

REQUEST FOR ADULT FLOOR PASS

DATE DUE: *TUESDAY PRIOR TO THE STATE EVENT*

TIME DUE: *2:00 P.M. (CT)/1:00 P.M. (MT)*

STIPULATIONS FOR ADULT FLOOR PASS

Some schools have adults that routinely take photographs for their school. "Floor passes" can be issued to adults serving as photographers representing a school at State Athletic Events.

A. High school newspaper or yearbook advisors needing a "floor pass" should refer to the "SDHSAA Policy Regarding High School Press Passes for State Athletic Events."

B. All other adults representing a school at a state athletic contest (including professional photographers) needing a "floor pass" should observe the following policy:

1. FLOOR PASS REQUEST FORM – Only one adult floor pass is allowed per school with competitors at a state tournament. All requests for adult floor passes should be made on the "Request For Adult Floor Pass" Form (GEN-3). The request should name the adult needing the floor pass and their affiliation with the school. The request form must be signed by the schools principal, assistant principal or athletic director.

2. FLOOR PASS REQUEST DEADLINE. Requests for floor passes should be received by the SDHSAA Office no later than 2:00 p.m. CT (1:00 p.m. MT) on the Tuesday immediately prior to the state athletic event. **NOTE:** If due to extenuating circumstances, an earlier deadline is necessary, athletic directors in the schools involved in the State Event will be notified about the earlier deadline. **The request form should be faxed to: SDHSAA, FAX – 605-224-9262.**

NOTE: Floor pass requests received after the deadline will be denied.

3. SECURING THE FLOOR PASS.

- a. To receive the "floor pass" at the state event site, the **adult must provide "proof of admission" to the event** - either a "tournament pass" from their school or a purchased ticket for the event.
- b. Upon providing "proof of admission" the adult will be given a "floor pass" for the event.
- c. The **individual listed on the request form will pick up their "Floor Pass"** at the state event site. The "Floor Passes" will be secured at either the "press pass door" or "tournament headquarters". To find the location for picking up the floor pass, go to the SDHSAA Web Site and click on "Media" then on the State Athletic Event for which the floor pass is requested.

NAME OF HIGH SCHOOL _____

STATE EVENT _____

ADULT NEEDING FLOOR PASS _____

(First and Last Name – Please Print)

AFFILIATION WITH SCHOOL _____

(Please Print)

School Administrator's Signature
(principal, assistant principal, athletic/activities director)

FILL OUT ONE FORM FOR EACH STATE ATHLETIC EVENT
(Make Copies of This Form for Additional State Events).