

# Officers and Administration

## SECTION 1: LEAGUE OFFICERS.

**1-1-1** The Executive Committee, Group Boards, Regional Councils and District Councils are the key legislative and executive organs of the League. The purpose and duties of each are given in Sections 12, 13, 14, 17, 18 and 19. All officers are listed in the *League Directory*, available in October of each year.

## SECTION 2: LEAGUE STAFF.

**2-1-1 Executive Director:** Kenneth G. Tilley; **Deputy Director:** Thomas Zimorski; **Assistant Directors:** Joyce Sisson, Tom Dolan, Lisa Giles, James Garman. **Director of Development:** Hannah Catherine Munro. **Information and Communications Specialist:** Mike McCall.

## SECTION 3: LEAGUE OFFICE.

**3-1-1 League Office-**A central League office, which serves as the organization's administrative headquarters, is located at 1642 State Farm Boulevard, Charlottesville, Virginia, with the executive director in charge. Superintendents, principals and members of school faculties are cordially invited to visit the office whenever opportunity permits.

**3-1-2 Office hours** - 8:00 a.m. to 5:00 p.m. daily except weekends.

**3-1-3 Telephone-**Charlottesville Area Code 434-977-8475. Fax - 434-977-5943.

**3-1-4 Mail and Special Delivery Address-**Virginia High School League, Inc., 1642 State Farm Boulevard, Charlottesville, Virginia 22911.

**3-1-5 Internet-**[www.vhsl.org](http://www.vhsl.org), [admin@vhsl.org](mailto:admin@vhsl.org).

## SECTION 4: SUPPLIES AND SERVICES.

**4-1-1** A number of supplies and services are offered to member schools through the League Office, many of them without charge. As indicated in the summary below, some supplies are distributed automatically as needed; others should be ordered on forms contained in the Principal's Workbook (one of which is sent without request to every member school). Among the services and supplies provided are:

### **4-2-1 Publications:**

**4-2-2 Handbook:** Published annually. Distributed to League member schools by order (up to 10 without cost); non-member high schools, non public schools, school superintendents, state colleges and universities, allied organizations and selected individuals, one copy each. Limited supply of additional copies are available for purchase.

## VIRGINIA HIGH SCHOOL LEAGUE HANDBOOK

**4-2-3 *The Leaguer*:** The house organ of the League, serving as a history of major events and state champions as well as a means for recognizing outstanding achievements. Published annually, its contents are official. Schools automatically receive three copies of each issue. Additional copies may be purchased.

**4-2-4 *Directory*:** A complete Directory of member schools, including nonpublic schools that are ineligible for League membership, and a list of commissioners of the various local officials organizations. The publication includes all League officers. Limited supply of additional copies are available for purchase.

**4-2-5 *League Notes*:** Timely information and materials sent to all schools. Published frequently. It supplements the *Handbook* with announcements concerning the League and its programs; its contents are official.

**4-2-6 *In-Touch*:** A quarterly newsletter for friends of the League, mailed with League Notes and to those interested.

**4-2-7 *Principal's Workbook*:** Contains entry forms, report forms and other materials required by the school for participation in the League program.

### **4-3-1 Activities Supplies:**

**4-3-2 *League Athletic Forms*:** Required by League rules in the administration of the athletic program. Samples included in Principal's Workbook. Additional supplies furnished as ordered; no charge, except as noted below. Forms include:

- No. 1 - Contract for Interscholastic Athletic Contests.
- No. 2 - Athletic Participation/Parental Consent/Physician's Examination Form.
- No. 3 - Master Eligibility List.
- No. 5 - Request for Sanction of Interscholastic Athletic Meet or Tournament.
- No. 7 - Certified Wrestling Weight Form.
- No. 9 - Request for Sanction of Awards by Outside Agencies.

**4-3-3 *National Federation Athletic Forms*:** Required by League rules for participation in interstate athletic competition. Supplied as ordered; no charge. Forms include:

- No. 1 - Interscholastic Record Application.
- No. 2 - Application for Sanction of Multiple Interstate Meet.
- No. 3 - Contract for Interstate Games or Meets.

**4-3-4 *Official Sports Rule Books*:** One copy of the rule book governing each major sport in which the school plans to engage is supplied automatically. Limited additional supplies for sale at list prices.

**4-3-5 *Debate Kits*:** Collections of materials on the national scholastic and League debate topic, including "The Forensic Quarterly," in three volumes. Supplied on order at specified charge.

## OFFICERS AND ADMINISTRATION

**4-3-6 Sports Film Loans:** Films, available in Virginia only through the League bookings, should be requested on the form in the Principal's Workbook for the specified rental charge. Bookings are made in order of receipt of requests. Titles are listed in the Principal's Workbook.

**4-3-7 Creative Writing Contest Selections:** Booklet of winning selections in last year's contests, with critical appraisals by the contest judges, is supplied to all schools entering and upon request.

**4-3-8 Meet Kits:** The League Office supplies materials and instructions for the organization and conduct of VHSL athletic and activities competitions. These materials are sent without request to meet, festival and tournament directors whose names and addresses are reported to the League Office.

**4-3-9 Athletic/Activities Policy Manual:** Includes supplemental policies adopted by the Executive Committee. Supplemental policies will be referenced following each applicable Handbook section.

**4-3-10 Speech and Drama Manual:** Includes policies and forms helpful to debate, drama and forensic coaches, judges and directors. The Manual is issued bi-annually, one copy to each member school.

### **4-4-1 Services:**

**4-4-2 Special Services:** Within the limits of time, finances and personnel available, the League Office will undertake to assist member schools in seeking the solution to any special problem which they may encounter in their interscholastic activities programs.

**4-4-3 Field Services:** Within the limits of time and travel budget, the executive director and other members of the administrative staff will try to attend at least one meeting of each district or regional council per year, as well as all group board, Executive Committee, membership and interdistrict committee meetings, and as many activities, clinics and conferences as possible. League meetings are given priority, but requests from other organizations for discussion of matters related to the League program are welcome and will be honored when circumstances permit.