



NFHS AND KSHSAA APPLICATION FOR SANCTION OF INTERSTATE ATHLETIC/ ACTIVITY EVENT

NOTE: The interscholastic community urges event sponsors to plan and schedule interstate competition in a manner that **minimizes the amount of time student participants will be absent from the regular school day.**

SANCTIONING PROCEDURES

1. **REQUEST FOR SANCTION** — Only a member school of an NFHS member state association, or a school approved by such an association, or such an association itself, is eligible to request sanctioning through the interstate sanctioning program.
2. **INTERSTATE COMPETITION** — Interstate competition occurs when either teams or individuals who represent their schools travel across state lines to participate in competitive activity events.
3. **CO-SPONSORSHIP SANCTION REQUIREMENT** — Any interstate competition involving two (2) or more schools which are co-sponsored by an **organization outside the high school community** (i.e., a university, a theme park, a shoe company) in addition to being sponsored by a member school, an approved school or a state association, **shall require sanction of the KSHSAA and the NFHS.**
4. **KSHSAA and NFHS SANCTION REQUIREMENTS** —
 - a. Subject to #3, sanction is required from the **KSHSAA** but **NOT** the **NFHS** for:
 1. an interstate event in which four (4) or more schools from two (2) or more border states participate;
 2. an interstate event which involves schools from three (3) or more border states.
 - b. The **KSHSAA** shall sanction through the **NFHS** any interstate competition by a member school involving:
 1. nine (9) or more schools, at least one (1) of which is from a state that does not border the host state;
 2. five (5) or more states, at least one (1) of which does not border the host state.
5. **EQUAL TREATMENT** — Schools participating in interstate competition, as well as the schools' employees and agents, shall be treated equally. Examples of such shall include, but not be limited to, the following:
 - a. reduction or waiver of entry fee for one school must result in reduction or waiver of entry fee for all schools;
 - b. appearance fee paid to one school must result in equal amount of appearance fee paid to all participating schools;
 - c. expense reimbursements, if any, must result in equivalent payments to all participating schools, subject to reasonable adjustments for differing distances traveled;
 - d. share of proceeds/live gate paid to one school must result in equal share of proceeds/live gate paid to all participating schools.
6. **TIMELINES/FEES** —
 - a. All interstate sanction requests requiring only **KSHSAA** approval must be received by the **KSHSAA** at least thirty (30) calendar days prior to the event.
 - b. All interstate sanction requests requiring **KSHSAA** and **NFHS** approval must be submitted to the **NFHS** online at least sixty (60) calendar days prior to the event to avoid penalty. The online sanction application payment will only be accepted by credit card or electronic mail. The application fee is **\$150** for high school sponsored events and **\$300** for non-high school sponsored events. All host managers/sponsors will have to register in order to be able to apply for NFHS sanction approval.
 - c. The **late fee** for any application that arrives in the **NFHS office** 15-59 calendar days prior the event will be **\$150** for a total of **\$300** for high school sponsored events and **\$300** for a total of **\$600** for non-high school sponsored events.
 - d. If the application arrives in the NFHS office less than 15 calendar days prior the event, the fee will total **\$500** for high school sponsored events and **\$800** for non-high school sponsored events.
 - e. If the NFHS does not receive the late fees within five (5) calendar days prior to the event, the event will not be sanctioned, and the meet director will be notified they are running a non-sanctioned event.
7. **NAMES AND ADDRESSES** — All interstate sanction requests submitted to the **NFHS** must include the names and addresses of all invited/ participating schools.
In the case of **cross country and track and field events**, the host school will complete the NFHS online sanction application at least sixty (60) calendar days prior to the event.
 - a. The **host school** shall submit the final list of actual entries to the **NFHS** office twenty (20) days prior to the event. (The penalty for not submitting the final list of actual entries to the NFHS office twenty (20) calendar days prior to the event will be \$50.) If the list is not received five (5) days prior to the event, the application for sanction will be disapproved, and the meet director will be notified that they are running a non-sanctioned event.
8. **NFHS Website:** Information regarding the status of an event that has requested NFHS sanctioning will be posted at: www.nfhs.org/sanctioning. If you have any questions regarding the status of your event, please contact the NFHS Sanctioning Department at (317) 972-6900, Monday-Friday, 8 a.m.-4:30 p.m. Eastern Standard Time.
9. **FINANCIAL REPORT** — When NFHS sanction is required, the host school shall submit, **upon request**, a financial report (**back side of this form**) about the event to the KSHSAA.

FINANCIAL REPORT OF NFHS SANCTIONED EVENT

Name of Event	Date of Event
Site of Event	
<i>City</i>	<i>State</i>
Host School	<i>Seating Capacity</i>
	<i>Co-Sponsor (if applicable)</i>

INCOME

1. Ticket Receipts	\$ _____
2. Program Sales	\$ _____
3. Souvenir Sales	\$ _____
4. Program Advertisement	\$ _____
5. Sponsorships	\$ _____
6. Entry Fees	\$ _____
7. In-Kind Donations	\$ _____
8. Other Income (<i>Please Itemize</i>)	\$ _____
TOTAL	\$ _____

EXPENSES

1. Tournament Payroll/Personnel Costs	\$ _____
2. Value of Awards, Medals or Trophies to Players, Coaches and Teams	\$ _____
3. Value of T-Shirts and Other Apparel/Gifts to Players, Coaches and Teams	\$ _____
4. Venue Rental	\$ _____
5. Team Travel Expenses	\$ _____
6. Team Room and Board	\$ _____
7. Insurance	\$ _____
8. Other Expenses (<i>Please Itemize</i>)	\$ _____
TOTAL	\$ _____

ADVANCES, REIMBURSEMENTS AND OTHER PAYMENTS TO EACH PARTICIPATING SCHOOL

School	Amount \$
School	Amount \$
School	Amount \$
School	Amount \$

(Use additional sheets as necessary.)

Were all schools, as well as their employees and agents, treated equally from a financial standpoint? YES NO

Financial Report certified by _____
Signature & Printed name of Principal of host school Date

Chief Financial Official for event _____
Signature & Printed name of Official Date

**Mail completed form ONLY upon request to:
 Kansas State High School Activities Association
 PO Box 495, Topeka, KS 66601-0495**



APPLICATION FOR SANCTION OF INTERSTATE ATHLETIC/ACTIVITY EVENT

Applications requiring **KSHSAA APPROVAL ONLY** must be received by the KSHSAA at least thirty (30) days prior to the event.
Applications requiring **KSHSAA AND NFHS APPROVAL** must be completed online at least ninety (90) days prior to the event.

SECTION 1 — TO BE COMPLETED BY HOST SCHOOL

DATE OF APPLICATION _____

Activity Girls Boys Date of Event _____ Time of Event _____

(Debate and Speech Only): In-person Virtual

Sponsor(s) _____
(Member School or Other Sponsoring Organization) (Street) (City) (State & Zip Code)

Name of Event (if applicable) _____

Schools invited from the following states 1. _____ 2. _____ 3. _____ 4. _____
5. _____ 6. _____ 7. _____ 8. _____

Number of participating schools *(List all schools and addresses on the back of this form)* # _____

Entry Fee Yes Amount \$ _____ No Admission Fee charged Yes No

Name of Manager _____ Phone _____ FAX _____

Description of Awards and Value

<i>Individual student athlete/participants</i>	<i>Teams</i>	<i>Coach</i>

Executed by _____ Phone () _____ Date _____
Signature/printed name of principal of host school

Execution of this form if applicable constitutes an agreement by the principal of the host school to submit a financial report about the event to the KSHSAA on Form G within ninety (90) calendar days of the completion of the event. Execution also constitutes an agreement by the principal to assume oversight responsibility for the event.

After completing Section 1, send form to the KSHSAA

SECTION 2 — ACTION BY STATE ASSOCIATION OF HOST SCHOOL

School Membership: State Association Member School School Approved by State Association Non-Member School

Action: Event Sanctioned Event Not Sanctioned No Jurisdiction

If "No Jurisdiction," explain why _____

Limitations/other comments _____

Signature of State Executive _____ Date _____ State _____

If the event is sanctioned, send copies to each state association.

SECTION 3 — ACTION BY STATE ASSOCIATION OF INVITED SCHOOL

School Membership: State Association Member School School Approved by State Association Non-Member School

Action: Event Sanctioned Event Not Sanctioned No Jurisdiction

If "No Jurisdiction," explain why _____

Limitations/other comments _____

Signature of State Executive _____ Date _____ State _____

Forward a copy to the KSHSAA.

