

## SECTION 5: PENALTY CODE

**5.1** The penalty code outlined throughout the handbook and in this section has been adopted by the association's member schools.

### **5.2 FORMAL COMPLAINT**

**5.2.1** If a principal believes that a school has violated an LHSAA rule and wants the possible infraction investigated by the LHSAA, he/she must submit a signed written complaint to the Executive Director, stating the name of the school, the rule(s) that he/she believes it has violated, the name(s) of the coach(es) and/or student(s) involved in the alleged violation and as much relevant detailed information of which he/she has knowledge. The Executive Director shall have unlimited authority to investigate the case and impose a penalty. A school penalized under this code shall have the privilege to appeal to the Executive Committee.

**5.2.2** The Executive Director shall have the authority to investigate any unreported violation(s) he/she deems necessary.

**5.2.3** The Executive Director is authorized to form an LHSAA Rules Compliance Team which, at his/her direction, shall have authority to conduct investigations as assigned by the Executive Director. Members of this team shall serve on a voluntary basis.

1. The Compliance Team shall also possess the authority to conduct random investigations of school athletic records including classification enrollment, faculty and non-faculty roster forms, and financial aid records.
2. The Compliance Team shall make its best effort to visit each school every year. For new member schools, during its initial visit financial fines imposed for violations of Rules 1.8, 1.9, and 1.10, shall be waived.
3. The Compliance Team shall report directly to the Executive Director or, if applicable, to an Assistant Executive Director assigned by the Executive Director to work with it.

**5.2.4** Upon request from the Executive Director, the principal shall be required to provide the LHSAA with the following official records:

1. Student's legal proof of birth
2. Copy of student's current physical examination
3. Copy of student's current class schedule
4. Copy of student's report card(s)
5. Copy of student's official school transcript
6. Scorebook(s)
7. Other records/information necessary to determine a student's eligibility status
8. Contracts of contests between schools
9. School enrollment records for classification purposes
10. Parental Consent Form
11. Substance Abuse/Misuse Contract
12. Tuition and fees
13. Records relating to financial assistance

**5.2.5** Upon request from the Executive Director, the principal shall be required to provide the LHSAA with the following reports/information:

1. Information on sportsmanship matters
2. Information on the use of an ineligible player
3. Information on alleged violations
4. Information that may be relevant to LHSAA business

**5.2.6** A school failing to furnish necessary reports and/or information or failing to comply with other rules of the association, after due notice, shall be penalized to a degree in keeping with the situation, including suspension from the LHSAA, until such time as it complies with the rule(s) and pays any fines that may be imposed.

### **5.3 STATUTE OF LIMITATIONS**

**5.3.1** With the exception of the illegal recruiting rule, the time limit for complaints or action(s) on rules violations shall be one year from the date of the infraction. Any school, student, or person guilty of illegally recruiting students as outlined in Section 2 of the by-laws may be subject to penalty for the duration of that student-athlete's enrollment in that school. *Example: If an investigation verifies that a student in his junior year attended the school in his freshman year as a result of undue influence, the school and student are subject to a penalty in keeping with the seriousness of the violation.*

## **Section 5 - Penalty Codes**

### **5.4 COST OF HEARINGS AND INVESTIGATIONS**

**5.4.1** When a school is found responsible for a violation of an LHSAA rule, including a sportsmanship rule, it may be required to pay for all expenses involved in conducting any LHSAA investigation that is connected with the violation and/or expenses involved in conducting Sportsmanship Committee hearings or other hearings that may relate to the violation.

### **5.5 REGULAR APPEALS**

**5.5.1** If a school is dissatisfied with a penalty ruling imposed by the Executive Director, the principal may appeal the decision to the Executive Committee. The appeal shall be submitted in writing within fifteen (15) calendar days of the ruling.

**5.5.2** If a Executive Director's ruling of ineligibility on a student is appealed to the Executive Committee, the student whose eligibility is pending shall not participate in any athletic contest until his/her case is ruled on by the Committee.

### **5.6 EMERGENCY APPEALS**

**5.6.1** If the principal of a member school requests that an emergency appeal hearing, including a conference call, be conducted by the Executive Committee, the appealing school shall pay for the cost of conducting the appeal if the original ruling is upheld.

**5.6.2** All requests for an emergency appeal hearing shall be subject to approval by the LHSAA President.

### **5.7 LITIGATION AGAINST THE LHSAA**

**5.7.1** Any member school, including an administrator, athletic director, and/or coach, who is party to a suit against the association, shall be held liable for all legal fees, attorney's expenses, and court costs if the final decision of the case is in favor of the LHSAA.

**5.7.2** If a student is ineligible according to LHSAA rules but is permitted to participate in interscholastic competition contrary to such LHSAA rules but in accordance with the terms of a court order of any kind including but not limited to a declaratory judgment, temporary restraining order, preliminary injunction, or permanent injunction, against his/her school and/or the LHSAA and said court order is subsequently voluntarily vacated, stayed, reversed or [it is] finally determined by the court that the court order including any injunctive relief is not or was not justified, any one or more of the following actions shall be taken against such school in the interest of restitution and fairness to the competing schools:

1. Require that individual or team records and performance achieved during participation by such ineligible student shall be vacated or stricken.
2. Require that team victories shall be forfeited to the opponent.
3. Require that team or individual awards earned by such ineligible student be returned to the association.

**5.8** **PROBATION:** Types of probation that may be imposed on a school that is in violation of an association rule(s) are:

**5.8.1** Administrative probation – the school is served notice that it is in a period of warning and additional violations during a period of one calendar year may result in the school's being placed on disciplinary, restrictive, or suspension probation.

**5.8.2** Disciplinary probation – the school shall be fined and disciplined in some other manner short of being denied the right to participate in home games in a certain sport or being denied the right to compete for championship honors in a sport(s) not to exceed one calendar year.

**5.8.3** Restrictive probation – the school shall be fined and restricted in some manner during one calendar year, including being ruled ineligible to compete for championship honors in a sport(s).

**5.8.4** Suspension probation – the school shall be fined and suspended from participating in one sport or all sports or suspended from the association for one calendar year.

### **5.9 SUSPENSION**

**5.9.1** For violation of rules of this association, the offending school may be suspended by the Executive Director, Executive Committee, or Sportsmanship Committee for one year and no school of this association shall engage in any athletic contest with the suspended school during the period of suspension. The penalty for playing a school that is on suspension shall also be suspension for one year.

**5.9.2** Suspended schools shall not participate in any interscholastic competition with member or non-member schools but may maintain voting privileges.

- 5.9.3** If the principal or coach of a suspended school is employed by another member school and acts in the same capacity while the former school is still under suspension, the second school shall not be permitted to have membership in the association until the suspension of the former school is revoked by the Executive Committee.
- 5.9.4** If a school is suspended in a particular sport, the suspension in that same sport shall apply to the school to which the coach or principal acting in the same capacity has transferred unless the suspension is revoked by the Executive Committee.
- 5.9.5** A suspended school may be reinstated in the association by making application to the Executive Director who shall have the application approved by the Executive Committee. The school shall pay a \$500 re-admittance fine along with any other financial obligations it may have to the association.
- 5.9.6** No student who was a member of a suspended team shall be eligible to participate in athletics in any other school while the first school is under suspension.
- 5.10** **FORFEITURE**
- 5.10.1** If an ineligible player participates in an LHSAA contest, the contest shall be forfeited to the opposing school. Any team and individual events/honors won when an ineligible player participated, shall be forfeited.
- 5.10.2** If a team is required to forfeit a contest(s) in the state playoffs/state tournament, only the team that is awarded the forfeit in the most advanced round of play in the state playoffs/tournament shall be reinstated in the state playoffs/tournament. If that team is reinstated after the finals, it shall be declared the state champion, and there shall be no runners-up in that sport.
- 5.10.3** If a team forfeits a contest(s) in the state playoffs for allowing an ineligible player and/or coach to participate in the contest(s), it shall be required to return the revenue it received from gate receipts for participating in the forfeited contest(s) to the LHSAA. This revenue will be distributed on a pro-rated basis, if applicable, to the team(s) that received forfeit(s) from the offending school. The statute of limitations for return of revenue shall be one calendar year from the date of the last contest forfeited.
- 5.11** **VIOLATIONS AND PENALTIES:** The following penalties shall/may be imposed on a school and/or individual(s) by the Executive Director, Executive Committee, or Sportsmanship Committee for violation(s) of LHSAA Constitutional rules and By-laws:
- 5.11.1** **Use of ineligible student as the result of a falsified eligibility document(s) by school officials, the student, and/or the student's parents:**
5. The school may be placed on administrative, disciplinary, restrictive, or suspension probation not to exceed one calendar year.
  6. The school shall be fined \$100 per student/per contest/per sport if it self-reports the violation (*not to exceed \$500*).
  7. The school shall be fined \$500 per student/per contest/per sport if the violation is reported by a source outside of the school or discovered by the LHSAA staff (*not to exceed \$2,000*).
  8. Any contest(s) in which the student participated shall be forfeited.
  9. The student shall be suspended from the squad for a specific period.
  10. The coach shall be penalized under Rule 5.12.
  11. In cases of conflicting, blemished, or illegible records, school officials shall be responsible for determining the validity of the records and, if necessary, producing the correct information.
  12. Other penalties may be imposed on the school and/or individual(s) to a degree in keeping with the severity of the violation.
- 5.11.2** **Use of ineligible student who is intentionally allowed to participate:** (A school shall not continue to allow a student who has been declared ineligible to participate in any interscholastic contest.)
1. The school shall be placed on restrictive probation and declared ineligible for championship honors in the sport in which the violation occurred.
  2. Depending upon the severity of the violation the school may be suspended from the association.
  3. The school shall be fined \$700 per student/per contest/per sport (*not to exceed \$3,000*).
  4. Any contest(s) in which the student participated shall be forfeited.
  5. The player shall be ruled ineligible for a period not to exceed one calendar year.
  6. The coach shall be penalized under Rule 5.12.
  7. Other penalties may be imposed on the school and/or individual(s) to a degree in keeping with the severity of the violation.

## **Section 5 - Penalty Codes**

- 5.11.3 Use of ineligible student due to negligence of school officials to adequately check rules, regulations, and records:**
1. The school shall be placed on administrative probation not to exceed one calendar year.
  2. The school shall be fined \$50 per student/per contest/per sport if it self-reports the violation (*not to exceed \$200 per student/per sport*).
  3. The school shall be fined \$100 per student/per contest/per sport if the violation is reported by a source outside of the school or discovered by the LHSAA staff (*not to exceed \$400 per student/per sport*).
  4. Any contest(s) in which the student participated shall be forfeited.
  5. The player shall be ruled ineligible for a period not to exceed one calendar year.
  6. The coach shall be penalized under Rule 5.12.
  7. Other penalties may be imposed on the school and/or individual(s) to a degree in keeping with the severity of the violation.
- 5.11.4 Student plays in violation of transfer rule:**
1. When the student becomes eligible, he/she shall remain ineligible in the same sport for the same number of contests/playing dates that he/she participated as an ineligible.
  2. The remainder of the penalty is the same as for the use of an ineligible player as outlined in 5.11.3.
- 5.11.5 Student plays in violation of the scholastic rule:**
1. When the student becomes eligible, he/she shall remain ineligible in the same sport for the same number of contests/playing dates that he/she participated as an ineligible.
  2. The remainder of the penalty is the same as for the use of an ineligible player as outlined in 5.11.3.
- 5.11.6 Student uses and/or participates under an assumed or fictitious name in an LHSAA contest or an independent team contest while in violation of the independent team rule:**
1. The school may be placed on administrative, disciplinary, or restrictive probation not to exceed one calendar year.
  2. The school shall be fined not to exceed \$500.
  3. The school shall be required to forfeit any contest(s) in which the student participated after the violation.
  4. The student shall be suspended from all LHSAA sports for at least one calendar year.
  5. Other penalties may be imposed on the school and/or individual(s) to a degree in keeping with the severity of the violation.
- 5.11.7 Player ejected from a contest in a sport for unsportsmanlike conduct:**
1. First offense – the player shall receive, through the school, an official warning.
  2. Second offense – the school shall be fined \$100, and the student shall be placed on probation.
  3. Third offense – the school shall be fined \$200, and the student shall be suspended from participating in the same sport for the remainder of the season.
- 5.11.8 Student in violation of misconduct prior to, during, or immediately following an athletic contest:**
1. The school may be placed on probation.
  2. The school may be fined not to exceed \$500.
  3. The student may receive an official reprimand through the school.
  4. The student may be placed on probation.
  5. The student may be suspended from participation in all LHSAA sports not to exceed one calendar year.
  6. Other penalties may be imposed on the school and/or individual(s) to a degree in keeping with the severity of the violation.
- 5.11.9 Coach ejected from a contest in a sport for unsportsmanlike conduct:**
1. First offense – the coach shall receive an official warning.
  2. Second offense – the school shall be fined \$200, and the coach shall be placed on probation.
  3. Third offense – the school shall be fined \$300 and may be prohibited from playing in a contest(s) with the coach serving as the coach of the team in the contest(s).
- 5.11.10 Coach in violation of misconduct prior to, during, or immediately following an athletic contest:**
1. The school may be placed on probation.
  2. The school may be fined not to exceed \$500.
  3. The coach shall be penalized under Rule 5.12.
  4. The school may be prohibited from playing in a contest(s) with the coach serving as the coach of the team in the contest(s) not to exceed one calendar year.
  5. Other penalties may be imposed on the school and/or individual(s) to a degree in keeping with the severity of the violation.
- 5.11.11 Spectator in violation of misconduct prior to, during, or immediately following an athletic contest:**
1. The school may be placed on probation.
  2. The school may be fined not to exceed \$500.

3. The school may be prohibited from playing in a home and/or an away contest(s) with the spectator in attendance not to exceed one calendar year.
4. Other penalties may be imposed on the school and/or individual(s) to a degree in keeping with the severity of the violation.

**5.11.12 School involved in infractions inconsistent with wholesome competition or a wholesome athletic program, including sportsmanship violations:**

1. The school may be placed on administrative, disciplinary, restrictive, or suspension probation not to exceed one calendar year.
2. The school may be suspended from the association until the alleged infraction is assessed by the Executive Committee, and if the school is suspended from the association, it shall be fined \$500 in order to be readmitted to the LHSAA.
3. The school may be fined not to exceed \$1,000.
4. The offender may be reprimanded.
5. The offender may be placed on probation.
6. The school may be prohibited from playing home contests in a sport(s) not to exceed one calendar year.
7. The school may be suspended from participating in a sport(s) not to exceed one calendar year.
8. The school may be required to schedule a contest(s) without the presence of all spectators.
9. The school may be prohibited from playing in a home and/or away contest(s) with a certain spectator(s) in attendance for up to one year.
10. The coach shall be penalized under Rule 5.12.
11. The school may be required to pay for the cost of any hearing and/or investigation connected with the violation.
12. Other penalties may be imposed on the school and/or individual(s) to a degree in keeping with the severity of the violation.

**5.11.13 School failing to report all mandatory information, forms and/or reports as required by the deadline date:**

1. The school shall be fined \$100 per sport for delinquent forms.
2. The school shall be fined \$25 per student/per contest/per sport for omitting an eligible player's name on its online eligibility list if the violation is self-reported (*not to exceed \$100*) and \$50 per student/per contest/per sport if the violation is reported by a source outside of the school (*not to exceed \$200*).
3. The school shall be fined an amount equal to 10 percent of its dues if its dues payment is delinquent.
4. The school shall be fined \$100 for failure to timely file its official LHSAA Enrollment Classification Report.
5. If its entry list in a sport is delinquent, the school shall be fined not to exceed \$100 for being allowed to submit a delinquent entry list if it is submitted prior to the time of the seeding meeting or coaches' meeting in that sport.
6. If the school wishes to participate, it shall be fined \$100 for failure of its coach to attend an established and required coaches' meeting at a regional/state event.
7. The school shall be fined an amount equal to 10 percent of its building dues for the delinquent payment of LHSAA building dues.
8. Other penalties may be imposed on the school and/or individual(s) to a degree in keeping with the severity of the violation.

**5.11.14 School fails to furnish the LHSAA with a required or requested report(s) or record(s) or submits a falsified record(s) to the LHSAA:**

1. The school may be suspended from the association until the alleged violation can be assessed by the Executive Committee.
2. The school may be fined a minimum of \$1,000 not to exceed \$5,000.
3. The student(s) in question may be withheld from competition until the report(s) and/or record(s) is presented to the Executive Director.
4. Other penalties may be imposed on the school and/or individual(s) to a degree in keeping with the severity of the violation.

**5.11.15 School in violation of football jamboree or basketball tournament requirements:**

1. For late approval the school shall be assessed a penalty equal to 5 percent of gross ticket receipts.
2. For failing to secure approval the school shall be assessed a penalty equal to 10 percent of gross ticket receipts.
3. Other penalties may be imposed on the school and/or individual(s) to a degree in keeping with the severity of the violation.

**5.11.16 School(s) responsible for a sportsmanship violation(s):**

1. The school may be placed on administrative, disciplinary, restrictive, or suspension probation not to exceed one calendar year.
2. The school may be fined not to exceed \$200 for a single violation.
3. The school may be fined not to exceed \$500 for multiple violations.
4. The school may be charged with the cost of any investigation connected with the violation.
5. The school may be charged with the cost of conducting a sportsmanship hearing that is held in connection with the violation.

## Section 5 - Penalty Codes

6. The school may be ordered to conduct a home and/or an away contest(s) in the sport without a player(s), a coach(es), and/or a spectator(s) in attendance not to exceed one calendar year.
7. The school may be prohibited from playing home contests in the sport not to exceed one calendar year.
8. Other penalties may be imposed on the school and/or individual(s) to a degree in keeping with the severity of the violation.

### **5.11.17 School in violation of contest limitations:**

1. The school may be placed on administrative, disciplinary, restrictive, or suspension probation not to exceed one calendar year.
2. The school may be fined not to exceed \$500.
3. Other penalties may be imposed on the school and/or individual(s) to a degree in keeping with the severity of the violation including a reduction in the number of contests in which it may participate during the following year.

### **5.11.18 School reports falsified and inaccurate classification enrollment information to the LHSAA:**

1. The school is subject to being placed on restrictive probation and ruled ineligible in district and/or state championship honors in all sports for up to two years immediately following the classification year.
2. The school shall be suspended from the LHSAA until the infraction is assessed by the Executive Committee.
3. The school is subject to being fined not to exceed \$5,000.
4. The offender may be reprimanded.
5. The offender may be placed on probation.
5. The school is subject to being classified as an "independent school" and shall comply with all of the rules set forth under Rule 8.7 – Unclassified Schools, of the LHSAA Constitution.
7. Other penalties may be imposed on the school and/or individual(s) to a degree in keeping with the severity of the violation.

### **5.11.19 A principal, athletic director, and/or coach found in violation of an LHSAA rule shall be subject to the following:**

1. He/she shall be subject to having his/her LHSAA/LHSCA card revoked for a period of at least one calendar year.

**5.11.20** Schools in violation of LHSAA rules are expected to pay any fines that may be levied in a timely manner, which is typically 30 days from the date of the ruling. Schools failing to pay any outstanding financial balance owed to the LHSAA from the previous year by June 30, after due notice, shall be placed on restrictive probation for the upcoming school year and shall not be considered for championship honors in all sports until the outstanding balance and a ten percent penalty are paid.

### **5.12 HEAD COACH AND HANDBOOK CERTIFICATION CLASS OR ONLINE FUNDAMENTALS OF COACHING COURSE**

**5.12.1** A school ruled in violation of any LHSAA eligibility, penalty, or sportsmanship rule shall be required to have its head coach, of the sport in which the violation occurred, attend the next available LHSAA Handbook Certification class or enroll, complete, and pass the LHSAA/NFHS Online Fundamentals of Coaching course.

**5.12.2** This rule shall also apply to the head coach of the sport if the school commits subsequent violations in the sport in which he/she is serving as head coach.

**5.12.3** If the coach is involved in actions resulting in the violation, the school may be required to officially reprimand him/her.

**5.12.4** If the coach is involved in actions resulting in the violation, the school may be required to place him/her on probation for a period of one calendar year from the date of this ruling.

### **5.13 SCHOOL'S NON-COMPLIANCE WITH EXECUTIVE COMMITTEE RULINGS, HARDSHIP COMMITTEE RULINGS, OR SPORTSMANSHIP COMMITTEE RULINGS**

**5.13.1** If any school fails to comply with rulings of the Executive Committee, the school and/or individual involved in the noncompliance is subject to being penalized as follows:

1. The school may be placed on restrictive probation and declared ineligible for championship honors in the sport in which the violation occurred for the season in which the infraction occurred, if applicable, or for the next season depending on the severity of the violation.
2. The school may be suspended from the association not to exceed one calendar year. It shall be fined \$1,000 in order to be readmitted into the association.
3. Depending on the severity of the violation, the school may be prohibited from fielding a team at any level in the sport in which the violation occurred for a period not to exceed one calendar year.
4. The school shall be fined \$1,000 per student/per contest/per sport (*not to exceed \$5,000*).
5. The school may be required to pay for the cost of all investigations and/or hearings connected with the violation.
6. Any contest(s) in which the student participated shall be forfeited.
7. The student(s) shall be ruled ineligible for a period not to exceed one calendar year.
8. The coach shall be penalized under Rule 5.12.

9. The school may be required to play the entire sports season without the head coach serving in any capacity in the contest(s) in the sport in which the violation occurred.
10. Other penalties may be imposed on the school and/or individual(s) to a degree in keeping with the severity of the violation.

#### **5.14 LACK OF ADMINISTRATIVE CONTROL**

**5.14.1** A school is subject to be cited with Lack of Administrative Control if one or more of the following conditions exist:

1. The school commits three rule violations in the same sport during a school year.
2. The school commits four rule violations during a school year.
3. During a school year, the school commits two flagrant rule violations considered inconsistent with wholesome competition or a wholesome athletic program including sportsmanship violations.
4. The school commits the same violation(s) for three consecutive school years.

**5.14.2** Penalties for a school cited with Lack of Administrative Control:

1. The principal shall be required to appear before a three-member sub-committee of the Executive Committee and the Executive Director to answer the allegations against his/her school.
2. After reviewing recommendations from the Executive Director, the sub-committee may impose the following penalties on the school, its administration, its coaching staff and/or its student-athletes.
3. The school may be placed on administrative, restrictive or suspension probation for a maximum of one calendar year.
4. LHSAA membership may be suspended for a maximum of one calendar year.
5. The school may be prohibited from participating in the sport in question for a maximum of one calendar year.
6. The school may be fined a maximum of \$5,000.
7. The school's administrator may be reprimanded and placed on probation for a maximum of one calendar year.
8. The principal may be required to provide the LHSAA with a written report detailing the measures he/she will take in a bona fide attempt to prevent a recurrence of the same or similar violation(s) in his/her school's athletic program. This report is subject to review and approval by the sub-committee.
9. The coach shall be penalized under Rule 5.12.
10. The principal, athletic director, and/or head coach may be required to attend the LHSAA Handbook Certification Class or the LHSAA/NFHS Online Fundamentals of Coaching course.
11. The principal, athletic director and/or coach(es) involved in the violations are subject to having their LHSAA or LHSCA card revoked for one calendar year.
12. The school may receive additional penalties in keeping with the seriousness of the situation.