

Index of Forms

- ❖ A \$50.00 late fee will be assessed to the member schools for failure to meet the deadline on required forms as indicated.
- ✓ A \$100.00 late fee will be assessed to the member schools for failure to meet the deadline on required forms as indicated.
- ☆ An additional \$50.00 fee will be assessed to the member schools for failure to meet the second deadline

Forms Updated on SDHSAA website (www.sdhsaa.com)

Due Date

- ❖ Directory Information..... August 15
- Participation Survey May 1
- Sports Participation Fees (must be completed on-line, printed, and mailed with check) May 1

Forms Printed from the Department of Education SIMS Software

- ❖ Average Daily Membership Report (printed directly from your *Infinite Campus* software).....Jan. 15

Forms Mailed or Emailed Directly to School

- ❖ Fall Enrollment Report..... Oct. 15
- ❖ District/Region Chairman, Site and Dates.....May 1
- School Board Resolution..... July 15

General Sports Information

- GEN-1 Student Interest Survey as needed
- GEN-2 Request for Student Press Pass..... 2:00 p.m. CT – 1:00 p.m. MT on Tuesday prior to Tournament
- GEN-3 Adult Floor Pass Request Form 2:00 p.m. CT – 1:00 p.m. MT on Tuesday prior to Tournament
- GEN-4 Contract with Licensed Official of the SDHSAA as needed
- GEN-5 Contract for Athletic Contest as needed

Academic Achievement Team Awards

- AA- WEB FORM
- FallDecember 20
- Winter April 10
- Spring.....June 10

Catastrophic Insurance

- CAT-1 Catastrophic Insurance Application as needed

Cooperatives..... See Coop Section of the Athletic Handbook

Ejection Procedures

- EJECT-1 Student/Coach Ejection Form..... as needed

Eligibility

- ❖ ELIG-1 Annual Fine Arts Eligibility ReportJune 1
- ❖ ELIG-2 Annual Athletic Eligibility Report.....June 1
- ELIG-3 Guidelines for Open Enrollment Students as needed
- ELIG-3A Open Enrollment – Transfer of Athletic Eligibility Form as needed
- ELIG-4 Guidelines for Consideration of Waiver of the Transfer Rule..... as needed
- ELIG-4A Waiver of the Transfer Rule Due to Hardship as needed
- ELIG-5 Guidelines and Application for Waiver of Scholastic/Eight Semester Eligibility Rules as needed
- ELIG-6 Family Education Rights and Privacy as needed

Order Forms

- ORDER-1 2009-10 Rule Book Order Form as needed
- ORDER-2 2010-11 Rule Book Order Form as needed
- ORDER-3 Extra Medal Order Form..... as needed
- ORDER-4 Extra Plaque Order Form as needed
- ORDER-5 Replacement Letter(s) for Plaques/Trophies Order Form..... as needed

Physical Exams & Health Issues

- PHYS-1 Physical Exam Instructions..... as needed
- PHYS-1A Physical Examination Items to be Evaluated/Orthopedic Screening Guide as needed
- PHYS-1B Initial Pre-Participation History as needed
- PHYS-1C Physical Exam Form..... as needed
- PHYS-2 Interim Pre-Participation History as needed
- PHYS-3 Consent for Medical Treatment as needed
- PHYS-4 Annual Parent and Student consent Form..... as needed
- PHYS-5 Consent for Release of Medical Information (HIPPA)..... as needed

Sanctioning Events

- SANC-1 Application to NFHS for Sanction of Interstate Athletic Event..... as needed
- SANC-1A Financial Report of NFHS Sanctioned Event as needed
- SANC-2 Application to State Association for Sanction of Interstate Athletic Event as needed
- SANC-3 Sanction of Athletic/Fine Arts Contests with Non-Member as needed

Basketball

- GB/BB-1 Roster Participation Form (Six Quarter Rule) as needed
- ❖ WEB FORM Girls Basketball Roster (*may be updated as season progresses*) **original due**..... Dec. 5
- ❖ WEB FORM Girls Basketball Schedule (*scores should be updated as season progresses*) **original due**.... Oct. 1
- ✓ *Must update GB schedule with all scores within 24 hrs. following completion of final regular season game*
- ❖ Girls Basketball State Tournament Program Information (all qualifying schools to Tournament Mgr.) ... March 5
- ❖ WEB FORM Boys Basketball Roster (*may be updated as season progresses*) **original due**..... Dec. 9
- ❖ WEB FORM Boys Basketball Schedule (*scores should be updated as season progresses*) **original due** Oct 1
- ✓ *Must update BB schedule with all scores within 24 hrs. following completion of final regular season game*
- ❖ Boys Basketball State Tournament Program Information (all qualifying schools to Tournament Mgr.) . March 12

Competitive Dance & Cheer

- Notification of Entry for Competitive Cheer..... Oct. 5
- Notification of Entry for Competitive Dance Oct. 5
- School Approval Form Oct. 5

Cross Country

- ❖ Cross Country Schedules.....Sept 1
- ❖ “AA” Entry Deadline 10 a.m..... Oct. 17

Football

- ❖ WEB FORM State Play-off Program InformationNov. 1
- ❖ Football Team Picture to Tournament Manager.....Nov. 1
- ❖ FB-1 Football Schedule (*2010 Schedule with dates*)..... April 15

Golf

- WEB FORM All Golf SchedulesSept 1
- WEB FORM GOLF-1 Boys Golf Roster Form.....Class A & AA-Sept. 21/Class B – May 11
- WEB FORM GOLF-2 Girls Golf Roster FormAll Classes – May 11
- GOLF-3 Region & State Marker Conduct Report Form..... as needed
- GOLF-4 Golf Score Card..... as needed

Gymnastics

- WEB FORM Gymnastics Schedule Oct 1
- ❖ WEB FORM Class A & AA Team RosterFeb. 10
- GYM-1 Entry Form as needed
- GYM-2 Superior Judge & Meet Referee Deduction Sheet..... as needed
- GYM-3 Inquiry Sheet as needed
- GYM-4 Class A Regular Season All-Around & Event Qualifying Form..... as needed
- GYM-5 Class AA Regular Season All Around & Event Qualifying Form as needed

Tennis

- WEB FORM Boys and Girls Tennis Schedule..... Girls due Aug. 10, Boys due March 15
- ❖ WEB FORM Girls State Tournament Entry Form with Records (G-TEN-1) Oct. 6
- ❖ WEB FORM Boys State Tournament Entry Form with Records (B-TEN-1)May 18

Track & Field

- WEB FORM Track Schedules April 1
- ❖ TR-1 Qualifying Meet Sanction Form..... March 15
- TR-2 Season Qualifier Roster..... as needed
- ❖ “AA” Track Entry Deadline **8:00 p.m. Friday**May 21

Volleyball

- ❖ WEB FORM Volleyball Roster (*may be updated as season progresses*) **original due**.....Sept. 1
- ❖ WEB FORM Volleyball Schedule (*scores should be updated as season progresses*) **original due**..... Sept. 1
- ✓ *Must update VB schedule with all scores within 24 hrs. following completion of the final regular season match*
- ❖ Volleyball Program Information (To State Tournament Meet Manager).....Nov. 13
- VB-1 Roster & Line-up Card (3-game) as needed
- VB-2 Roster & Line-up Card (5-game) as needed

Wrestling

- WEB FORM Wrestling Schedule..... Nov. 1
- WR-1 Weigh-in Form as needed
- WR-2 District/Region Tournament Entry 24 hours prior to seeding meeting
- ❖ WR-3 Weight Certification.....Jan. 15
- NOTE: Weight Certifications MUST be completed by December 25*
- WR-4 Season Wrestling Weigh-in Form End of Regular Season
- WR-5 Physician Release for Wrestler to Participate with Skin Lesion as needed

Note: Forms for Half-time Entertainment and Band of the Day can be found in the Music Section of the Fine Arts Handbook. The High School Press Pass Application Form can be found in the Journalism Section of the Fine Arts Handbook and in the General Section of the Athletic Handbook.

SDHSAA Forms & Information Due for the 2009-2010 School Year With \$50.00 Late Fees

A \$50.00/\$100.00 late fee will be assessed member schools or District/Region Chairman for failure to meet certain deadline dates that have been established by the Board of Directors. These fees are necessary in order to assure the completion of managerial and operational tasks of the Association in a timely manner. The \$50.00/\$100 late fee will be assessed only in those cases where a member school or District/Region Chairman does not submit or complete the appropriate form that is listed below by the specified deadline dates:

September

- WEB FORM - Cross Country Schedule **original due** Sept. 1
- WEB FORM - Football Roster (*may be updated as season progresses*) **original due** Sept. 1
- WEB FORM - Golf Schedule **original due** Sept. 1
- WEB FORM - Volleyball Schedule (*scores should be updated as season progresses*) **original due** Sept. 1
- WEB FORM - Volleyball Roster (*may be updated as season progresses*) **original due**..... Sept. 1
- ☆ WEB All-State Orchestra Audition (All schools) Sept. 22

October

- WEB FORM - Girls Basketball Schedule (*scores should be updated as season progresses*) **original due**.....Oct 1
- WEB FORM - Boys Basketball Schedule (*scores should be updated as season progresses*) **original due**Oct 1
- WEB FORM - Girls Tennis Entry Form with RecordsOct. 6
- ☆ WEB All-State Chorus Registration (All Schools) Oct. 9
- “AA” Cross Country Entry deadline 10 a.m.Oct. 17
- ☆ WEB Class “B” Oral Interp District Contest Entry (**for contests scheduled Nov. 2-5**)Oct. 26
- ☆ WEB Class “B” Oral Interp District Contest Entry (**for contests scheduled Nov. 9-11**).....Nov. 2
- WEB FORM - Volleyball Schedule **with updated scores**
- ✓ **NOTE: MUST be completed within 24 hrs. following completion of final regular season match.**

November

- WEB FORM - Volleyball Schedule **with updated scores**
- ✓ **NOTE: MUST be completed within 24 hrs. following completion of final regular season match.**
- WEB FORM - State Football Program Information..... Nov. 1
- Football Team Picture to Tournament Manager Nov. 1
- ☆ WEB Class “A” Oral Interp Region Contest Entry (**for contests scheduled Nov. 16-17**)..... Nov. 9
- Volleyball Program Information..... Nov. 13
- Class “B” & “A” Oral Interp Region Results Report(*Due by 10 a.m. following the completion of Region Contest*)
- ☆ WEB Class “A” Oral Interp Region Contest Entry (**for contest scheduled Nov. 23-25**) Nov. 16
- ☆ WEB Class "AA" Oral Interp State Festival Entry Nov. 23

December

- WEB FORM - Girls Basketball Roster (*may be updated as season progresses*) **original due**Dec. 5
- WEB FORM - Boys Basketball Roster (*may be updated as season progresses*) **original due**Dec. 9
- ☆ WEB All-State Band Audition EntryDec. 15

January

- ☆ WEB All-State Band Audition Entry (Dec. 15).....Jan. 1
- Average Daily Membership (Printed directly from your *Infinite Campus* software) Jan. 15
- WR-3 Wrestling Weight Certification due into SDHSAAJan. 15
- Note: Weight Certifications MUST be completed by Dec. 25*
- ☆ WEB Class “B” & “A” Region One-Act Play Contest Entry (**for contest scheduled Jan. 18-21**)Jan. 8
- ☆ WEB Class “B” & “A” Region One-Act Play Contest Entry (**for contest scheduled Jan. 25-28**)Jan. 15
- ☆ WEB Class “AA” State One-Act Play Contest EntryJan. 21
- 1-Act Play Cast Information Report (*Due by 10 a.m. following the completion of Region Contest*)
- 1-Act Play Region Results Report (*Due by 10 a.m. following the completion of Region Contest*)

February

- WEB FORM - Gymnastics RosterFeb. 10
- ☆ WEB Class “AA” Debate/IE Entry Feb. 24
- ☆ WEB Class “A” Debate/IE Entry Feb. 24
- WEB FORM - Girls Basketball Schedule **with updated scores**
✓ (MUST be completed within 24 hrs. following completion of final regular season game.)
- WEB FORM - Boys Basketball Schedule **with updated scores**
✓ (MUST be completed within 24 hrs. following completion of final regular season game.)

March

- WEB FORM - Girls Basketball Schedule **with updated scores**
✓ (MUST be completed within 24 hrs. following completion of final regular season game.)
- WEB FORM - Boys Basketball Schedule **with updated scores**
✓ (MUST be completed within 24 hrs. following completion of final regular season game.)
- MU-5 All-State Jazz Band Audition EntryMarch 1
- Girls Basketball State Tournament Program Info.March 6
(All qualifying schools due to Tournament Manager)
- Boys Basketball State Tournament Program Info.March 12
(All qualifying schools due to Tournament Manager)
- TR-1 Qualifying Track Meets Sanction Form (**All schools who host**)March 15

April

- FB-1 Football Schedules Due (2010 Schedule w/dates)April 15

Feb.-Mar.-Apr.

- Region Music Comm. Contest Exit Forms(Due within 10 days following completion of contest)

May

- District/Region Chairman, Sites and Dates.....May 1
- WEB FORM - Boys Tennis Entry Form with RecordsMay 18
- “AA” Track Entry deadline **8:00 p.m.**.....May 21
- Region Music Dates & ReportsMay 20

June

- ELIG-1 Annual Fine Arts Eligibility ReportJune 1
- ELIG-2 Annual Athletic Eligibility ReportJune 1

August

- WEB FORM – Directory Information..... Aug. 15

- ☆ **An additional \$50.00 fee will be assessed to the school for failure to meet the second deadline.**
- ✓ **A \$100.00 late fee will be assessed to the school if the schedule (WEB FORM) is not updated with all scores within 24 hours following the completion of regular season competition. If the schedule with scores has not been completed within two (2) days following the due date, the team will not be allowed to participate in the district tournament.**

WEB FORMS are forms* located at www.sdhsaa.com
**You will need to use a password to log on to these forms.*

Volleyball, Girls Basketball and Boys Basketball District and Region Chairmen will be fined \$50.00 (each occurrence) for not completing online brackets with pairings. Scores must be updated by 9:00 a.m. following the completion of ANY District/Region competition.