

Section 4. District Eligibility Certificate. As soon as any school has chosen its contestants for the District Contest, that school will fill out the on-line registration and eligibility forms, certifying eligibility as provided for in Article III, Section 1 of these By-Laws, giving names of the contestants, the fields in which they compete, the titles and the authors of the selections, and such other information as may be called for. On-line registrations that do not include the above information will not be accepted. Not later than Wednesday, two and one half weeks prior to the date of the District Contest, on-line registration must be completed and payment mailed to the State Office. The member school will print two copies of the on-line confirmation page. One copy will accompany the cards to the site and one copy will serve as an invoice for the member school.

Section 5. Penalty for Violation of Eligibility. A student violating Article III, Section 3 will be declared ineligible for events beyond that provided in Article III, Section 3.

Section 6. Entry Cards. A contestant is not an entry in any District Contest (group or individual) until the pink or green entry card is received by the contest manager two and one half weeks prior to contest date for both individual and group contests. Entry cards are to be mailed direct to District Contest Manager. The Contest Manager will report to the State Office any school whose pink or green cards have not been sent to the Contest Manager or have been postmarked by the Wednesday two and one half weeks prior to the date of the contest. The State Office will then notify the administration of said schools penalty. **(for 2 years, a trial of no entry cards will be performed by the membership. That will be for contest season 2022 and 2023)**

Section 7. Penalty for Late Fees. Any member school who does not have a copy of its confirmation page and entry cards delivered to the Contest Manager or postmarked by the Wednesday two and one half weeks before the contest will be fined double the entry fee to be paid to the State Office. Fines of double the entry fee of the particular entry will also be assessed on all entries listed on entry cards but not included on entry forms or vice versa. The penalty must be paid to the State Office before any student from that school will be allowed to perform. When any member school fails to meet the entry deadlines the State Office will notify the coach and the administration of said school that the entry is late and the penalty fee must be paid prior to the schools student's performance. **(Please see note above)**

Section 8. Participant Substitution. In District Contest, substitutions in the same category may be made for participants listed on the original eligibility entry list provided the substitute is eligible in every respect, and that the Contest Manager is notified in time to establish the substitution. The State Office must be notified of all substitutions. If a coach employs a substitute the day of the District Contest, the coach will dispatch a letter signed by his administrator to the State Office on the following Monday notifying of students substitution. If this is not done, rating for that substitute will not be validated. The student who substituted at District Large Group or the original student entered may participate in the State Contest or All State Festival. Substituting an eligible individual may be made between district and state contest and state and all-state when the original participant cannot perform for group categories. **A student may not substitute at the State Individual level.**

Section 9. Date of Contest. The contests for all groups of competing schools in the District and State Contests will be held on a day designated by the State Executive Committee and the Unified Iowa High School Activities Federation.