

## 2016-17 AD Reminder Calendar

### IMPORTANT ITEMS

- Be sure to check VHSL calendar on our website to make sure no important dates have changed due to Executive Committee action (<http://www.vhsl.org>)
- Schools must file ejection reports two (2) working days following ejection: [www.vhsl.org/adm-schoolejection-form.doc](http://www.vhsl.org/adm-schoolejection-form.doc). Email to Tom Dolan: [tdolan@vhsl.org](mailto:tdolan@vhsl.org).
- Schools must file sportsmanship incident reports with five (5) working days: <http://www.vhsl.org/doc/upload/adm-sportsmanship-incident.doc>. Email to Tom Dolan: [tdolan@vhsl.org](mailto:tdolan@vhsl.org).
- Sanctions (Virginia and border state) must be submitted at least 15 days prior to the event in order to avoid fine for late processing: <http://www.vhsl.org/files/adm-sanction-Virginia.doc>; <http://www.vhsl.org/files/adm-border-sanction.doc>; access this link to request sanction through the National Federation: <http://www.vhsl.org/files/adm-NF-sanction-form.pdf> . **Please review Handbook Section 27-4-1 to determine if your event requires sanction.**
- Jamborees (<http://www.vhsl.org/files/fin-jamboree-form.doc>) and Benefit Games (<http://www.vhsl.org/files/adm-benefit-game-app.pdf>) need to be requested in a timely manner. Email Jamborees to Lora Bickley – [lbickley@vhsl.org](mailto:lbickley@vhsl.org); email benefit games to Denise Marshall – [dmarshall@vhsl.org](mailto:dmarshall@vhsl.org)
- Submit open dates and coaching vacancies to Sharon Condoulis ([scondoulis@vhsl.org](mailto:scondoulis@vhsl.org)).
- Submit request for Certificates of Insurance to Lora Bickley ([lbickley@vhsl.org](mailto:lbickley@vhsl.org)) at least two weeks prior to event (certificates are issued when district, region or state events are held at facilities off the school property – schools are automatically covered and do not require certificates). We will be glad to provide a Proof of Insurance to schools.
- Submit information for the VHSL Record Book to Mike McCall ([mmccall@vhsl.org](mailto:mmccall@vhsl.org)): <http://www.vhsl.org/files/pub-vhsl-recordbook-jan10.pdf>.
- Submit Sports Participation Survey to Faustina Lee ([flee@vhsl.org](mailto:flee@vhsl.org)): <http://www.vhsl.org/forms>
- Membership Dues need to be in VHSL Office no later than August 1 of each year.
- Submit request for non-faculty coaches (each season) to Lora Bickley ([lbickley@vhsl.org](mailto:lbickley@vhsl.org)); <http://www.vhsl.org/doc/upload/adm-coaches-rule-exception1.doc>
- Submit request for Assistant Principal and assistant AD passes to Lora Bickley ([lbickley@vhsl.org](mailto:lbickley@vhsl.org)): <http://www.vhsl.org/files/adm-principal-cards-request.doc>
- If you do not use rSchoolToday and send your MELs to the League office, please send to: [mel@vhsl.org](mailto:mel@vhsl.org)

	FALL SPORTS/ACTIVITY ON-LINE CLINICS	
July 25-August 31	Fall Sports Clinic posted on-line – Free period	
September 1-7	Fall Sports Clinic view -- \$50 late fee	
September 8-14	Fall Sports Clinic view -- \$75 late fee	
September 15-21	Fall Sports Clinic view -- \$100	
September 21	Fall Sports Clinic view – Last chance	
9/1-10/31	On-line Clinic Free Period – All Activities	debate, forensics, theatre, media, scholastic bowl, film festival

<b>Fall Sports</b>	<b>Season Reminders</b>	
	Request waivers for golfers needing carts	
	Request sanctions for fall events	
	Request fall non-faculty coaches request	<a href="http://www.vhsl.org/doc/upload/adm-coaches-rule-exception1.doc">http://www.vhsl.org/doc/upload/adm-coaches-rule-exception1.doc</a>
<b>JULY</b>		
<b>22</b>	CAA Exam, VHSL Office	
<b>22-23</b>	New ADs Workshop, Charlottesville	
<b>28</b>	First Practice Date for Football	
<b>AUGUST</b>		
	VHSL Membership Dues Deadline—must be in VHSL office by August 1	
<b>1-10</b>	Fall Dead Period	
<b>1</b>	First Practice Date for Fall Sports (except FB)	
<b>3</b>	First Contest Date for Boys & Girls Golf	
<b>22-27</b>	First Contest Date for Football	
<b>22</b>	First Contest Date for Field Hockey & Volleyball	
<b>24</b>	First Contest Date for Cheer (sideline & competition), cross country	
<b>2</b>	Area Meeting, Abingdon High School	Room 400 – 10:00 a.m.
<b>3</b>	Area Meeting, Salem, Glenvar High School	Glenvar Middle School Lecture Forum – 10:00 a.m.
<b>11</b>	Area Meeting, Lynchburg, Brookville HS	Multipurpose Room
<b>16</b>	Area Meeting, Bridgewater, Turner Ashby HS	Lecture Room – 10:00 a.m.
<b>23</b>	Area Meeting, Fairfax, Robinson Secondary	Russell Theatre
<b>24</b>	Area Meeting, Hampton, Bethel High School	Auditorium
<b>25</b>	Area Meeting, Virginia Beach, Landstown High	Schola Room
<b>30</b>	Area Meeting, Richmond, J. R. Tucker High School	Auditorium
<b>31</b>	September Executive Committee Agenda Item Due to League Office	
<b>SEPTEMBER</b>		
<b>1</b>	Area Meeting, Charlottesville, VHSL Office	Lower Conference Room
<b>15</b>	Last date to add football games for ratings	
<b>19</b>	VIAAA Board of Directors Meeting-- Charlottesville	<a href="http://www.viaaa.org">http://www.viaaa.org</a>
<b>23-24</b>	VASDDC Coaches Conference for Debate, Theatre, Forensics,	DoubleTree, Williamsburg
<b>23</b>	Forensics Rules Clinic, 11:05 a.m.	DoubleTree, Williamsburg
<b>23</b>	Debate Rules Clinic, 3:00 p.m.	DoubleTree, Williamsburg
<b>24</b>	Theatre Rules Clinic, 10:30 a.m.	DoubleTree, Williamsburg
<b>OCTOBER</b>		
<b>October</b>	Play for a Cure: Permitted entire month	<a href="http://www.vhsl.org/files/vhsl-pfac-toolkit.pdf">http://www.vhsl.org/files/vhsl-pfac-toolkit.pdf</a>
<b>3</b>	Media Championship – Greater Richmond Convention Center, Richmond	
<b>5</b>	Media Championship – Sheraton Roanoke Hotel & Conference Center, Roanoke	
<b>6</b>	Media Championship – Fredericksburg Expo & Conference Center, Fredericksburg	
<b>11</b>	Wrestling Clinic, Westfield High School, 7:00 p.m.	
<b>12</b>	Wrestling Clinic, Hanover High School, 7:00 p.m.	

12	Hall of Fame Banquet, DoubleTree	
12	CAA Exam in Charlottesville	<a href="http://niaaa.org/Certification/certification.asp">http://niaaa.org/Certification/certification.asp</a>
12	VIAAA Professional Development Training, Leadership Training Courses	<a href="http://www.viaaa.org/ssp/viaaa_news?news_id=28">http://www.viaaa.org/ssp/viaaa_news?news_id=28</a>
13	Group Boards/Membership Meeting,	DoubleTree Hotel
13	Wrestling Clinic, Norview High School, 7:00 p.m.	
19	Wrestling Clinic, Marion Sr. High School, 7:00 p.m.	
20	Wrestling Clinic, Lord Botetourt High, 7:00 p.m.	
22	Wrestling Clinic, VHSL Office, 10:00 a.m.	
31	Hall of Fame Nominations Due	<a href="http://www.vhsl.org/files/awd-hof-application.pdf">http://www.vhsl.org/files/awd-hof-application.pdf</a>
	<b>WINTER SPORTS ON-LINE CLINICS</b>	<b>Wrestling clinics are face-to-face</b>
<b>Target date: 10/31-11/30</b>	Winter Sports Clinic posted on-line – Free period	<b>Click here for dates of face-to-face clinics by sports:</b>
<b>December 1-7</b>	Winter Sports Clinic view -- \$50 late fee	<a href="http://www.vhsl.org/athletics.wrestling;">http://www.vhsl.org/athletics.wrestling;</a>
<b>December 8-14</b>	Winter Sports Clinic view -- \$75 late fee	
<b>December 15-21</b>	Winter Sports Clinic view -- \$100	
<b>December 21</b>	Winter Sports Clinic view – Last chance	
<b>Target date: 10/31-1/31</b>	<b>Swim &amp; Dive Clinic – Free Period</b>	
<b>January 31</b>	<b>Swim &amp; Dive Clinic – Last chance to view</b>	
<b>Winter Sports</b>	Request sanctions for winter events	
<b>Season Reminders</b>	Request winter non-faculty coaches request	<a href="http://www.vhsl.org/doc/upload/adm-nonfaculty-coach.doc">http://www.vhsl.org/doc/upload/adm-nonfaculty-coach.doc</a>
<b>NOVEMBER</b>		
<b>7</b>	First Practice Date for Winter Sports	
<b>7-16</b>	Winter Season Dead Period	
<b>28</b>	First Contest Date for Winter Sports	
<b>NOVEMBER</b>		
<b>1</b>	Field Hockey Rosters and Team Photos Due	<a href="http://www.vhsl.org/athletics/field_hockey_girls">http://www.vhsl.org/athletics/field_hockey_girls</a>
	Cheer Rosters and Team Photos Due	<a href="http://www.vhsl.org/athletics/cheer">http://www.vhsl.org/athletics/cheer</a>
<b>4</b>	Football Rosters and Team Photos Due	<a href="http://www.vhsl.org/files/fb-entry-form-roster.doc">http://www.vhsl.org/files/fb-entry-form-roster.doc</a>
	Volleyball Rosters and Team Photos Due	<a href="http://www.vhsl.org/files/vb-entry-form.doc">http://www.vhsl.org/files/vb-entry-form.doc</a>
<b>7</b>	VIAAA Board of Directors Meeting in Charlottesville	<a href="http://www.viaaa.org">http://www.viaaa.org</a>
<b>9</b>	December Executive Committee Items Due	
<b>DECEMBER</b>		
<b>1</b>	VIAAA Athletic Administrator of the Year Award packets due	<a href="http://www.viaaa.org/ssp/restricted">http://www.viaaa.org/ssp/restricted</a>
	Submit Request for Team Travel Reimbursement for Fall Season	<a href="http://www.vhsl.org/files/fin-financialpolicy-manual.pdf">http://www.vhsl.org/files/fin-financialpolicy-manual.pdf</a> -- page 62
<b>JANUARY</b>		
<b>12</b>	VIAAA Scholarship Applications Due	
<b>23</b>	VIAAA Board of Directors Meeting in Charlottesville	<a href="http://www.viaaa.org">http://www.viaaa.org</a>
<b>23</b>	CAA exam in Charlottesville -- Tentative	<a href="http://niaaa.org/Certification/certification.asp">http://niaaa.org/Certification/certification.asp</a>
<b>25</b>	February Executive Committee Agenda Items	
	<b>SPRING SPORTS ON-LINE CLINICS</b>	<b>Boys Lacrosse and Track &amp; Field clinics are face-to-face</b>
<b>Target date: 2/6-3/15</b>	Spring Sports Clinic posted on-line – Free period	<b>Click here for dates of face-to-face clinics by sports:</b>
<b>March 16-22</b>	Spring Sports Clinic view -- \$50 late fee	<a href="http://www.vhsl.org/athletics.lacrosse;">http://www.vhsl.org/athletics.lacrosse;</a>
<b>March 23-29</b>	Spring Sports Clinic view -- \$75 late fee	<a href="http://www.vhsl.org/athletics.outdoor-track">http://www.vhsl.org/athletics.outdoor-track</a>
<b>March 30-April 5</b>	Spring Sports Clinic view -- \$100	

<b>April 5</b>	Spring Sports Clinic view – Last chance	
<b>February 6-May 15</b>	<b>Track &amp; Field Clinic – Free Period</b>	
<b>May 15</b>	<b>Track &amp; Field Clinic – Last chance to view</b>	
<b>Spring Sports</b>	Request sanctions for spring events	
<b>Season Reminders</b>	Request spring non-faculty coaches request	<a href="http://www.vhsl.org/doc/upload/adm-coaches-rule-exception1.doc">http://www.vhsl.org/doc/upload/adm-coaches-rule-exception1.doc</a>
<b>FEBRUARY</b>		
<b>20</b>	First Practice Date for Spring Sports	
<b>Feb. 20-March 1</b>	Spring Season Dead Period	
<b>FEBRUARY</b>		
	Play for a Cure: Permitted entire month	<a href="http://www.vhsl.org/files/vhsl-pfac-toolkit.pdf">http://www.vhsl.org/files/vhsl-pfac-toolkit.pdf</a>
<b>TBD</b>	NFHS Spirit of Sport Award Nominee	<a href="http://www.vhsl.org/forms">http://www.vhsl.org/forms</a>
<b>TBD</b>	Gymnastics Roster and Team Photos Due	<a href="http://www.vhsl.org/athletics/gymnastics">http://www.vhsl.org/athletics/gymnastics</a>
<b>TBD</b>	Basketball Entry Forms, Photos and Media Info	<a href="http://www.vhsl.org/files/bkb-disregstate-entry.dot">http://www.vhsl.org/files/bkb-disregstate-entry.dot</a> , <a href="http://www.vhsl.org/files/bkb-form-media-fact-sheet.doc">http://www.vhsl.org/files/bkb-form-media-fact-sheet.doc</a>
<b>TBD</b>	Deadline for Early Bird Student Leaders Conference Registration	NO LINK AVAILABLE AT THIS TIME
<b>MARCH</b>		
<b>13</b>	First Contest Date for Spring Sports	
	Submit Request for Team Travel Reimbursement for Winter Season	<a href="http://www.vhsl.org/files/fin-financialpolicy-manual.pdf">http://www.vhsl.org/files/fin-financialpolicy-manual.pdf</a> -- page 62
<b>1</b>	Charles Savedge Scholarship Deadline	<a href="http://www.vhsl.org/about_vhsl/scholarships">http://www.vhsl.org/about_vhsl/scholarships</a>
<b>8</b>	VIAAA Professional Development Training, Leadership Training Courses	<a href="http://www.viaaa.org">http://www.viaaa.org</a>
<b>9</b>	Group Boards, DoubleTree, Richmond	
<b>10</b>	Membership Meeting, DoubleTree, Richmond	
<b>15</b>	Creative Writing Booklets Due	<a href="http://www.vhsl.org/files/cw-entry-form.doc">http://www.vhsl.org/files/cw-entry-form.doc</a>
<b>15</b>	VHSL/Allstate Achievement Award Scholarships Due	<a href="http://www.vhsl.org/about_vhsl/awards_and_recognition">http://www.vhsl.org/about_vhsl/awards_and_recognition</a>
<b>15</b>	VHSL/Wachovia Citizenship Scholarships Due	<a href="http://www.vhsl.org/about_vhsl/awards_and_recognition">http://www.vhsl.org/about_vhsl/awards_and_recognition</a>
<b>15</b>	VHSL Sports Participation Survey Due	<a href="http://www.vhsl.org/forms">http://www.vhsl.org/forms</a>
<b>29-April 1</b>	VIAAA Conference, Roanoke	
<b>???</b>	VIAAA Annual Conference, Roanoke LTI Courses available during conference	<a href="http://www.viaaa.org">http://www.viaaa.org</a>
<b>APRIL</b>		
<b>TBD (Tent. 7-8 OR 28-29)</b>	Student Leaders Conference	
<b>1</b>	Film Festival submission deadline	
<b>5</b>	May Executive Committee Agenda Items Due	
<b>MAY</b>		
	Play for a Cure: Permitted entire month	<a href="http://www.vhsl.org/files/vhsl-pfac-toolkit.pdf">http://www.vhsl.org/files/vhsl-pfac-toolkit.pdf</a>
<b>1</b>	Football Schedules Due	<a href="http://www.vhsl.org/files/fb-schedule-report.dot">http://www.vhsl.org/files/fb-schedule-report.dot</a>
<b>1</b>	Out-of-State & Private School Football Schedules Due	<a href="http://www.vhsl.org/files/fb-outofstate-report.dot">http://www.vhsl.org/files/fb-outofstate-report.dot</a>
<b>1</b>	Claudia Dodson VHSL Sportsmanship, Ethics & Integrity Award	<a href="http://www.vhsl.org/files/awd-dodson-sei.pdf">http://www.vhsl.org/files/awd-dodson-sei.pdf</a>

1	Coaches Ed Eligibility Forms	<a href="http://www.vhsl.org/files/coed-cef-form-1.dot">http://www.vhsl.org/files/coed-cef-form-1.dot</a>
TBD	CAA Exam in Falls Church, VA	<a href="http://niaaa.org/Certification/certification.asp">http://niaaa.org/Certification/certification.asp</a>
8	VIAAA Board of Directors Meeting in C'ville	<a href="http://www.viaaa.org">http://www.viaaa.org</a>
<b>JUNE</b>		
	Submit Request for Team Travel Reimbursement for Spring Season	<a href="http://www.vhsl.org/files/fin-financialpolicy-manual.pdf">http://www.vhsl.org/files/fin-financialpolicy-manual.pdf</a> -- page 62
15	Publications/Individual Multimedia	<a href="http://www.vhsl.org/activities/newspapers">http://www.vhsl.org/activities/newspapers</a>
	Contest Entries Due	<a href="http://www.vhsl.org/activities/magazines">http://www.vhsl.org/activities/magazines</a>
		<a href="http://www.vhsl.org/activities/yearbook">http://www.vhsl.org/activities/yearbook</a>
		<a href="http://www.vhsl.org/files/pubseval-statewrite-entry.pdf">http://www.vhsl.org/files/pubseval-statewrite-entry.pdf</a>
<b>JULY</b>		
1	Regional Awards of Merit Nominations	<a href="http://www.vhsl.org/files/adm-regionalmerit-award.dot">http://www.vhsl.org/files/adm-regionalmerit-award.dot</a>
1	Lifetime Achievement & Torch of Honor Nominations	<a href="http://www.vhsl.org/files/awd-life-torch-nom-form.pdf">http://www.vhsl.org/files/awd-life-torch-nom-form.pdf</a>
TBD	New ADs Workshop	
31	VHSL Coaches Pass Due	<a href="http://www.vhsl.org/files/adm-vhsl-coach-pass-cprf1.dot">http://www.vhsl.org/files/adm-vhsl-coach-pass-cprf1.dot</a>
		<a href="http://www.vhsl.org/files/adm-vhsl-coach-pass-cprf1i.dot">http://www.vhsl.org/files/adm-vhsl-coach-pass-cprf1i.dot</a>
	<b>REMINDER – Membership Dues must be in VHSL Office no later than August 1</b>	