



## Sanctioning Request Procedures (Non-Bordering States)

### Events that Require NFHS Sanctioning:

- Any interstate event involving two or more schools which is co-sponsored by or titled in the name of an organization outside the high school community (e.g., a university, a theme park, an athletic shoe/apparel company).
- Non-bordering events if five or more states are involved.
- Non-bordering events if more than eight schools are involved.
- Any event involving two or more schools that involves a team from a foreign country.

**NOTE:** As a rule, no NFHS sanction is required if all competing schools are from states that border the host state. Oregon's border states are Washington, Idaho, Nevada, California, and include Alaska and Hawaii. Canada and Mexico are considered non-bordering states to Oregon.

See NFHS Sanctioning Procedures – [www.nfhs.org](http://www.nfhs.org), click on "Sanctioning"

### Instructions to follow if your school is hosting a sanctioned sports event:

**New Online NFHS Sanctioning Process for Event Managers and School Sponsors** (click the link below)

[http://www.nfhs.org/sanctioning/documents/The\\_New%20Online\\_NFHS%20Sanctioning\\_Process\\_for\\_Event\\_Managers\\_and\\_School\\_Sponsors.ppt](http://www.nfhs.org/sanctioning/documents/The_New%20Online_NFHS%20Sanctioning_Process_for_Event_Managers_and_School_Sponsors.ppt)

Interested individuals who want to host an event will go online at the NFHS website, register as an event manager, create an event and fill out the online application (identical to the paper version) then an email is sent to the host school's principal and host state association. The state association reviews the application online and determines if they will approve or deny the application, once approved the event sponsor is notified by the host state association that payment is required. Credit card payment and electronic check are the only forms of payment accepted. Once the payment is received by the NFHS, the invited states/schools are notified that they have been invited and it is listed on the NFHS website. As the invited states respond to the sanction it is automatically updated on the NFHS website. Once every invited state has responded, the application is approved for sanctioning.

The timeline/fee structure is as follows; the application for sanction should be sent to the state association of the host school 90 calendar days or more prior to the event. The sanction application must be forwarded to the NFHS office 60 calendar days or more prior to the event. The late fee for any application that arrives 15-59 calendar days prior the event will be an additional \$100 for a total of \$300. If the application is submitted less than 15 calendar days prior to the event, the late fee will be \$200 plus a \$100 penalty for not forwarding the final list of actual entries for a total application fee of \$600. If the NFHS does not receive the forwarded sanction application within five calendar days prior to the event, the event will not be sanctioned.

| NFHS PROCESSING FEE SCHEDULE  | FEE          |
|---|--------------|
| Application <b>received by NFHS</b> 60 days or more in advance of event   | <b>\$200</b> |
| Application <b>received by NFHS</b> 15-59 days prior to event             | <b>\$300</b> |
| Application <b>received by NFHS</b> less than 15 days prior to the event  | <b>\$600</b> |
| For more information, see the Processing Fee Schedule on the NFHS website |              |

If you have any procedural questions, please feel free to contact the NFHS Sanctioning Department at 317.972.6900 for assistance.