

WVSSAC Required Forms / Checklist High School

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. You should also refer to the Internet Submission Checklist. 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 - \$ 50.00 fine
- (2) Entry submitted less than 24 hours before start of tournament - not accepted - cannot participate.

IMPORTANT DUE DATES

Completed	Due Date	Form No.	Form Title
TICKET ORDER FORM			
_____	Wed. Week 30	1	Ticket Order Form - Girls' Basketball
_____	Wed. Week 30	2	Ticket Order Form - Boys' Basketball
_____	Wed. Week 32	3	Ticket Order Form - Wrestling
MISCELLANEOUS			
_____	Sat. Week 17	4	Request Form to Host a Tournament
SEPTEMBER			
_____	*Mon. Week 12	9	Regional Golf Entry Form
OCTOBER			
_____	*Wed. Week 14	C4	Comp. Cheer Entry Fm to WVSSAC. (\$50.00 fine)
_____	*Wed. Week 14	C3	Comp. Cheer Outline Fm to WVSSAC Office (\$50.00 fine)
FEBRUARY			
_____	*Mon. Week 32	16	Regional Swim Entry Forms (B/G) (\$50.00 fine)
_____	*Wed. Week 32	17	Regional Wrestling Entry Form (\$50.00 fine)
MARCH			
_____	Mon. Week 36	T3	Tennis Information Verification Form
_____	Wed. Week 38	20a	Out-of-State Football Schedule Form
APRIL			
_____	Thurs. Week 42	T5	Regional Tennis Seeding Meeting Form
_____	*Thurs. Week 43	21	Regional Tennis Entry Form - Boys (\$50.00 fine)
_____	*Thurs. Week 43	22	Regional Tennis Entry Form - Girls (\$50.00 fine)
ADDITIONAL FORMS			
_____	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