

New Administrator's Workshop

IHSA Compliance Checklist and Scenarios

IHSA Compliance Checklist

By-law Compliance Check List

By-Law	Who is responsible to check	How it is done by your school
1. By-law 1.200 Recognition certificate State Board of Education		
2. By-law 2.030 All co-op schools must have proper paper work filed with the IHSA		
3. By-law 2.060 Member school required conditions for participating in interscholastic multiple school contest/activities		
4. By-law 2.070 Qualifications of all coaches (paid or volunteer)		
5. By-law 2.080 Use of only licensed officials for all contests		
6. By-law 2.090 Season limitations provided to all staff		
7. By-law 2.120 Required rules interpretation meeting		
8. By-law 2.130 Attendance at required Principals meeting		

Scenario 2.080

Scenario 2.080- It is Tuesday night, and your head soccer coach just finished their game, he goes to rate the officials from that night. The coach can rate two officials, but the third official will not show up when he enters the ID number in the IHSA Schools Center site for ratings. He notifies you on Wednesday morning after he double-checked the ID number that the official likely was not licensed with the IHSA. What is your next step?



Scenario 2.080

[MAIN MENU](#) thenry Enter new selection: [Admin](#)

Rate an Official

[Return to Tracker](#)

Roger L. Nichols (14070) is not licensed in Soccer.
If the name is correct and this official worked your contest, you must fill out a [Special Report](#).

For every **varsity** contest your school plays, the head coach is required to rate each official. However, if multiple contests are played on the same day, do not rate the officials more than once. Do not rate officials from non-varsity contests.

Sport	Boys Soccer
Type 5-digit Officials ID or the first few letters of last name, first name	<input type="text" value="14070"/>

Examples:
"12345"
"abernat"
"fisher, e"
"wilhelm"

Scenario 3.020- Scholastic Standing

- **Scenario 3.020** A school conducts their weekly academic eligibility checks on Thursday. After this week's check, one of the football players is not passing 25 credit hours, and you inform the student and his coach that afternoon that he is academically ineligible. The coach and student ask if he must sit out the game on Saturday.



Scenario 3.020- Scholastic Standing

3.020 SCHOLASTIC STANDING

3.021 They shall be doing passing work in at least twenty-five (25) credit hours of high school work per week.

Physical Education can be used as a .50 credit class to meet the 25 credit hour requirement, even if the member school is giving academic credit less than .50 or no credit at all. Students must be passing Physical Education in order to use the class towards academic eligibility.

Schools that offer only five classes per day may request a waiver annually from the IHSA Board of Directors to require the passing of at least twenty (20) credit hours of high school work per week to be eligible for participation.

7. Making the Weekly Eligibility Check

Schools are expected to conduct this weekly check in some consistent manner convenient to their individual operations. Student eligibility or ineligibility is then affected on the Monday following the date of the check. For example, consider a school which checks eligibility every Wednesday. Records are processed through the computer and a printout of all athletes' scholastic standing is given to the athletic director on Thursday. The athletic office reviews the list and reports Thursday afternoon to the principal that a student is not passing twenty five (25) hours as of this check. The principal informs student and coaches on Friday morning that the student is not passing the required work and is thus ineligible for one week, beginning the following Monday morning. The student may play in contests held that evening or on Saturday, the next day. However, the entire next week, the student is ineligible.

The following Wednesday, the process is repeated. This time, when the report reaches the principal on Thursday afternoon, the students' record shows improvement to passing twenty five (25) credit hours. Now the principal will inform the student and coaches on Friday morning that the student will become eligible again the following Monday morning. Please note that the student is not permitted to play on this Friday and Saturday because of last week's failure to meet the grade requirements.

A student becoming scholastically ineligible by the weekly eligibility check must remain ineligible for one full calendar week before possibly becoming eligible again.

Scenario 3.042 – Transfer- Activities vs. Athletics

- Jenny Brown moves into your district on November 1st . She is moving from another school in your conference. The move is in conjunction with a change of residence but after the first day of school. Jenny would like to be sideline cheerleader for basketball and join the new Esports team. You initiate the transfer paperwork and inform Jenny that she will be ineligible for 30 days. Is this the correct communication per IHSA By-law 3.042?

Scenario 3.042 – Transfer- Activities vs. Athletics

- Jenny can immediately begin her involvement with Esports and Sideline Cheer. 3.042 applies to sport and athletic teams not activity teams found in Section 4.000 of the handbook.

3.042 After the official start date of an IHSA sport season for the current school year, if a student changes attendance from that high school to another high school, the student shall be ineligible for the remainder of the school year in any sport in which he/she participated or was participating in a practice or interscholastic contest in the current school year at the school from which the transfer occurs; or

Once classes begin in a school for the current school year, if a student changes attendance from that high school to another high school, the student shall be ineligible for a period of thirty days, commencing on the first day of attendance at the new high school, in any sport in which he/she was not participating or had not participated during the current school year at the school from which the student transferred.

4.000 ACTIVITY ELIGIBILITY BY-LAWS

Included in this Section:

- 4.000 Activity Eligibility By-laws
- 4.010 Attendance
- 4.020 Scholastic Standing
- 4.030 Participation Limitations
- 4.040 Age
- 4.050 Use of Assumed Name
- 4.060 Misbehavior During Activities
- 4.070 Use of Participants
- 4.080 Spirit Limitations

Scenario 3.106 – Independent Team

Scenario 3.106: You are informed by your boys track & field coach that five days after the first track & field practice, one of his track & field athletes competed with his non-school track & field club, The Racing Rockets, in a non-interscholastic meet that was not sanctioned by any state or national governing body. In addition, this athlete receives private, one on one, instruction from his non-school club coach (the legend himself, Coach Blaze McDuffy) both during the IHSA track and field season and outside of the IHSA track and field season. Coach McDuffy is not a coach at a member school.

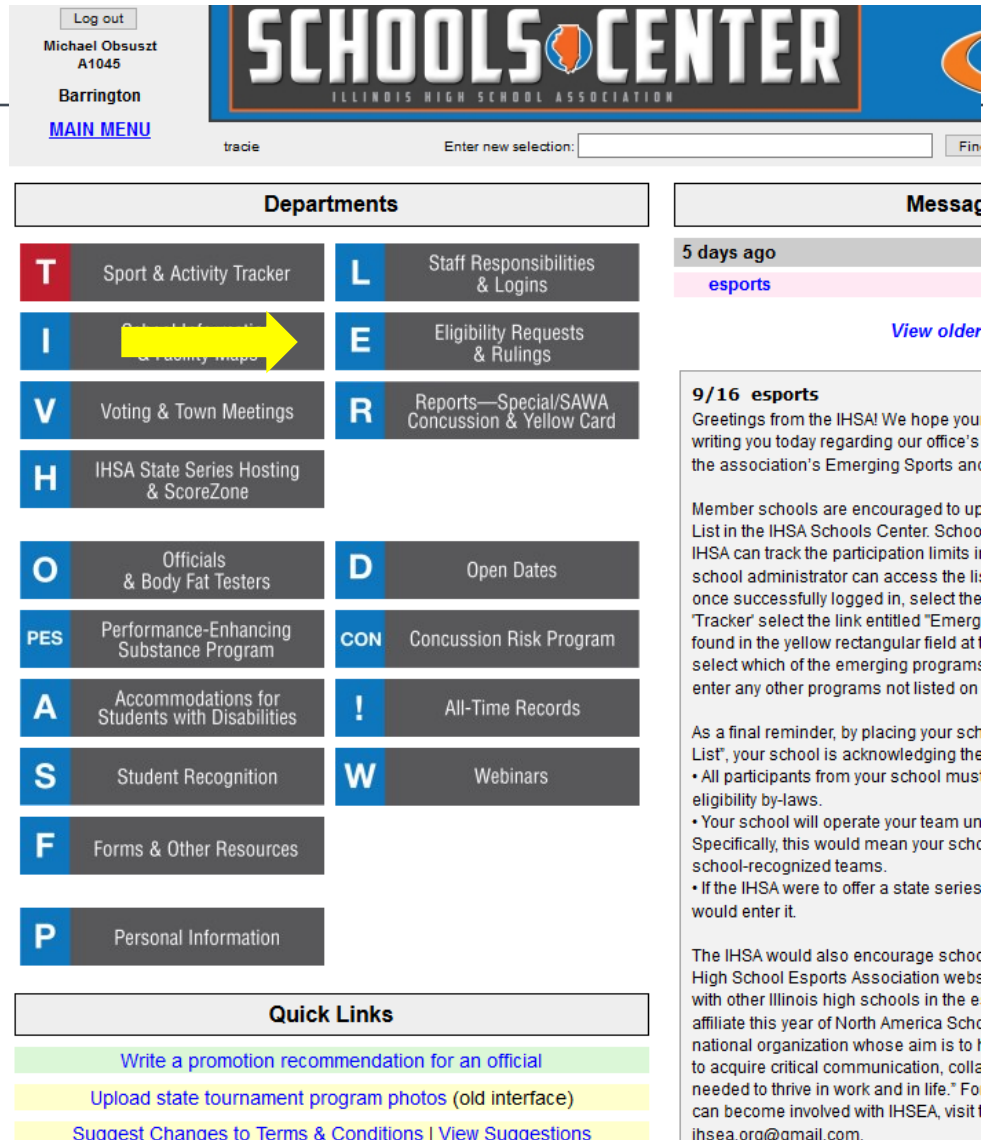
Do these situations constitute an IHSA violation? If yes, what would your next step be?

Scenario 3.106 – Independent Team

Scenario 3.106 Answer: According to IHSA By-laws 3.106 and 3.112.2 neither of these situations constitute a violation. Although participating in non-school competitions while that IHSA sport is in season is a violation, IHSA By-law 3.106 provides a window of seven days to cease non-school participation after the athlete's school conducts its first tryout or practice in that sport.

Additionally, 3.112.2 allows for students to attend coaching schools, camps, or clinics during any time of the calendar year as long as no person who is a coach at the student's school is involved in any respect.

Request for Non-school Competition



The screenshot shows the IHSA Schools Center website interface. At the top, there is a user profile for Michael Obsuzt (A1045) from Barrington, with a 'Log out' button and a 'MAIN MENU' link. The main navigation menu is organized into several sections:

- Departments:** A grid of buttons with letters and descriptions: T (Sport & Activity Tracker), L (Staff Responsibilities & Logins), I (Eligibility Requests & Rulings - highlighted with a yellow arrow), E (Eligibility Requests & Rulings), V (Voting & Town Meetings), R (Reports—Special/SAWA Concussion & Yellow Card), H (IHSA State Series Hosting & ScoreZone), O (Officials & Body Fat Testers), D (Open Dates), PES (Performance-Enhancing Substance Program), CON (Concussion Risk Program), A (Accommodations for Students with Disabilities), ! (All-Time Records), S (Student Recognition), W (Webinars), F (Forms & Other Resources), and P (Personal Information).
- Quick Links:** A section with three links: 'Write a promotion recommendation for an official', 'Upload state tournament program photos (old interface)', and 'Suggest Changes to Terms & Conditions | View Suggestions'.
- Message:** A section titled '5 days ago' with a link to 'esports' and a 'View older' link.
- 9/16 esports:** A news item with the text: 'Greetings from the IHSA! We hope you writing you today regarding our office's the association's Emerging Sports and... Member schools are encouraged to up List in the IHSA Schools Center. School IHSA can track the participation limits in school administrator can access the li: once successfully logged in, select the 'Tracker' select the link entitled "Emerg found in the yellow rectangular field at select which of the emerging programs: enter any other programs not listed on... As a final reminder, by placing your sch List", your school is acknowledging the... • All participants from your school must eligibility by-laws. • Your school will operate your team un Specifically, this would mean your schc school-recognized teams. • If the IHSA were to offer a state series would enter it. The IHSA would also encourage schoo High School Esports Association webs with other Illinois high schools in the e affiliate this year of North America Schc national organization whose aim is to l to acquire critical communication, colle needed to thrive in work and in life." Fo can become involved with IHSEA, visit l ihsea.org@gmail.com.'



Request for Non-school Competition

Non-School Competition Participation Requests

[submit NSCP request](#)

This form is provided to request approval for participation in a non-school competition while on a school team in the sport in question.

IHSA By-law 3.101 prohibits a student from participating on a non-school team or in non-school competition in the sport or any skill of a sport at the time the student is a member of a school team in that same sport. During the school term, special permission may be granted to permit a student to compete in a non-school event during the school season in competitions which are directly sanctioned by the national governing body for the sport or its official Illinois affiliate. No student may participate in more than three (3) approved non-school competitions during a sports season.

This form is to be completed and submitted online no later than ten (10) days prior to the date of any competition for which a student seeks an exception to the restriction of By-law 3.101. It must be accompanied by the required written verification from the National Governing Body for that sport or its official Illinois affiliate indicating it is directly sanctioning the event.

PENDING 2022-23 NSCP REQUESTS

No unprocessed requests.

APPROVED 2022-23 NSCP REQUESTS

	Last Name	First Name	Activity	Event	Dates
👁	Buttler	Bridget	GOG	USGA Women's Amateur Four-ball Qualifier	9/12/2022
👁	Gaidos	Leah	GOG	USGA Women's Amateur Four-ball Qualifier	9/12/2022
👁	Gaidos	Leah	GOG	Notah Begay III National Qualifier	8/15/22 and 8/16/22

DENIED NSCP REQUESTS 2022-23 NSCP REQUESTS

No denied requests.

Scenario 3.130 – Use of Players

- **Scenario 3.130-** Due to injuries and academic ineligibility issues, your JV softball coach says that she does not have enough players for productive practices and wants to invite 8th grade students in the district to fill the void.
- Allowable?



Scenario 3.130 – Use of Players

3.050 PARTICIPATION LIMITATIONS

- 3.051** After they enroll in the ninth grade, students shall be eligible for no more than eight (8) semesters. They shall not be eligible for more than the number of semesters for which their school is recognized by the Illinois State Board of Education.
- 3.052** Their last two (2) semesters of possible eligibility shall be consecutive. Other semesters of possible eligibility need not be consecutive.
- 3.053** After becoming a student in ninth grade, the student shall not be eligible for more than four (4) consecutive school years of competition in any sport.

3.130 USE OF PLAYERS

- 3.131** Only students who are currently eligible to participate in an interscholastic athletic contest shall appear at the contest in the uniform of their school.
- 3.132** Only bona fide students of a school may participate in a practice session for any interscholastic team sponsored by that member school.

117) JUNIOR HIGH PLAYERS ON HIGH SCHOOL TEAMS

- Q. May students who are not yet in high school practice or participate on high school teams?
A. No. (By-laws 3.051, 3.053, 3.011 and 3.132)



Scenario 3.150- Fall Contact Days

Good morning

I have been searching the IHSA website for the fall contact days for spring baseball. I am unable to find the dates.

Can you direct me to the information?

Thank you

Coach Johnson |

3.150 Summer Contact

3.150 SPECIAL PROVISIONS FOR SUMMER PARTICIPATION

- 3.151 Participation by high school students in summer programs must be voluntary and in no way be an actual or implied prerequisite for membership on a high school team.
- 3.152 Students may participate in summer baseball/softball leagues sponsored by schools, during the period between Monday of Week 44 and Saturday of Week 7 in the IHSA Standardized Calendar.
- 3.153 Persons who coach a sport at a member school may have a maximum of 25 days of contact in that sport with students from that school during the period between the last day of classes or Monday of Week 49 in the IHSA Standardized Calendar (whichever date is earlier) in the spring each year and Sunday of Week 5 in the IHSA Standardized Calendar. The students may have a maximum of 25 days of contact per sport with persons who coach that sport at the school they attend during the same time period. A day of contact is defined as any date on which any coaching or instruction in the skills and techniques of any sport takes place. These limitations apply to all sports except Baseball and Softball. An exception may be made by the Executive Director under the guidelines adopted by the Board of Directors for competitions sponsored and conducted directly by the National Governing Body for the sport.

The only contact during the school year allowed outside the season limitations is open gyms.

3.160 OPEN GYM LIMITATIONS

- 3.161 Schools may open their facilities, including off-site facilities that are used during particular athletic seasons, for recreational activities to students or other persons who reside in or outside their district, under the following conditions:
 - a) A variety of recreational activities are available during the course of the year.
 - b) There is no coaching or instruction in the skills and techniques in any sport at any time.
 - c) Participation is voluntary and is not required directly or indirectly for membership on a high school squad.
 - d) Comparable opportunities are afforded to all participants.



Scenario 5.042- Scrimmages

Scenario 5.042- Your boys basketball coach approaches you about his plan for Friday night. He has invited the cross-town rivals over for a preseason scrimmage before the first game of the season.



Scenario 5.042- Scrimmages

- *Answer-* You inform your coach that this is not allowed. IHSA by-law 5.040 does not allow contests prior to Monday of week 21 and the IHSA defines any interscholastic competition, including a scrimmage, in which students representing two or more high schools participate with or against each other as a contest.

5.040 BOYS BASKETBALL

5.041 Season Limitation

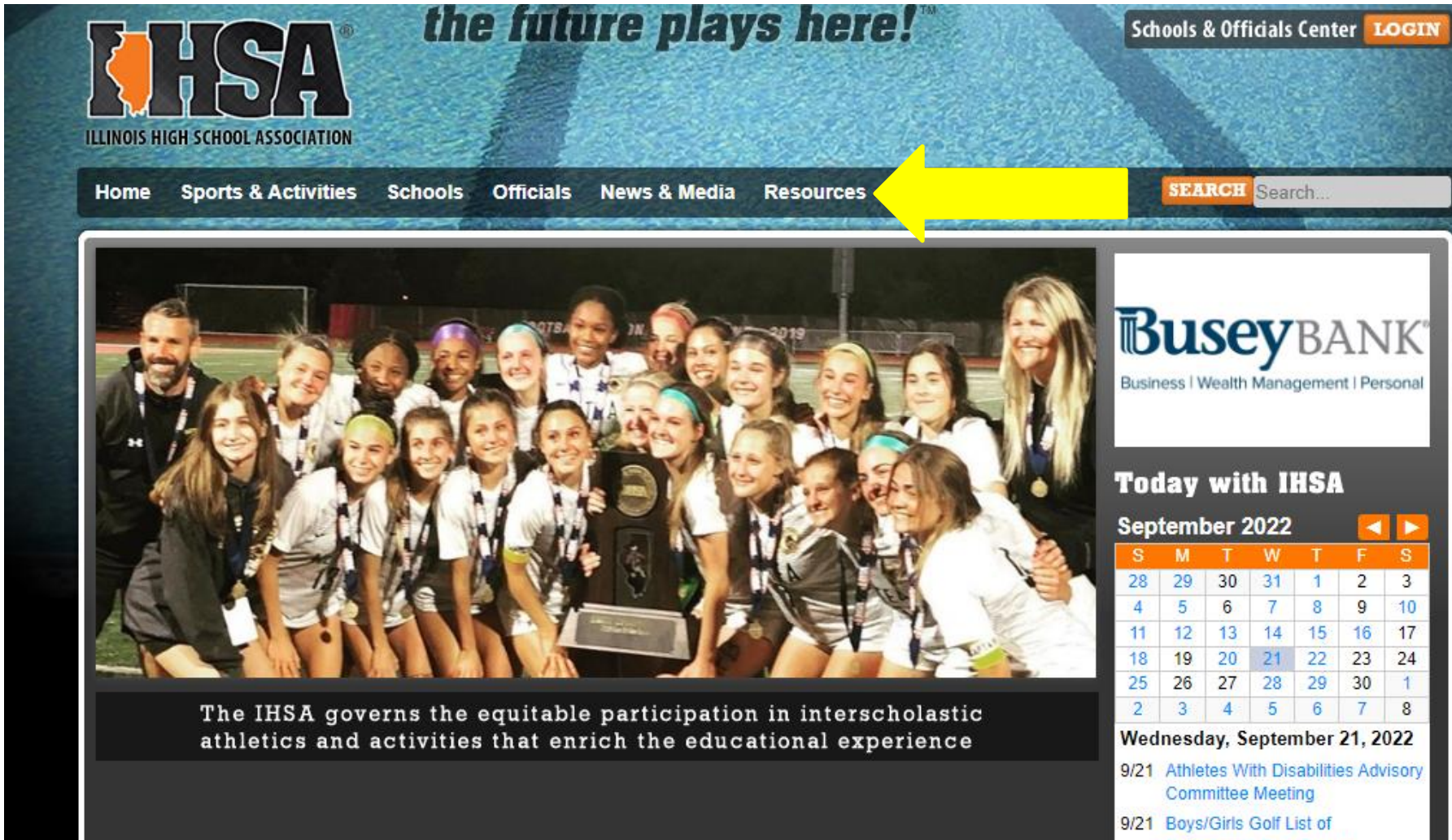
- a. No school belonging to this Association shall organize its Boys Basketball teams, practice or participate in interscholastic contests earlier than Monday of Week 19 or later than Saturday of Week 37 in the IHSA Standardized Calendar.
- b. A member school may conduct its first interscholastic contest in Boys Basketball no earlier than Monday of Week 21 in the IHSA Standardized Calendar.

59) SCRIMMAGE AS CONTEST

- Q. Is a scrimmage considered to be a practice or an interscholastic contest?
- A. If a scrimmage involves exclusively students from one high school, it is considered to be practice. If a scrimmage involves students from more than one high school, it is viewed to be an interscholastic contest and is subject to all rules pertaining thereto. (Constitution 1.420 & By-law 2.090)

IHSA Compliance Checklist

(Go to www.ihsa.org and select the Resources tab)




IHSA
ILLINOIS HIGH SCHOOL ASSOCIATION

the future plays here!

Schools & Officials Center **LOGIN**

Home Sports & Activities Schools Officials News & Media **Resources**



The IHSA governs the equitable participation in interscholastic athletics and activities that enrich the educational experience

Busey BANK
Business | Wealth Management | Personal

Today with IHSA

September 2022

S	M	T	W	T	F	S
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	1
2	3	4	5	6	7	8

Wednesday, September 21, 2022

- 9/21 [Athletes With Disabilities Advisory Committee Meeting](#)
- 9/21 [Boys/Girls Golf List of](#)

IHSA Compliance Checklist

(Select the Download Center link)

The screenshot shows the IHSA website interface. At the top left is the IHSA logo with the tagline "ILLINOIS HIGH SCHOOL ASSOCIATION". To the right of the logo is the slogan "the future plays here!". Further right are links for "Schools & Officials Center" and "LOGIN". Below the header is a navigation menu with "Home", "Sports & Activities", "Schools", "Officials", "News & Media", "Resources", and "About the IHSA". A search bar is located to the right of the navigation menu. A dropdown menu is open under "Resources", listing several options: "COVID-19", "Coaches' Education", "Download Center", "Equity Center Title IX", "Sports Medicine", "Awards & Recognition", "Sportsmanship", "IHSA Calendar", "Video", "Merchandise", "Digital Tickets from GoFan", "State Programs", and "Diversity, Equity, and Inclusion". A yellow arrow points to the "Download Center" link. Below the navigation menu is a large image of a sports team holding a trophy, with the text "STATE CHAMPIONS" visible. To the right of the image is a "Busey BANK" advertisement and a "Today with IHSA" section featuring a calendar for September 2022.

Home Sports & Activities Schools Officials News & Media Resources About the IHSA

SEARCH Search...

Download Center

Busey BANK
Business | Wealth Management | Personal

Today with IHSA
September 2022

S	M	T	W	T	F	S
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	1
2	3	4	5	6	7	8

Wednesday, September 21, 2022

IHSA Compliance Checklist

(Select the Documents tab)

The screenshot shows the IHSA website's 'Download Center' page. The IHSA logo and tagline 'the future plays here!' are at the top. A navigation menu includes 'Home', 'Sports & Activities', 'Schools', 'Officials', 'News & Media', 'Resources', and 'About the IHSA'. The 'Resources' tab is active, and the 'Download Center' sub-page is displayed. A sidebar on the left lists various resource categories. The main content area has two tabs: 'Forms' and 'Documents', with the 'Documents' tab selected and highlighted by a yellow arrow. Below the tabs, there is a notice about PDF viewing requirements and a 'Get Acrobat Reader' button. A list of PDF documents follows, with the 'Compliance Checklist (PDF)' link highlighted by a yellow arrow.

IHSA
ILLINOIS HIGH SCHOOL ASSOCIATION

the future plays here!

Schools & Officials Center **LOGIN**

Home Sports & Activities Schools Officials News & Media **Resources** About the IHSA **SEARCH**

Resources » Download Center

Download Center

Resources

- Coaches' Education
- Download Center**
- Equity Center
- Sports Medicine
- Awards & Recognition
- Sportsmanship
- Calendar of Events
- Video
- Merchandise

Forms **Documents**

In order to view "PDF" documents, we recommend using Internet Explorer. You must also have installed Adobe Acrobat Reader, a program that allows your browser to display documents in their original format.

If you do not have Adobe Acrobat Reader on your computer, it can be downloaded directly from Adobe's web site, without charge, by clicking the button to the right.

Get Acrobat Reader

- ▶ [Annual Financial Report 2016-17 \(PDF\)](#)
- ▶ [Annual Report 2015-16 \(PDF\)](#)
- ▶ [Annual Report 2014-15 \(PDF\)](#)
- ▶ [Annual Report 2013-14 \(PDF\)](#)
- ▶ [Annual Report 2012-13 \(PDF\)](#)
- ▶ [Annual Report 2011-12 \(PDF\)](#)
- ▶ [Financial Statements June 30, 2018 and 2017 \(PDF\)](#)
- ▶ [Financial Statements June 30, 2017 and 2016 \(PDF\)](#)
- ▶ [Financial Statements June 30, 2016 and 2015 \(PDF\)](#)
- ▶ [Financial Statements June 30, 2015 and 2014 \(PDF\)](#)
- ▶ [Financial Statements June 30, 2014 and 2013 \(PDF\)](#)
- ▶ [Financial Statements June 30, 2013 and 2012 \(PDF\)](#)
- ▶ [Financial Statements June 30, 2012 and 2011 \(PDF\)](#)
- ▶ [Financial Statements June 30, 2011 and 2010 \(PDF\)](#)
- ▶ [Compliance Checklist \(PDF\)](#)
- ▶ [Schools' Responsibilities Toward Athletes \(PDF\)](#)
- ▶ [Who We Are \(PDF\)](#)



Questions?

- Any questions regarding the presentation or specific scenarios you have dealt with at your school?