

National Federation of State
High School Associations



THE NEW ONLINE NFHS SANCTIONING PROCESS

FOR ENTERING NEW SANCTIONED EVENTS
FOR EVENT MANAGERS AND SPONSORS

Take Part. Get Set For Life.™

The Philosophy of Sanctioning

- Interscholastic athletic programs should serve educational goals. To this end, schools have an obligation to conduct inquiries about events in which their students may participate.
- In order to perform their “inquiry and oversight” functions fairly and efficiently, the NFHS has developed event – sanctioning procedures in support of our member state associations on behalf of their member schools.



The Philosophy of Sanctioning (continued)

- These specific purposes include the following:
 - Sanctioning enhances the likelihood that events will adhere to sound and detailed criteria which meets the specific requirements of a state association.
 - Sanctioning serves to promote sound regulation of the conditions under which students and teams compete.
 - Sanctioning is a means of encouraging well-managed rules and regulations.



The Philosophy of Sanctioning (continued)

- Sanctioning adds an element of “due diligence” that encourages compliance with state associations’ rules and regulations.
- Sanctioning protects the welfare of the student-athletes.
- Sanctioning protects the existing programs sponsored by member schools and thereby promotes the opportunity for larger number of student-athletes to gain the benefits of interscholastic competition.



The Philosophy of Sanctioning (continued)

- Sanctioning helps reduce the abuses of excessive competition.
- Sanctioning promotes uniformity in obtaining approval for events.
- Sanctioning helps protect students from exploitation.
- Interstate and International sanctioning at the NFHS level promotes financial transparency and equivalency of treatment of participating high schools.



What Events Require NFHS Sanctioning?

- Any interstate or international event involving two (2) or more schools which is co-sponsored by or titled in the name of an organization outside the school community
- Events in non-bordering states if five (5) or more states are involved
- Events in non-bordering states if more than eight (8) schools are involved
- Any event involving two (2) or more schools that involves a team from a foreign country



Frequently Asked Questions?

- Do international events have to be sanctioned?
 - Yes, as long as it meets one of the criteria in slide # 6.
- Do they have to pay a sanction application processing fee? They did not have to do so in the past.
 - Yes, it is our experience that international sanctions require the same amount (if not more) work and our member state associations have requested more information regarding these events.



Frequently Asked Questions?

- What if every high school in the United States is invited to participate in the Universal Runners Invitational?
 - The event sponsor would have to provide the list of invited schools with the initial sanction application and a final list of attendees 20 days prior to the date of the event or be subject to the \$100 late processing fee charge.



Frequently Asked Questions?

- What is an event sponsor?
 - An event sponsor is a person, company, or school who is looking to host an athletic event in a particular state.
- How does an event sponsor begin applying for hosting an event?
 - They must first register online at www.nfhs.org, click on Sanctioned Events and fill out the online application.



Frequently Asked Questions?

- What is the “host school” and its role?
 - The host school is the school who assumes the accountability of the being responsible for the event.
 - The host school principal assumes oversight responsibility for the event and being either present onsite during the event, either in person or by designee.



How is the Host School Principal notified that they are the host school?

- The host school principal will receive a targeted e-mail specifically explaining their role and responsibility in the sanctioning process when the event sponsor/manager submits the application to the host state association.
- It is the obligation of the event sponsor/manager to secure the approval of the host school's principal.



Frequently Asked Questions?

- Can a host school be responsible for an event outside of that state (e.g. New York high school signing off as the host school for a Florida event) ?
 - No, it is of the opinion that the host school shall be in the same state of the event in the event something occurs at the event, then the principal or his/her designee could quickly assess and report the situation.



How does an event manager/sponsor begin the sanctioning process?

- All managers/sponsors will have to register in order to be able to apply for a NFHS sanction approval. See slide # 14 of the registration screenshot.
- The event manager/sponsor will fill out the sanctioning application online 60 days or more prior to the event start date.
- The event manager/sponsor will forward via e-mail the sanctioning application to the host state association office of the host school and the host school principal.



Registration Page for Event Managers/Sponsors

○To begin the Sanctioning process, all event managers/sponsors have to fill out a registration page in order to go back and make any edits, additions or deletions (if necessary).

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Welcome to the NFHS Event Manager Registration Page

(first name) (last name)

Contact Name:

Please enter the e-mail address you want to use for your login.

Contact E-mail:

Confirm E-mail:

Your password should be between 5 and 15 characters in length, and may consist of any characters.

Password:

Confirm Password:

Contact Phone:

Contact Organization:

Address:

City, State:

Zip Code :



How does the sanctioning process continue?

- The host state association reviews the event online and either accepts or rejects the sanction based on their eligibility rules (see next slide (#16) for screenshot).
 - If the state association rejects the event then the event manager/sponsor is automatically notified via an e-mail.
 - If the state association approves the application then the event manager/sponsor is automatically notified that payment is required.



Screenshot of what the host state association sees when an event manager/sponsor forwards a new sanction event request.

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Action by State Associations

Date Of Application	06/12/2009
Sport	Track and Field - Indoor
Gender	Both
Start Date	07/04/2009
Start Time	8:00 AM
End Date	07/04/2009
Name Of Event	Track Tournament
Host School	cathedral high school
Host School Address	123 main st
Host School City	indy
Host School State	IN
Host School Zip	461120000
Host School Principal	linda nichols
Host School Principal Email	dataentry@nfhs.org
Host School Phone	3179726900

Sponsor	northwide sport apperall
Sponsor Address	123 main street
Sponsor City	nora
Sponsor State	IN
Sponsor Zip	461120000
Event Manager	Mel Cooksey
Event Manager Phone	3179726900
Event Manager E-mail	findme@nfhs.org
Number of Participating Schools	20

[Add/View Comments](#)
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State Sanctioning Officer: Date: 6/17/2009

Approved Not Approved
 No Jurisdiction

State Comment

IN

IN

[Submit](#) | [Return to Events](#)



What is the Processing Fee Schedule?

- \$200 if the application is received 60 days or more prior to the event date
- \$300 if application is received 15-59 days prior to the event date (\$200 application fee plus \$100 penalty)
- \$300 penalty if the application is received less than 15 days prior the event date plus an additional \$100 penalty for not forwarding the list of actual entries 20 days prior to the event date for a total of \$600 (\$200 application fee plus \$400 penalty)



How is payment made ?

- The sanction application payment will only be accepted by credit card or electronic check. The list of invited schools/states will not be forwarded or appear on the NFHS website until the payment is made.
- Master Card, Visa and American Express are the only credit cards accepted for payment.



Frequently Asked Questions?

- What if I can only pay by purchase order?
 - The NFHS does not accept purchase orders.
 - We recommend several alternatives:
 - Any event sponsor/manager who has to use a purchase order, should submit the requisition to their school administration early enough so they can use the convenience of the electronic check feature and this does not affect the sanctioning process.
 - The event sponsor/manager should use a personal credit card or personal check and receive reimbursement from their school.



Frequently Asked Questions?

- When is the list of invited schools due to the NFHS?
 - The initial list is due at the time of applying for sanctioning. The final list of invited schools is due 20 days prior to the event date. If the final list of schools is not submitted then a \$100 penalty is assessed. The manager/sponsor will be automatically e-mailed a reminder notice regarding the final list 25 days prior to the event date.
 - If the final roster is not received then the event loses sanctioning approval.



Frequently Asked Questions?

- What format can the event sponsor/manager submit their list of invited schools?
 - They will be able to submit Excel, Word files as well as PDF and CSV formats.



Frequently Asked Questions?

- What if an event sponsor/ manager finds out at the last moment that an NFHS sanction is required for an event?
 - They will be required to go through the online process and we suggest that they place a call to the NFHS Sanctioning Department (317) 972-6900 to advise us that their event is a rush priority and we will closely monitor and assist the event's processing with the involved state associations.



Frequently Asked Questions?

- What if the event manager needs to make a change or replace a school from the same or different state?
 - The event manager can make changes and additions of other school(s) online. All invited states are automatically notified of any modification via e-mail.



Frequently Asked Questions?

- How does the event sponsor/manager know if an invited school is a state association member school?
 - We would recommend that they contact that invited school's state association to determine their status. Their answer will impact if other schools can compete against them.



Frequently Asked Questions?

- How do the event sponsor/manager find out which states can compete against non-member schools?
 - They can consult our Policy on Participation with Non-member Schools on the Sanctioning page of the NFHS website or call the NFHS Sanctioning Department at (317) 972-6900.



Frequently Asked Questions?

- What if the State Association person is out of the office when I submit my application for sanctioning and their return causes me to have to pay a late fee?
 - The date that the application is filled out and submitted is the date that triggers the processing fee automatically. If the state association sanctioning coordinator is out of the office or ill, you will not be penalized.



Frequently Asked Questions?

- How do I know if invited states have approved their schools to participate?
 - The invited state associations will receive weekly automatic e-mail reminders that they have outstanding requests and an answer is required.
 - Once the invited state(s) responds it will be updated on the NFHS website with any additional comments. See slides # 28 & # 29 for screenshots of how to search for an event. It is identical to the current procedure.



Searching for events online at www.nfhs.org

To search for a sanctioning event type, www.nfhs.org, click on “Sanctioned Events”, then “Search for Events by State and/or Sport”. Select State (where event will be held), select Sport, enter Start and End dates, click on “Search.”



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Welcome

Thank you for applying to the National Federation of State High School Associations, Inc. (NFHS) for Online Sanctioning. The process was designed to maximize time and ease of completing the sanctioning process. If you are the person managing the event, after filling out the online portion of the sanctioning application, you must forward the application along with the list of invited schools to the local NFHS member state association for approval. If they approve the application, you will receive an e-mail notifying you and requesting payment. The invited schools' state association(s) will be electronically notified and you will receive an e-mail of their approval of their schools participation. If the local NFHS member state association disapproves the application, then the process is concluded. You will be able to monitor the progress of the sanctioning application online at www.nfhs.org. If during any part of the process you have any questions, feel free to contact the NFHS Sanctioning at (317) 972-6900.

Event managers login [here](#).

State Associations and NFHS Administrators login [here](#).

Search for events:

State:

Sport:

Start Date: End Date:

Start and/or end date may be left blank to allow for open ended searches.

Search Results:

Event	Start Date	Sport	Sponsor State
Track Tournament	7/4/2009	Track and Field - Indoor	IN

Posted Sanctioning Events

- Once inputted the list of events become available to view.

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NFHS Sanctioning Events

Event	Start Date	Sport	Sponsor State
Track Tournament	07/04/2009	Track and Field - Indoor	IN



Frequently Asked Questions?

- Will we receive a hard copy of our event's final approval?
 - Yes, you will be able to print out the NFHS confirmation e-mail advising you regarding the event's approval or you can print the approval screen from the NFHS website.



Frequently Asked Questions?

- What if I need to speak to a person for guidance regarding this new online process?
 - We anticipate that there will be some growing pains with the online process. However, if you have any procedural questions, please feel free to contact the NFHS Sanctioning Department at (317) 972-6900 for assistance.



NFHS Sanctioning Department Involvement Question?

- What involvement will the NFHS Sanctioning Department have with this process since it will be online and no paper documentation will be generated or distributed?
- The NFHS Sanctioning Department will monitor all sanctioning activity after the host state association approves the sanction application and intercede where required or requested.



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Thank you for reviewing the new NFHS Online Sanctioning Process

Please feel free to contact the NFHS Sanctioning
Department at (317) 972-6900.

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