

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 SurveyMay 1
- Sports Participation Fees (must be completed on-line, printed, and mailed with check)May 1

Forms Mailed or Emailed Directly to School

- ❖ Region Chairman, Site and DatesMay 1
- School Board Resolution July 15

General Sports Information

- GEN-1 Student Interest Survey as needed
- WEB FORM Request for Student Press Pass 1:00 p.m. CT – Noon MT on Monday prior to Tournament
- WEB FORM 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
- FallDecember 20
- Winter April 10
- SpringJune 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

- ORDER-1 2017-18 Rule Book Order Form as needed
- ORDER-2 2018-19 Rule Book Order Form as needed
- ORDER-3 Extra Medal Order Form as needed
- ORDER-4 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
- ❖ 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/Boys Basketball Rosters (*may be updated*) **original due**..... Dec. 6
- ❖ *Must update BB schedule with all scores within 24 hrs. following completion of final regular season game*
- ❖ Girls & Boys Basketball State Tournament Program Information (*all qualifying schools.*) March 2

Competitive Dance & Cheer

- ❖ WEB FORM Entry for Competitive Cheer Oct. 5
- ❖ WEB FORM Entry for Competitive Dance..... Oct. 5
- ❖ School Approval Formmust be on file at each school prior to first competition of season

Cross Country

- ❖ Cross Country Schedules.....Sept 1
- ❖ “AA” Entry Deadline 10 a.m..... Oct. 12

Football

Golf

- WEB FORM All Golf SchedulesSept 1
- WEB FORM GOLF-1 Boys Golf Roster Form.....Class A & AA-Sept. 28/Class B – May 11
- WEB FORM GOLF-2 Girls Golf Roster Form.....All 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.....Sept 28
- ❖ WEB FORM 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
- ❖ WEB FORM Class A Regular Season All-Around & Event Qualifying Form..... as needed
- ❖ WEB FORM 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 21
- ❖ WEB FORM Girls State Tournament Entry Form with Records Oct. 1
- ❖ WEB FORM Boys State Tournament Entry Form with Records.....May 13

Track & Field

- WEB FORM Track Schedules April 1
- ❖ TR-1 Qualifying Meet Sanction Form..... March 11
- TR-2 Season Qualifier Roster..... as needed
- ❖ “AA” Track Entry Deadline **12:00 noon Friday**May 17

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 (Round of 16 Qualifiers) Nov.6
- 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..... Oct. 1
- WR-2 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-5 Physician Release for Wrestler to Participate with Skin Lesion as needed
- Track Wrestling-Results Updates Dec 15, Jan 1 & 15, Feb 1 & 15

SDHSAA Forms & Information Due for the 2018-2019 School Year With \$50.00/\$100.00 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:

August

DUE

- ONLINE FORM -Soccer Schedule (*scores should be updated as season progresses*) **original due**.....Aug. 1
- ONLINE FORM – Directory InformationAug. 15
- ONLINE FORM -Football Roster (*may be updated as season progresses*) **original due**Aug. 15

September

- ONLINE FORM -Cross Country Schedule **original due**..... Sept. 1
- ONLINE FORM -Golf Schedule **original due**..... Sept. 1
- ONLINE FORM -Soccer Roster (*may be updated as season progresses*) **original due**..... Sept. 1
- ONLINE FORM -Volleyball Schedule (*scores should be updated as season progresses*) **original due**..... Sept. 1
- ONLINE FORM -Volleyball Roster (*may be updated as season progresses*) **original due**..... Sept. 1
- ONLINE FORM -All-State Orchestra Audition Registration Sept. 19

October

- ONLINE FORM - Girls Basketball Schedule (*scores should be updated as season progresses*) **original due**Oct 1
- ONLINE FORM - Boys Basketball Schedule (*scores should be updated as season progresses*) **original due**Oct 1
- ONLINE FORM - Girls Tennis Entry Form with Records.....Oct. 1
- ONLINE FORM - All-State Chorus Registration.....Oct. 5
- ONLINE FORM **Cheer and Dance Entries**..... **Oct. 5**
- “AA” Cross Country Entry deadline 10 a.m.....Oct. 12
- ONLINE FORM - Class B Oral Interp District Contest Entry (**for contests scheduled Oct 29- Nov. 1**)Oct. 22
- ONLINE FORM - Volleyball Schedule **with updated scores**

✓ **NOTE: MUST be completed within 24 hrs. following completion of final regular season match.**

November

- ONLINE FORM - Volleyball Schedule **with updated scores**

✓ **NOTE: MUST be completed within 24 hrs. following completion of final regular season match.**

- ONLINE FORM - Class B Oral Interp District Contest Entry (**for contests scheduled Nov. 5-8**)Oct 29
- ONLINE FORM - Class A Oral Interp Region Contest Entry (**for contests scheduled Nov. 12-14**)Nov. 5
- Volleyball Program Information/Team Picture/Coach Write-up.....Nov. 8
- Class B & A Oral Interp Region Results Report (*Due by 10 a.m. following the completion of Region Contest*)
- ONLINE FORM - Class A Oral Interp Region Contest Entry (**for contests scheduled Nov. 19-21**).....Nov. 12
- ONLINE FORM - Class AA Oral Interp State Festival EntryNov. 12

December

- ONLINE FORM – Girls/Boys Basketball Roster (*may be updated*) **original due**Dec. 6
- ☆ ONLINE FORM - All-State Band Audition EntryDec. 11
- SP-3 FORM – Drama: Set Design Entry FormDec. 20
- SP-4 FORM – Drama: Costume Design Entry FormDec. 20
- SP-5 FORM – Drama: Marketing Entry FormDec. 20
- Track Wrestling –Results UpdateDec 15

January

- WR-3 Wrestling Weight Certification due into SDHSAAJan. 15

Note: Weight Certifications MUST be completed by Dec. 25

- ONLINE FORM - Class B & A Region One-Act Play Contest Entry (**for contests scheduled Jan. 14-17**)Jan. 4
- ONLINE FORM - Class B & A Region One-Act Play Contest Entry (**for contests scheduled Jan. 21-24**)Jan. 11
- ONLINE FORM - Class AA State One-Act Play Contest EntryJan. 11
- 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 UpdatesJan 1 & 15

February

- ONLINE FORM – Gymnastics State Entry (Class A & AA)... 9:00 a.m. of day following region/state qual. meet
- ONLINE FORM - Class AA Debate/IE Entry Feb. 20
- ONLINE FORM - Class A Debate/IE Entry..... Feb. 20
- ONLINE FORM - Girls Basketball Schedule **with updated scores**
- ✓ (MUST be completed within 24 hrs. following completion of final regular season game.)
- ONLINE FORM - Boys Basketball Schedule **with updated scores**
- ✓ (MUST be completed within 24 hrs. following completion of final regular season game.)
- Track Wrestling – Results Updates..... Feb 1 & 15

March

- ONLINE FORM - Girls Basketball Schedule **with updated scores**
- ✓ (MUST be completed within 24 hrs. following completion of final regular season game.)
- ONLINE FORM - Boys Basketball Schedule **with updated scores**
- ✓ (MUST be completed within 24 hrs. following completion of final regular season game.)
- ONLINE Form - All-State Jazz Band Audition Entry March 7
- Girls Basketball State Tournament Program Info.(A & B girls)..... Feb 28
(All Round of 16 Qualifiers))
- Boys & AA Girls Basketball State Tournament Program Info..... March 2
(All Round of 16 Qualifiers)
- TR-1 Qualifying Track Meets Sanction Form (**All schools who host**) March 11

Feb.-Mar.-Apr.

ONLINE FORM-Region Music Contest Exit Form- from manager-(Due within 10 days following completion of contest.)

May

- Region Chairman, Sites and Dates..... May 1
- ELIG-1 Annual Fine Arts Eligibility Report **May 1**
- ELIG-2 Annual Athletic Eligibility Report **May 1**
- ONLINE FORM - Boys Tennis Entry Form with Records May 13
- “AA” Track Entry deadline **12:00 noon**..... May 17
- Region Music Dates & Reports May 20

☆ 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.