

TABLE OF CONTENTS/CHECKLIST

School Principal or Athletic Administrator:

Please record the due dates on your calendar and establish a procedure to expedite these forms throughout the school term. Failure to meet the postmark deadlines listed in this book may result in your school being penalized in the manner specified by the Board of Directors.

The following penalties are imposed if the dates in the Table of Contents are not met. ***Only those forms with an asterisk will be subject to this penalty.**

- (1) Entry submitted after deadline but at least 48 hours before the start of the tournament - \$ 50.00
- (2) Entry submitted after deadline but at least 24 hours before the start of the tournament - \$100.00
- (3) Entry submitted less than 24 hours before start of tournament - not accepted - cannot participate.

IMPORTANT DUE DATES

TICKET ORDER FORM

Date Mailed	Due Date	Form No.	Form Title
_____	1/27	1	Ticket Order Form - Girls' Basketball
_____	1/27	2	Ticket Order Form - Boys' Basketball
_____	2/10	3	Ticket Order Form - Wrestling

MISCELLANEOUS

Date Mailed	Due Date	Form No.	Form Title
_____	10/31	4	Request Form to Host a Tournament
_____	None	On Line	WVSSAC State Tourn. Proposal Information
_____	None	On Line	WVSSAC Standardized Calendar
_____	None	On Line	Reimbursement Schedule
_____	None	On Line	Ticket Prices

SEPTEMBER

Date Mailed	Due Date	Form No.	Form Title
_____	*9/21	9	Regional Golf Entry Form

OCTOBER

Date Mailed	Due Date	Form No.	Form Title
_____	*10/09	10	Regional Cross Country Entry Form - Boys
_____	*10/09	11	Regional Cross Country Entry Form - Girls
_____	10/7	12	Comp. Cheer Entry Fm to Regional Director (\$50.00 fine)
_____	10/7	12a	Comp. Cheer Outline Fm to WVSSAC Office
_____	10/13	On Line	Swim Schedule

NOVEMBER

Date Mailed	Due Date	Form No.	Form Title
_____	11/18	On Line	Wrestling Schedule Form

JANUARY

Date Mailed	Due Date	Form No.	Form Title
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FEBRUARY

Date Mailed	Due Date	Form No.	Form Title
_____	2/3	17	Regional Wrestling Entry Form (\$50.00 fine)
_____	2/6	16	Regional Swim Entry Forms (Boys/Girls) (\$50.00 fine)

MARCH

Date Mailed	Due Date	Form No.	Form Title
_____	3/2	On Line	Baseball Schedule Form
_____	3/2	On Line	Softball Schedule Form
_____	3/8	T3	Tennis Information Verification Form
_____	3/16	On Line	Football Schedule Form
_____	3/16	20a	Out-of-State Football Schedule Form

APRIL

Date Mailed	Due Date	Form No.	Form Title
_____	4/5	5	Regional Tennis Seeding Meeting Form
_____	4/28	On Line	Athletics/Band Participation Survey

MAY

Date Mailed	Due Date	Form No.	Form Title
_____	5/4	23	Match Report Form - Tennis
_____	*5/4	21	Regional Tennis Entry Form - Boys (\$50.00 fine)
_____	*5/4	22	Regional Tennis Entry Form - Girls (\$50.00 fine)
_____	5/10	On Line	Boys' Basketball Schedule Form
_____	5/10	On Line	Girls' Basketball Schedule Form
_____	5/10	On Line	Boys' Soccer Schedule Form
_____	5/10	On Line	Girls' Soccer Schedule Form
_____	5/10	On Line	Volleyball Schedule Form
_____	5/27	On Line	2008-09 <u>ALL</u> Sport Registration

ADDITIONAL FORMS

Date Mailed	Due Date	Form No.	Form Title
_____	Prior to First Contest	On Line	Eligibility Certificate (On Line) (\$25.00 fine)
_____	Prior to First Practice	White	Physical Examination/Consent Form
_____	30 Days Prior to Event	Pink	Band Sanction
_____	30 Days Prior to Event	Ivory	WVSSAC Sanction Form
_____	90 Days Prior to Event	White	NFHS Sanction - Interstate
_____	90 Days After Event	Goldenrod	NFHS Financial Report