



DEC TRAINING



TABLE OF CONTENTS

- **Composition of the DEC**
- **Responsibilities of the DEC**
- **Penalties imposed by the DEC**
- **Reporting requirements of the DEC**
- **General Procedures for a DEC Hearing**
- **Appeals to the SEC**



COMPOSITION OF THE DEC

**Composed of
one school
administrator or
designee from
each school in
the UIL district
appointed by the
Superintendent**

**Elects a
chairperson and
alternate
chairperson for
procedures**

**Appoint a person
to take and
maintain records
of minutes for
meetings, as well
as distribute
minutes to
DEC members**

RESPONSIBILITIES OF THE DEC

- **Enforce all rules in C&CR & assess a penalty for every violation**
- **Process and approve PAPFs - Investigate eligibility status of contestants**
- **Settle all disputes within its UIL district (majority vote of the DEC may request the SEC to assume original jurisdiction of disputes or eligibility questions)**
- **Ensure waiver applications have been completed properly and submitted to UIL**
- **Section 1203 provides additional information concerning the duties of the DEC**

DEC Penalties - Section 29

A penalty grid or "cheat sheet" is available in the DEC Handbook, which lists verbatim the penalties the DEC can impose from Section 29 of the C&CR



DEC PENALTIES & REPORTING

DEC Reporting

DEC's are required to submit a financial report each year.

DEC's should report forfeitures, suspensions and disqualifications

*This sheet is for your convenience but does not replace or overrule the actual rules found in the UIL Constitution and Contest Rules

DEC PENALTY GRID	Reprimand	Individual Suspension	Forfeiture of Contest	Disqualification
<p>Student Representative <i>Section 29(a)</i></p>	<p>Reprimand: A reprimand shall be in writing and shall state the violation found, with one copy going to the school and one copy being attached to the minutes of the meeting. A reprimand may include a probationary period of up to three (3) years, and may include any reasonable conditions, which, if not fulfilled, may result in a more stringent penalty. <i>Section 29 (a)(1)</i></p>	<p>Failure to comply with rules: DEC may suspend the participant student from competition, including practice, in all germane activities for up to three (3) years. Suspension may include a probationary period of up to three (3) years, and may include any reasonable conditions, which, if not fulfilled, may result in additional suspension. For students found to have changed schools for athletic purposes, [See Section 443 (f) (3)]. <i>Section 29(a)(2)</i></p>		
<p>Member Schools <i>Section 29(b)</i></p>	<p>Reprimand: A reprimand may be oral or in writing and shall not be published in the Leaguer. A penalty stronger than reprimand to the school should be strongly considered in cases involving patron or fan misconduct. <i>Section 29 (b)(1)</i></p>		<p>Minimum penalty for ineligible contestant: shall forfeit the contest won by the individual or school, as a minimum penalty, if it finds that an individual contestant was not eligible to participate in the contest. <i>Section 29(b)(3)(A)</i></p>	<p>Disqualification from district honors: shall deny the awarding of district championship honors and deny participation in UIL contests beyond the district level for a period of up to three (3) years. This penalty may include a probationary period of up to three (3) years and any reasonable conditions, which if not fulfilled, may result in an extension of the disqualification or recommendation of suspension to the State Executive Committee. <i>Section 29(b)(4)(A)</i></p>
	<p>Public Reprimand: A public reprimand shall be in writing, published in the Leaguer, and state the violation found. A public reprimand may include a probationary period of up to three (3) years, and may include any reasonable conditions, which, if not fulfilled, may result in a more stringent penalty. <i>Section 29 (b)(2)</i></p>		<p>Mandatory Forfeiture for Participation of an Ineligible Student Under Court Order: <i>Section 29(b)(3)(B)</i></p>	<p>Mandatory Disqualification: shall disqualify a member school from all germane activities if the member school or school district has failed materially and knowingly to comply with the Constitution and/or Contest Rules, or if the member school or school district has knowingly and intentionally permitted an ineligible individual to represent it in a UIL contest, or if the member school or school district has competed against or participated in a tournament with a non-school team composed of one or more UIL member high school students with remaining eligibility in that sport, in violation of Section 1208. <i>Section 29(b)(4)(B)</i></p>
<p>School District Personnel <i>Section 29(c)</i></p>	<p>Reprimand: <i>Section 29(c)</i></p>	<p>If the committee decides that a public reprimand or suspension should be considered, the committee shall transfer to the State Executive Committee for disposition. <i>Section 29(c)</i></p>		

HEARINGS

**Required procedures for DEC
Hearings**



COMMON ISSUES

- Open Meetings Act
- Notice to everyone that needs to attend
- Time to tell their side of the story
- Voting





OPEN MEETINGS ACT TRAINING

According to section 28 (e) (4) of the Constitution and Contest Rules:

- **All members of a District Executive Committee must take the online training provided by the UIL**
 - **Current training consists of the Attorney General's Open Meetings Act Training, a 1 hour video.**
 - **The training can be found at the following link: <https://www.texasattorneygeneral.gov/og/oma-training>**
 - **A certificate can be printed following training completion.**
- **Additional UIL DEC training will be developed within the upcoming year**



OPEN MEETINGS ACT

- **Generally speaking, absent specific authorization under the Open Meetings Act, a DEC should not go into a “closed” or “executive” session when conducting a hearing or any other DEC business.**
- **Students and parents should be allowed to hear all deliberations and discussion by the DEC regarding their case.**
- **The simple fact that someone is uncomfortable with the topic being discussed is not grounds for going into closed session.**



GIVE NOTICE BEFORE THE HEARING

- **5 business days prior - or what's reasonable under circumstances.**
- **NOT part of Open Meetings Act but important!**
- **DEC agenda publicly posted 72 hours prior to meeting**
- **Give prior notice of the allegations to the person/student/parent alleged to have committed violation. Share copies. Name possible witnesses.**
- **Full transparency with all stakeholders**
- **Share all the facts/allegations that are relevant and may be used at the hearing.**

The DEC Handbook offers resources to set up and run a hearing.

HEARING TIMELINE



During the hearing

- Proper decorum - set the tone
- Swear in all witnesses
- No Right of Confrontation
- Make recording/take minutes

Concluding the hearing

- Typically person/school facing allegations goes first and last.
- Before each side concludes their last opportunity – Ask
 - Anything else? Is that everything you want to say?
 - Have you given us everything that you want us to consider?
- Vote



Prior to hearing

- Bring involved parties in to meet.
- Explain the process, answer questions, defuse emotions.

During the hearing

- Opportunity to tell their side of the story – argue their position, present evidence, respond to questions, pose questions, have counsel with limited role.
- Informal process. Pose questions through committee. No cross examination.
- Can limit time – Equal to both sides – Avoid repetition.
- Rules of evidence do not apply – What's reasonable and relevant?

Following the hearing

- Walk family out
- Finalize minutes for records and in event of an appeal
- Retain per records retention policy

VOTING



Members DO NOT vote if they:

- **are presenting a formal protest or presenting evidence & argument as an informal protest**
- **are making a report of a violation**
- **are charged with a violation**
- **represent the school the student in question is leaving**
- **represent the school the student in question is changing to**



VOTING-DECISION

- **Decision must have a rational basis – rely on the evidence presented at hearing. Does the preponderance of evidence support the allegations?**
- **Credibility is always at issue.**
- **Use script provided on the UIL website when conducting the vote.**
 - *“All in favor of approving the PAPF declaring the student did not change schools for athletic reasons? All opposed?”*
- **Get an accurate vote count on the record.**

ALL VOTES MUST BE IN OPEN SESSION



APPEALS TO THE SEC

Parents should be advised that TEC 33.081 (g) allows decisions of the committee to be appealed to the UIL State Executive Committee;

However, if both the receiving and sending schools believe that a student athlete changed schools for athletic reasons, no appeal to the SEC will be granted



Resources

- DEC Handbook includes script, hearing notice, agenda, and minute templates.

<https://www.uiltexas.org/policy/dec/required-procedures>

The screenshot shows the UIL website's navigation bar with the logo and social media icons. Below the navigation bar, the breadcrumb trail reads "UIL Home > Policy > DEC Handbook - Required Procedures". The main content area features a sidebar on the left with a "POLICY HOME" section containing links to Overview, Constitution & Contest Rules, TEA-UIL Side-by-Side, and Booster Club Guidelines. The "DEC HANDBOOK" section includes Overview, Organizing DEC Chairs, Duties, and "Required Procedures" (highlighted). The main content area is titled "DEC Handbook - Required Procedures" and includes a "Back to Table of Contents" link. Under "DEC MEETING TEMPLATES", there are links for "Script for DEC Chairs" (Word Document), "DEC Agenda Template" (Word Document and Fillable PDF), "DEC Notice of Hearing Template" (Word Document and Fillable PDF), and "DEC Minutes Template" (Word Document and Fillable PDF). A "DEC Hearing Process (below)" link is also present. An "Additional Resource" section mentions a presentation from the 2017 Athletic Directors Conference. The "DISTRICT EXECUTIVE COMMITTEE HEARING PROCESS" section explains that the following guidelines apply to a DEC hearing regarding an alleged violation of UIL Constitution and Contest Rules (C&CR), noting that state law and League rules control over these guidelines.

The screenshot shows a meeting agenda form for a "District-Conferece District Executive Committee". The form includes fields for "Weekday", "Month & Day", "at Address", "City", and "Texas". The agenda items are listed under "BUSINESS MEETING (A-H)" and "HEARINGS (AA-)". The "BUSINESS MEETING (A-H)" section includes: A. Quorum Determination, B. Adoption of Meeting Rules, C. Adoption of Agenda, and D. Approval of Minutes of Previous Meeting. The "HEARINGS (AA-)" section includes: AA. HIGH SCHOOL : Description of Decision Regarding Eligibility or Violation Alleged Violation of Section , Title of Section, and BB. The form also includes a note: "(Note - student's name does not appear on the agenda. List hearings as needed.)".

WHO TO CONTACT

Dr. Kevin Jones	Policy Director	<ul style="list-style-type: none">•DEC Handbook / Procedures•DEC Financial Form•TEA-UIL Side by Side Manual•Precedent Manuals•Eligibility / PAPF Questions	kjones@uiltexas.org 512-232-5196
Dr. Mark Cousins	Director of Eligibility and Education	<ul style="list-style-type: none">•Eligibility Issues•UIL Portal•UIL Calendar•Medical Advisory Committee•TEA-UIL Side by Side Manual Questions•DEC Processes & Procedures	mcousins@uiltexas.org 512-232-4974
Darryl Beasley	Director of Compliance	<ul style="list-style-type: none">•Compliance Issues•Game Violations•Incident Reports•State Executive Committee (SEC)•Appeals To SEC	dbeasley@uiltexas.org 512-232-4977



PAPFS



PAPF REMINDERS

- **WHO NEEDS ONE???**
- **ALL NEW STUDENTS NOT IN FEEDER PATTERN** in grades 9-12 who have practiced or participated with a former school in grades 8-12 in any UIL athletic activity must have a PAPF submitted.
- If new but did not participate, complete page 1 only.
- Complete PAPF's during the ***FIRST YEAR*** of attendance



Previous Athletic Participation Form
University Interscholastic League

Page 1
Revised 07/021

Eligibility Questionnaire for New Student Athletes in Grades 9-12
(To be filled out by the student and/or parent and filed with the school.)

For UIL Use Only **This Form Must be on File with School Before Participation at any Level in Grade 9-12**

Name of Student (print) _____ Grade _____ Birthdate _____ Age _____
 Student's Current Address: _____ City _____ State _____ Zip Code _____
 New School: _____ City _____ Public Charter Private School
 Last School of Participation: _____ City _____ State _____ Public Charter Private School
 Date of enrollment in new school: _____ Date of withdrawal from previous school: _____
 Has the student been continuously enrolled in the new school for one calendar year? Yes No

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	1. Has the student ever practiced or participated in extracurricular athletic activities (before school, after school or during an athletic period) at another school in the United States or Mexico in grades 8-12? If yes, the student must complete page 2 in addition to page 1 and both pages must be sent to the District Executive Committee Chairperson. If no, the student must complete page 1 and file with the school and/or athletic department ONLY.
<input type="checkbox"/>	<input type="checkbox"/>	2. Has the student ever enrolled or participated in a Home School program, Magnet program, Charter school, Open/Choice Enrollment (within the ISD) or International Baccalaurete (IB) program in grades 9-12? If yes, please provide the name of the school _____ and school year _____.
PARENT RESIDENCE RULE: *QUESTIONS IN THIS SECTION ARE REFERRING TO BIOLOGICAL PARENTS. REFERENCE C&CR SECTION 440(a) & 442.		
<input type="checkbox"/>	<input type="checkbox"/>	3. Does the student live with <input type="checkbox"/> one parent <input type="checkbox"/> both parents <input type="checkbox"/> guardian <input type="checkbox"/> foster parent(s)? If the student lives with a GUARDIAN or FOSTER PARENT(S), a UIL Parent Residence waiver may be required. You MUST contact the district Athletic Director/Coordinator then contact the UIL Athletics Department at (512) 471-5883.
<input type="checkbox"/>	<input type="checkbox"/>	4. Are the parents of the student <input type="checkbox"/> married <input type="checkbox"/> never married <input type="checkbox"/> married living apart <input type="checkbox"/> divorced <input type="checkbox"/> deceased? If the parents are MARRIED-LIVING APART or MARRIED and the student is LIVING WITH ONE PARENT, a UIL Parent Residence waiver may be required. You MUST contact the district Athletic Director/Coordinator then contact the UIL Athletics Department at (512) 471-5883.
<input type="checkbox"/>	<input type="checkbox"/>	5. Does the parent(s) of the student reside outside the attendance zone of the school the student wishes to represent? If yes, a UIL Parent Residence waiver may be required. You MUST contact the district Athletic Director/Coordinator then contact the UIL Athletics Department at (512) 471-5883.
<input type="checkbox"/>	<input type="checkbox"/>	6. Is there a change in schools but no change in address? If yes, please attach an explanation.
<input type="checkbox"/>	<input type="checkbox"/>	7. Is more than one residence owned, rented or maintained by the parents? If yes, please attach an explanation.
<input type="checkbox"/>	<input type="checkbox"/>	8. Are any members of the family still residing at the previous residence? If yes, it should be investigated prior to participation on the varsity level.
<input type="checkbox"/>	<input type="checkbox"/>	9. Are there other family members in grades K-12 attending a different school district other than the school district the student is now attending? FULL TIME STUDENT RULE: REFERENCE C&CR SECTION 403.
<input type="checkbox"/>	<input type="checkbox"/>	10. Is the student enrolled in less than an average of four hours per day of instruction for either state or local high school credit? If Yes, Please attach an explanation. FOUR YEAR RULE AND AGE RULE: REFERENCE C&CR SECTION 400 & 405(FOUR YEAR) & 440(C), 446 (AGE).
<input type="checkbox"/>	<input type="checkbox"/>	11. Did the student first enroll in the 9th grade more than 4 years ago? The first date of enrollment in 9th grade.
<input type="checkbox"/>	<input type="checkbox"/>	12. Has the student ever repeated a grade since first entering the 7th grade? If yes, please attach an explanation.
<input type="checkbox"/>	<input type="checkbox"/>	13. Will (or was) the student 19 years of age on or before September 1 of the current school year? FOREIGN EXCHANGE RULE: REFERENCE C&CR SECTION 468(3).
<input type="checkbox"/>	<input type="checkbox"/>	14. Is the student a foreign exchange student? If yes, a Foreign Exchange Waiver is required for Varsity athletic participation. AMATEUR ATHLETIC RULE: REFERENCE C&CR SECTION 441.
<input type="checkbox"/>	<input type="checkbox"/>	15. Has the student done anything to jeopardize their amateur athletic status? ASSIST IN DETERMINING IF STUDENT CHANGED SCHOOLS FOR ATHLETIC PURPOSES: REFERENCE C&CR SECTION 443.
<input type="checkbox"/>	<input type="checkbox"/>	16. Did anyone from the new school contact the student prior to their enrollment in the new school?
<input type="checkbox"/>	<input type="checkbox"/>	17. Was the student ever prohibited from participation at the previous school? If yes, please attach an explanation.
<input type="checkbox"/>	<input type="checkbox"/>	18. Did the student play on a non-school team and is transferring to the school where members of the non-school team attend?
<input type="checkbox"/>	<input type="checkbox"/>	19. Homeschool students participating in accordance with Section 33.0832 of the Texas Education Code: Has the student moved into the attendance zone within the past 12 months? If yes, a FULL hearing of the DEC is required for varsity participation.
<input type="checkbox"/>	<input type="checkbox"/>	20. Has the student enrolled in/attended any other high school(s) in grades 9-12, other than the school(s) already listed on the form? If yes, list the schools and attach an explanation.

TO BE COMPLETED BY STUDENT, PARENT AND ADMINISTRATOR OF NEW SCHOOL

It shall be the responsibility of each school to have on file the following required annual forms for each student who participates in any practice (before school, after school or during an athletic period), scrimmage or game: Preparticipation Physical Examination (for students in their first and third year of high school participation), Medical History Form, Illegal Steroid Use and Random Steroid Testing, Parent and Student Notification/Agreement Form, Acknowledgement of Rules Form, Concussion Acknowledgement Form and Sudden Cardiac Arrest Awareness Form. Incorrect or untrue information provided by the parent or student could cause ineligibility and could result in the forfeiture of contests in which the student has participated in addition to other penalties. The following signatures certify that to the best of your knowledge, all information presented on this form is true and correct.

Signature of Student _____	Date _____	Signature of Parent/Guardian _____	Date _____
Signature of New School Coach _____	Date _____	Signature of New School Administrator _____	Date _____
New School Coach Name _____	Coach's Email Address _____	Sport _____	

PAPF REMINDERS



- **New school** must verify that the student meets the parent residence rule.
 - Contact previous school
 - Conduct a home visit and/or require appropriate documentation
- Appropriate use of the automatic bypass feature is important.

III. LAST SCHOOL OF PARTICIPATION CERTIFICATION AND RELEASE: Section III must be completed for any new student in grades 9-12 who has ever participated in baseball, basketball, cross country, football, golf, soccer, softball, swimming and diving, team tennis, tennis, track and field, volleyball or wrestling in grades 8-12 at another school in the United States or Mexico before they are eligible to participate at the varsity level at the new school. Please check the appropriate responses below. **If any of questions 1-5 are marked 'Yes', a full meeting of the District Executive Committee (DEC) would be required only if requested by a member of the committee in the new district. If question 6 is marked 'Yes', a full hearing of the DEC is required in the new district.**

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	1. Was there any conflict or dissatisfaction between the student, his/her parents, and the athletic/academic supervisors at the school?
<input type="checkbox"/>	<input type="checkbox"/>	2. Was this student recruited to attend another school or was any undue influence exerted upon this student or family to change schools?
<input type="checkbox"/>	<input type="checkbox"/>	3. Did this student quit an athletic activity or program while enrolled in your school? If yes, attach explanation to DEC.
<input type="checkbox"/>	<input type="checkbox"/>	4. Was this student ever suspended or removed from your school athletic program? If yes, attach explanation to DEC.
<input type="checkbox"/>	<input type="checkbox"/>	5. Would the student be prohibited from participation in athletics had they not changed schools? If yes, attach explanation to DEC.
<input type="checkbox"/>	<input type="checkbox"/>	6. Based on your knowledge of the student and their circumstances, is this student changing schools for athletic purposes? If yes, attach explanation to DEC.

Print Name of Former superintendent or designated administrator

Print Name of Former principal or coach

*Signature of Former superintendent or designated administrator
(* two signatures required)

*Signature of Former principal or coach

Date Signed

Last School of Participation: _____ City _____ State _____

PAPF DECISION



- DEC's have the jurisdiction to determine if a student has moved for athletic purposes
- DEC's do NOT have the jurisdiction to determine if a student is eligible based on parent residency. That is the Waiver Officer's decision.
- Once a DEC signs off on a PAPF (provided there's not a pending waiver), and the student meets all eligibility requirements, the student can participate.
- The UIL approves waivers, it is not a formality. Waivers are hardship applications – if there is not a hardship, it will not be approved.
- Never guarantee a parent that a waiver will be approved.

Athletes do NOT need to wait on the UIL to file a PAPF before competing.

WHO TO CONTACT



Director of Athletics
Ray Zepeda
281-594-9893



Assistant AD
Grace McDowell
214-236-9279
gmcowell@uiltexas.org



Assistant AD
Joseph Garmon
361-244-0497
jgarmon@uiltexas.org



Assistant AD
AJ Martinez
361-816-1281
ajmartinez@uiltexas.org