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

Forms Mailed or Emailed Directly to School
- ❖ Region Chairman, Site and Dates (spring golf June 15)...May 1
- School Board Resolution .... July 15

General Sports Information
- GEN-1   Student Interest Survey .... as needed
- ONLINE   Request for Student Press Pass ....1:00 p.m. CT – Noon MT on Monday prior to Tournament
- ONLINE   Adult Floor Pass Request Form ....1:00 p.m. CT – Noon MT on Monday 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   Fall/Winter ....February 1
-                                     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 Report...May 1
- ❖ ELIG-2   Annual Athletic Eligibility Report...May 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
- ONLINE   2024-25 Rule Book Order Form... as needed
- ONLINE   Extra Medal Order Form .... as needed
- ONLINE   Extra Plaque 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

Basketball
- GB/BB-1   Roster Participation Form (Seven Quarter Rule) .... as needed
- ❖ ONLINE   Girls Basketball Schedule *(scores should be updated as season progresses)* **original due** .... Oct. 1
- ❖ ONLINE   Boys Basketball Schedule *(scores should be updated as season progresses)* **original due** .... Oct. 1
- ❖ ONLINE   Girls Basketball Rosters *(may be updated)* **original due** .... Dec. 4
- ❖ ONLINE   Boys Basketball Rosters *(may be updated)* **original due** .... Dec. 11
- ❖ *Must update BB schedule with all scores within 24 hrs. following completion of final regular season game*
- ❖ Girls Basketball State Tournament Program Information *(all qualifying schools.)* .... March 7
- ❖ Boys Basketball State Tournament Program Information *(all qualifying schools.)* .... March 11

Competitive Dance & Cheer
- ❖ ONLINE Entry for Competitive Cheer due by Noon .... Oct. 10
- ❖ ONLINE Entry for Competitive Dance due by Noon .... Oct. 10
- ❖ School Approval Form ....must be on file at each school prior to first competition of season

Cross Country
- ❖ ONLINE Cross Country Schedules .... Aug. 15
- ❖ ONLINE Cross Country Rosters .... Aug. 19
- ❖ "AA" Entry Deadline 10 a.m. .... Oct. 20

Football
- ❖ ONLINE Football Roster *(may be updated as season progresses)* **original due** ....Aug. 19
- ❖ ONLINE Football Schedule **original due** ....…...................Aug. 19

Golf
ONLINE Golf Schedules............................... Class A & AA Boys-Aug 17/All Girls and Class B Boys-March 31
ONLINE GOLF-1 Boys Golf Roster Form ....Class A & AA-Sept. 19/Class B – April 28
ONLINE GOLF-2 Girls Golf Roster Form ....All Classes – April 28
GOLF-3 Region & State Marker Conduct Report Form.. as needed
GOLF-4 Golf Score Card .... as needed

Gymnastics
ONLINE Gymnastics Schedule... Oct. 1
ONLINE Gymnastics Roster ....…..........…..........Dec. 1
- ❖ ONLINE Gymnastics State Entry (Class A & AA)................9:00 a.m. the day following region/state qual. meet
GYM-1 Entry Form .... as needed
GYM-2 Superior Judge & Meet Referee Deduction Sheet.. as needed
GYM-3 Inquiry Sheet .... as needed
- ❖ ONLINE Class A Regular Season All-Around & Event Qualifying Form .... as needed
- ❖ ONLINE Class AA Regular Season All Around & Event Qualifying Form.. as needed

Softball
- ❖ ONLINE Softball Roster (*may be updated as season progresses*) **original due** .... March 29
- ❖ ONLINE Softball Schedule (*scores should be updated as season progresses*) **original due** .... March 29

Tennis
ONLINE Boys and Girls Tennis Rosters and Schedule .... Girls due Aug. 10, Boys due March 22
- ❖ ONLINE Girls State Tournament Entry Form with Records due by Noon.. Oct. 4
- ❖ ONLINE Boys State Tournament Entry Form with Records due by Noon..May 16

Track & Field
ONLINE Track Schedules.. April 1
- ❖ TR-1 Qualifying Meet Sanction Form... March 17
- TR-2 Season Qualifier Roster.. as needed
- ❖ Track Entry Deadline due by Noon ....May 24

Volleyball
- ❖ ONLINE Volleyball Roster (*may be updated as season progresses*) **original due** ....Aug. 30
- ❖ ONLINE Volleyball Schedule (*scores should be updated as season progresses*) **original due**..........Aug. 30
- ✓ *Must update VB schedule with all scores within 24 hrs. following completion of the final regular season match*
- ❖ Volleyball Program Information (So-Dak 16)...Nov. 13
- VB-1 Roster & Line-up Card (3-game) .... as needed
- VB-2 Roster & Line-up Card (5-game) .... as needed

Wrestling
ONLINE Wrestling Schedule...Nov. 18
WR-2 Region Tournament Entry.. 24 hours prior to seeding meeting
- ❖ WR-3 Weight Certification Assessments... Nov. 5, Nov 18, Feb 12
NOTE: Weight Certifications MUST be completed by February 12.
WR-5 Physician Release for Wrestler to Participate with Skin Lesion .... as needed
Track Wrestling-Results Updates...due weekly

SDHSAA Forms & Information Due for the 2024-2025 School Year
With $50.00/$100.00 Late Fees

A $50.00/$100.00 late fee will be assessed to 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 to assure the completion of managerial and operational tasks of the Association on time. 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:

August   DUE

ONLINE -Soccer Schedule (*scores should be updated as season progresses*) **original due** ....Aug. 5
ONLINE – Girls Tennis Roster and Schedule*(may be updated as season progresses)* **original due** ....Aug. 10
ONLINE – Directory Information ....Aug. 14
ONLINE –Cross Country Schedule **original due**..Aug 15
ONLINE -Soccer Roster *(may be updated as season progresses)* **original due** ....Aug. 16
ONLINE -Golf Schedule **original due** ....Aug. 17
ONLINE -Football Roster *(may be updated as season progresses)* **original due**....................................Aug. 19
ONLINE –Football Schedule **original due** ....Aug 19
ONLINE -Cross Country Roster **original due** ....Aug 19
ONLINE -Volleyball Schedule (*scores should be updated as season progresses*) **original due** ....Aug 30
ONLINE -Volleyball Roster *(may be updated as season progresses)* **original due** ....Aug 30

September

ONLINE –Comp. Cheer and Dance Schedules and Rosters **original due** .... Sept. 1
ONLINE –Boys Class A & AA Golf Rosters .... Sept. 19
ONLINE -All-State Orchestra Audition Registration .... Sept. 25

October

ONLINE –Gymnastics Schedule **original due** ....Oct. 1
ONLINE - Girls Basketball Schedule (*scores should be updated as season progresses*) **original due** ....Oct 1
ONLINE - Boys Basketball Schedule (*scores should be updated as season progresses*) **original due**...........Oct 1
ONLINE - Girls Tennis Entry Form with Records due by Noon ....Oct. 4
ONLINE - Cheer and Dance Entries due by Noon ....Oct. 10
ONLINE - All-State Chorus Registration ....Oct. 11
ONLINE – Football Sideline Cheer Rosters ....Oct. 15
"AA" Cross Country Entry deadline 10 a.m...Oct. 20
ONLINE - Class B Oral Interp District Contest Entry **(for contests scheduled Nov. 4-7)** ....Oct. 28

November

Football Program Information/Team Picture/Coach Write-up.. Nov. 1
ONLINE – Class B Oral Interp District Contest Entry **(for contests scheduled Nov 11-14)**......................Nov. 4
ONLINE – Volleyball Schedule **with updated scores**
✓*NOTE: MUST be completed within 24 hrs. following completion of final regular season match.*
ONLINE - Class A Oral Interp Region Contest Entry **(for contests scheduled Nov. 18-21)**......................Nov. 11
Volleyball Program Information/Team Picture/Coach Write-up...Nov. 13
Class B & A Oral Interp Region Results Report ..... *(Due by 10 a.m. following the completion of Region Contest)*
WR-3   Wrestling Weight Certification Assessment due into SDHSAA.................................Nov. 5 and Nov. 18
            (Note: Weight Certification Assessments MUST be completed by Feb. 12.)
ONLINE - Class A Oral Interp Region Contest Entry **(for contests scheduled Nov. 25-27)**......................Nov. 18
ONLINE - Class AA Oral Interp State Festival Entry ....Nov. 18
ONLINE – Wrestling Schedule..Nov. 18
ONLINE - Wrestling Dual Schedule...Nov. 18

December

ONLINE – Gymnastics Rosters ....Dec. 1
Track Wrestling –Results Update (Updates need to be done weekly)................................See Handbook for dates
ONLINE – Girls Basketball Roster *(may be updated)* **original due**.. . Dec. 4
ONLINE – Boys Basketball Roster *(may be updated)* **original due** ....Dec. 11
☆ **ONLINE** - All-State Band Audition Entry...Dec. 15
SP-3 FORM – Drama: Set Design Entry Form ....Dec. 20
SP-4 FORM – Drama: Costume Design Entry Form ....Dec. 20
SP-5 FORM – Drama: Marketing Entry Form ....Dec. 20

January

ONLINE - Class B & A Region One-Act Play Contest Entry (**for contests scheduled Jan. 20-23**)...........Jan. 10
ONLINE - Class B & A Region One-Act Play Contest Entry (**for contests scheduled Jan. 27-30**)...........Jan. 17
ONLINE - Class AA State One-Act Play Contest Entry..Jan. 17
One-Act Play Cast Information Report .... *(Due by 10 a.m. following the completion of Region Contest)*
One-Act Play Region Results Report .... *(Due by 10 a.m. following the completion of Region Contest)*
Track Wrestling-Results Updates ....See Chart in Handbook

February

ONLINE – Gymnastics State Entry (Class A)..Feb 3
✓ *(Due by 9:00 a.m. following the completion of region/state qual. Meet)*
ONLINE - Girls Basketball Schedule **with updated scores**
✓ *(MUST be completed within 24 hrs. following completion of final regular season game.)*
ONLINE - Boys Basketball Schedule **with updated scores**
✓ *(MUST be completed within 24 hrs. following completion of final regular season game.)*
Track Wrestling – Results Updates………...See Chart in Handbook
ONLINE – Wrestling and Basketball Sideline Cheer Rosters ....…......Feb. 15
WR-3 – Final Wrestling Weight Certification Assessment due into SDHSAA ....Feb. 17
ONLINE – Girls Basketball Rosters………….... .... Feb. 17
ONLINE – Boys Basketball Rosters……… .... Feb. 24

March

ONLINE - Class AA Debate/IE Entry ....March 4
ONLINE - Class A Debate/IE Entry..March 4
Girls Basketball State Tournament Program Info (All classes) (So-Dak 16) ....March 7
Boys Basketball State Tournament Program Info.(All classes)(So-Dak 16) ....March 11
ONLINE - All-State Jazz Band Audition Entry...March 14
TR-1 Qualifying Track Meets Sanction Form (**All schools who host**) ....March 17
ONLINE – Boys Tennis Roster and Schedule *(may be updated)* **original due** .... March 22
ONLINE – Girls Softball Roster *(may be updated)* **original due** ....March 29
ONLINE – Girls Softball Schedule *(may be updated)* **original due** ....March 29
ONLINE – Golf Schedule (AA, A, B Girls and B Boys) ....March 31

April

ONLINE – Track Schedules, Rosters, and Coaches ....April 1
ONLINE – Golf Rosters (AA, A, B Girls and B Boys) ....April 28

May

Region Chairman, Sites and Date ....…... May 1
ELIG-1 Annual Fine Arts Eligibility Report ....May 1
ELIG-2 Annual Athletic Eligibility Report ....May 1
ONLINE - Boys Tennis Entry Form with Records by Noon...May 16
Region Music Dates & Reports ....May 20
Track Entry deadline due by Noon ....May 24

☆ **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 (ONLINE 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.**

ONLINE FORMS *are forms located at* ***www.sdhsaa.com***

Volleyball, Girls Basketball and Boys Basketball 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 Region competition.*