



**KENTUCKY HIGH SCHOOL ATHLETIC ASSOCIATION
ANNUAL INTERSCHOLASTIC ATHLETICS PARTICIPATION LIST**

KHSAA Form GE03
Instructions
Rev. 04/07

INSTRUCTIONS AND GUIDELINES

1. This important form is turned in annually by the member schools of the KHSAA. This form serves several purposes –
 - a. This form identifies those students who are insured under the KHSAA Catastrophic Insurance Plan.
 - b. This form totals the number of participants in the Association for purposes of determining the rate and benefit structure for KHSAA insurance provisions.
 - c. This form is the binding verification as to whether or not a student has played in varsity athletics at a member school.
2. It is imperative that you file this Annual Participation List with the KHSAA prior to your last day of school and June 30 at the latest. Failure to do so could result in sanctions and/or penalties against the school athletic program and may result in students not being covered by this important insurance policy.
3. Each school is required to maintain a participation list of all athletes who play in a KHSAA sanctioned sport, as well as maintaining this list to include cheerleading.
4. Each coach should be consulted to ensure the accuracy of the varsity/non-varsity designation, as this is critical should the student athlete change schools during his/her high school career.
5. Each athlete should be listed only once. It may be necessary to consolidate lists for several coaches into one list. **DO NOT DOUBLE LIST AN ATHLETE AND DO NOT SUBMIT SEPARATE LISTS PER SPORT**
6. Electronically prepared listings may substitute for this form, provided all the necessary information is present.

SPECIFIC INSTRUCTIONS (The DOC version may be typed on and saved for convenience)

- ❖ Column 1 – List the student's first and last name. This may be last name first, or first name first, but should be consistent on all pages.
- ❖ Column 2 – List the student's birth date.
- ❖ Column 3 – List the student's gender.
- ❖ Column 4 – List the student's year in school. This should be in the form of 9, 10, 11 or 12, not the number of semesters or Freshman, Sophomore, Junior, Senior.
- ❖ Column 5 – List the student's year of first ***promotion*** from grade eight. In other words, what was the eighth grade year that started their Bylaw 4 count of semesters / years. (i.e. a student was in grade 8 in 2002-2003 and then in grade 9 in 2003-2004, enter 2002-2003 in this box)
- ❖ Column 6 – Place an "X" in this column if this student is enrolled in grades 9-12 and has participated in at least one varsity contest in any sport (do not mark if the student played in no contests, but participated in scrimmages) at any level grade 9-12. Place a "C" in this column if the student's sole participation is in cheerleading at any level grade 9-12 and the student did not play in a KHSAA sport.

If you have a student-athlete who has participated at the varsity level in some sports, and the non-varsity level in others, only check column 6.

- ❖ Column 7 – Place an "X" in this column if this student is enrolled in grades 9-12 and participated only at the non-varsity level in all sports.
- ❖ Column 8 – Place an "X" in this column if this student is enrolled below grade 9 and participated in at least one varsity contest in any sport.
- ❖ Column 9 – Place an "X" in this column if this student is enrolled below grade 9 and participated only at the non-varsity level in all sports.

FINAL COMPILATION

1. On each page, count the total number of columns with an entry in columns 6, 7, 8 and 9 and enter column totals at the bottom of the page. (There are twenty (25) blank lines per page)
2. On the top page (or on a blank form if this attaches to an electronic printout), enter the sum totals of the columns (add all column 6 page totals together and enter the total on blank C, column 7 goes in D, column 8 goes in E and column 9 goes in F)