, is not in good standing and is ineligible for a period of time as specified by the principal.

Art. 3: A student who uses any form of tobacco, illegal drugs, alcoholic beverages, etc., at school events is not in good standing.

Art. 4: A student who uses anabolic steroids would be ineligible for interscholastic competition until such time as medical evidence can be presented that his/her system is free of that drug.

Art. 5: A student shall not be permitted to make up work after the close of the semester for the purpose of becoming eligible. A "condition" or an "incomplete" shall count as a failure. However, should a student have an excused absence for day(s) missed, completing such work per school policy (Illustration: two days for every day missed) would not be considered as "make up" per se. Summer school is not to be used for making up credit deficiencies for the purpose of becoming eligible.

Art. 6: If the student competes under an assumed name, he or she shall be ineligible in all sports.

This announcement sheet is also located on-line @ www.kshsaa.org
(See activities; athletic; girls gymnastics; news/updates/announcements)

Rule 22

OUTSIDE COMPETITION

Violation of this rule shall make a student ineligible for the remainder of that sport or scholars' bowl or debate season, unless he or she is reinstated by the Executive Board.

Section 1: General Regulations (apply to grades 7-12)

Art. 1: A student who is a member of a school athletic, scholars' bowl or debate squad effective Tuesday following Labor Day through Friday preceding Memorial Day may not participate as a member of an outside team or as an independent competitor in the same sport, scholars' bowl or debate activity. (Exception: See *Rule 4, United States Olympic Committee-Sponsored National Trials and Competitions.*)

NOTE: Informal participation on the part of the student athlete, such as that experienced on the black top (concrete), in the park, local "Y", etc., is not considered a violation of this rule, provided it was not formally called or organized, no coaching takes place, where no official score is kept, time kept, officials used, etc.

Intra non-school youth group athletic participation is not considered a violation of this rule. Inter non-school youth group athletic participation is a violation.

Art. 2: A student shall not be prohibited from competing on a special team within his or her own school such as an FFA team, etc. All members of such teams must be bona fide students, however, and eligible under the rules of the Association.

Art. 3: A student becomes a member of a school's athletic squad, scholars' bowl or debate team when he or she first participates in a practice session.

A student ceases to be a squad member after his or her last contest for the school's athletic squad, scholars' bowl or debate team or when the membership on a squad is terminated. (See *Rule 14-1-1, Bona Fide Student and Rule 30-2-2, Seasons of Activities.*)

Rule 26

ANTI-TRYOUT AND PRIVATE INSTRUCTION

A student who violates this rule shall be ineligible in that activity for a period of one year from the date of the violation, unless reinstated by the Executive Board.

Section 1: General Regulations (apply to grades 7-12)

Art. 1: A student may receive instruction from their parent(s) at any time. A student's parent(s) may attend their student's private instruction session without violating the provisions of this rule.

Art. 2: A student may receive private instruction at any time of the school year. During the time a student is a member of a school athletic squad, starting with the student's first day of school practice and ending with the student's last day on the school athletic squad, a student may receive private instruction subject to the conditions set forth in this rule.

Art. 3: Other individuals may be present at a student's private instruction session as long as they are there in a supportive capacity only and not giving or providing instructions to the student.

NOTE: Private instruction is defined as one student receiving instruction from one person during the period of instruction.

A group is defined as two or more students receiving instruction from an instructor during the same period of instruction.

Supportive capacity is defined as participating in the period of instruction without providing any instruction to the student or instructor or in a competitive situation/capacity.

Art. 4: A student shall not participate in group training sessions or tryouts held by colleges or other outside agencies in a sport while he or she is a member of a school athletic team in that identical sport.

Rationale:

An Anti-Tryout and Private Instruction requirement:

- a. Protects the school/coach - student/athlete relationship;
- b. Establishes guidelines under which a student-athlete may receive private instruction;
- c. Helps preserve the school's staffing integrity;
- d. Promotes and helps protect the student/athlete relationship to the school's team;
- e. Provides opportunity for specialized individual training;
- f. Prohibits student/athletes from trying out for non-school teams during the school season of the same sport;
- g. Maintains a fair competitive environment for school teams;
- h. Protects the parent-child relationship.

Rule 30

SEASONS OF ACTIVITIES

Section 1: General Regulations (apply to grades 7-12)

Art. 1: A student shall not have more than one season of possible eligibility in grade seven and one season in grade eight. A student shall not **participate in** more than four seasons in grades nine through twelve, regardless of whether the ninth grade is included in junior high or in a senior high school.

NOTE: If a student is ineligible due to transfer, scholarship, etc., the season(s) during that period shall be counted toward the total number of seasons possible. (See **Rule 16-1-1, Semester Requirements.**)

Art. 2: Participation in a sport for any length of time, even though it may be only a part of one game, shall constitute a season.

Art. 3: During the school year a coach/coach's aide may only be involved with his/her athletes in a sport during the season.

During the school year, prior to or after season, a coach/coach's aide may not:

- a. Organize or conduct practices or competitions for his/ her athletes. However, a coach may be involved

in one organizational meeting for a non-school league to assure no more than three of his/her athletes in basketball, six in 11-Man football, five in 8-Man football, four in volleyball, six in soccer, five in baseball, or five in softball are on the same outside team; (See **Rules 32-1, 33-1-5, 35-1-2, 38-1, 39-1, 43-1-1.**)

- b. Practice or compete with or against his/her athletes;
- c. Attend clinics or camps with his/her athletes.

Following the season of sport, seniors may receive instruction from their school coach, in the same sport.

NOTE: (For information pertaining to summer coaching restrictions, see **Rule 10-1-6.**) (See *summer camp regulations, this section Art. 6 for exceptions.*)

Art. 4: Prior to the opening practice dates, there shall be no called or scheduled meetings where instruction is a part of the program.

NOTE: Coaches are permitted to check out equipment, distribute physical examination cards, and assign lockers without violating the standards.

Art. 5: Interschool scrimmages (practices) in all activities shall be prohibited.

- a. Schools may not hold interschool scrimmages (practices) in athletics, scholars' bowl or debate. Interschool is defined as middle/junior school with another middle/junior school and senior high school with another senior high school. This does not eliminate scrimmages between alumni and the school team.

In Gymnastics and Swimming and Diving and Track and Field (pole vault only) schools who employ the same coach or share facilities and equipment, may practice together and not be in violation of the prohibition on interschool scrimmage.

During a scrimmage there can be no score kept and no clock. Use of officials is permitted. Should one or more game elements (score or time) be involved, it would no longer be a scrimmage, but must count toward the number of contests allowed during the season.

Intrasquad scrimmages, games among teammates, even with score, time and/or officials used would not be considered a game.

EXCEPTION: When combined with an interscholastic athletic event, it is permissible to conduct interschool scrimmages. (Illus: Fifth quarter in football and basketball, etc. where the intent is to provide those not participating significantly in the interscholastic competition to have an opportunity to participate informally under modified game conditions.) Participation in a modified game condition (fifth quarter), as described above, would not count toward the four- or five-quarter limitation.

- b. Prior to the opening practice dates, a school's athletic team may participate in a clinic designed for the improvement of athletic officials provided the clinic received prior approval from the KSHSAA Executive Board. Coaches may be present and work with their students at these clinics. Team participation shall be limited to intra-squad scrimmages or being used as demonstration teams for those phases of the clinic that requires players to be on the floor/field.

Art. 6: No school-organized spring or summer practice or school-organized summer camps, shall be permitted. (See **Rule 20-1-1e, Awards.**)

- a. A football, volleyball and basketball coach may be present only as an observer, participant or staff member at summer camps as long as the attendance of athletes he or she would be coaching the succeeding season does not make up more than ten percent of the total camp enrollment. The coach may not administer or organize the camp.

- b. In addition to the above, a coach may organize and administer a one-week (per sport) camp for his/her players only, provided the following guidelines are met:

- (1) The school shall not be involved other than to approve the use of facilities, dates and to be assured by the coach there will be no violations of KSHSAA rules and/or regulations.

- (2) It shall be conducted following the conclusion of the second semester and before Sunday of Standardized Calendar Week #5.

(3) Member schools, the coaches and coach aides they employ, may not conduct contact football camps. (See **Rule 10-1-6 (c), Qualifications of Coaches and Rule 35-1-5, Football.**)

(4) School uniforms or **player equipment** may not be used. If school **facilities** (gymnasium, fields, balls, bats, etc.) are used, the coach must lease them per board of education policy.

(5) No coach or other school representative may directly or by implication direct a student to attend a sports camp as a condition for team membership.

(6) A student shall not receive pay or expenses for working at a camp involving a sport in which he/she participates.

(7) The camp program shall not include any type of competition with teams or another camp.

Section 2: Senior High Regulations

Art. 1: The final date for school practice or competition in all athletics shall end on the date the state championship series is scheduled. The final date for a member school's athletic practice is the date the school is eliminated from post-season competition.

Art. 2: A student who is enrolled at the start of a season of sport, must be a member of the squad for the majority of the scheduled varsity contests, in order to be eligible for post-season competition. (See **Rule 14-1-1, Bona Fide Student; and Rule 22-1-3, Outside Competition.**)

Section 3: Middle /Junior High School Regulations

Art. 1: The opening date for athletic practice in any sport shall be Monday of Standardized Calendar Week #7. All athletic competition and practice shall close on the last day of school. (See **Rule 35-1-1, Football.**)

Winning is a reflex action. If you've been there in your mind, you'll go there in your body.

Rule 37

GYMNASTICS (Girls & Boys)

Section 1: General Regulations (apply to grades 7-12)

Art. 1: Schools are encouraged to schedule as many quadrangular or smaller meets as possible. It is recommended these events start after school hours.

Section 2: Senior High Regulations

Art. 1: All school practice and competition shall be confined within the opening dates of practice and state championship meets on Standardized Calendar Week #18.

Art. 2: Practice shall not begin prior to Monday of Standardized Calendar Week #7.

Art. 3: Competition shall not begin prior to Friday of Standardized Calendar Week #9.

Art. 4: The latest closing date for the state championship meet shall be Standardized Calendar Week #18 (girls).

a. For boys' gymnastics, when there are eight or more teams competing, there will be both team and individual champions recognized.

Art. 5: Events for boys' meets shall be established by the Executive Board. The events for girls' competition are those recommended in the National Federation Girls' Gymnastics Rules.

Art. 6: No girl or boy representing a member high school shall participate in more than ten meets during a season, exclusive of regional and state meets.

Section 3: Middle/Junior High School Regulations

Art. 1: No student shall participate in more than eight meets during a season, nor in more than two events per day. All-around may be counted as one of these two events.

EXCEPTION: Ninth grade students in junior high schools shall be permitted to compete in the same number of athletic competitions as ninth graders in senior high schools.

You Know You're A Gymnast If...

- You sit in a straddle while watching TV
- You have blisters on your hands for life
- You use chalk more often than soap
- You dance down the hallways instead of walk
- The matt and kip you spend most of your time with, aren't guys
- You know most vaults aren't in the bank
- You do pirouettes while waiting in line
- You can stick it without using glue
- Practice makes perfect isn't just a saying, but a way of life

www.matmice.com/home/gymnastics-stuff

The KSHSAA Code of Ethics

for Coaches, Directors, Aides, Adjudicators, Judges and Officials

Believing that mine is an important part in the nationwide school athletic program, I pledge to act in accordance with these principles:

1. I will honor contracts regardless of possible inconvenience or financial loss.
2. I will study the rules, observe the work of other coaches, directors, adjudicators, judges or officials and will, at all times, attempt to improve myself and the activity.
3. I will conduct myself in such a way that attention is drawn not to me but to the young people participating in the contest.
4. I will maintain my appearance in a manner befitting the dignity and importance of the activity.
5. I will cooperate with the news media in the interpretation and clarification of rules and/or other areas relating to good sportsmanship but I will not make statements concerning decisions made during the contest.
6. I will uphold and abide by all rules of the KSHSAA and the National Federation.
7. I will shape my character and conduct so as to be a worthy example to the young people who participate under my jurisdiction.
8. I will give my complete cooperation to the school which I serve and to the KSHSAA which I represent.
9. I will cooperate and be professional in my association with other coaches, directors, adjudicators, judges or officials and will do nothing to cause them public embarrassment.
10. I will keep in mind that the game is more important than the wishes of any individual.
11. I will make responsible decisions about consumption of alcohol, including abstinence from alcohol at least twelve hours prior to a contest in which I will be involved.
12. I will not use tobacco products while directly involved in interscholastic activities.

Points of Emphasis for 2008-09 Season

Sportsmanship: Competitive gymnastics is an integral part of the education curriculum and the NFHS expects “zero tolerance” of unsportsmanlike behavior.

Inquiries: A coach may submit a written inquiry or a verbal intent to inquire with the meet referee within five minutes after all of the team has competed on that individual event. Example - if a coach wants to submit a written inquiry on the balance beam, but the team is immediately up on the floor exercise, the coach may verbally notify the referee of intent to inquire. At the next earliest opportunity, the coach shall submit the written inquiry to the meet referee.

MRSA and Communicable Skin Conditions: Methicillin-Resistant Staphylococcus aureus (MRSA) is a relatively new problem in our communities and the sports world. However, it is an increasingly more common problem with potentially serious consequences. The risk to athletes can be reduced dramatically by proper preventative measures, early identification, precautions to minimize spread to team members and opponents, and quick appropriate treatment. The NFHS Sports Medicine Advisory Committee has developed multiple position and policy statements on this topic and that of communicable skin diseases in general over the last few years. These can be found on the NFHS website under Sports Medicine. One of the very first pages in the NFHS Rules Book deals with this issue.

2008 Girls' Gymnastics Checklist

- | | | |
|--------------------------|---------------------|---|
| <input type="checkbox"/> | September 10 | Examination answer sheet due to the KSHSAA (on-line) |
| <input type="checkbox"/> | October 6 | Judges Recommendations, Form GYM-2 due to KSHSAA (mail or FAX) |
| <input type="checkbox"/> | October 10 | Team picture due to KSHSAA (see page 3 for information) |
| <input type="checkbox"/> | October 24 | Regional Entry Form GYM-3 due to appropriate regional manager |
| <input type="checkbox"/> | November 3 | State Entry Form GYM-4 due to KSHSAA (mail or FAX) |

KSHSAA FAX: 785/271-0236