



**WVSSAC**  
**2875 Staunton Turnpike**  
**Parkersburg, WV 26104**

**IMPORTANT INSTRUCTIONS (For Completing Eligibility Certificate)**

No student is eligible until the requirements of the rules, incorporated in the Bylaws, are met. The individual eligibility rules, WVSSAC Rule 127-2, constitute a minimum goal to achieve. Enrollment alone does not constitute eligibility nor should it be considered that the enrollee is being unfairly treated if no record is submitted upon which the Board of Directors can judge eligibility. Exceptions should be explained when submitting the form.

A. Neglect in checking records prior to an event causes unfortunate consequences. Emphasis must be placed upon the safeguards and precautions necessary to prevent errors and to avoid loss of achievement of fair standards to all. SEMESTERS OF ENROLLMENT and RESIDENCE are the most common error categories. One small infraction can cause excessive notoriety, misunderstanding and loss of public confidence. Check each participant thoroughly before permitting participation in inter-scholastic activities.

B. Rule 127-3-11 (pg. 38) outlines the procedure to be used in certifying eligibility.

C. Records shall be verified when the participant's name is first listed, and succeeding lists shall correspond. Changes suggest carelessness or deception. Principals of member schools are charged with the responsibility for accuracy of eligibility information.

**DIRECTIONS FOR COMPLETING THE ELIGIBILITY CERTIFICATE**

**Column 1** -- Place seniors at the top of list in alphabetical order, last name first, followed by other grades in a similar manner. Junior High Schools begin the list with the 9th grade, 8th grade, and 7th grade. Middle Schools begin the list with the 8th grade, 7th grade, and 6th grade.

**Examples:**

<u>Middle Schools</u>		<u>Junior Highs</u>		<u>High Schools</u>	
	Semesters		Semesters		Semesters
6th Grade	1, 2	7th Grade	1, 2	9th Grade	1, 2
7th Grade	3, 4	8th Grade	3, 4	10th Grade	3, 4
8th Grade	5, 6	9th Grade	5, 6	11th Grade	5, 6
				12th Grade	7, 8

**Column 2** -- Semester of Enrollment and Semesters of Eligibility are the same but may differ with the grade in school.

**Column 3 and 4** -- Birth records are required to be certified from official birth certificates. They are not to be forwarded to the WVSSAC office nor are they required to be kept at the school. The principal affirms that he inspected an official birth certificate before permitting a student to compete. If a certificate is not available, out of state births should be confirmed by certificate from the Division of Vital Statistics of that State. Births in West Virginia may be confirmed by use of a special form approved by the Division of Vital Statistics.

It is the principal's duty to determine that the information on the birth certificate has not been altered and that the basis of granting eligibility can be sustained. Therefore, the best sources are State records.

If birth date is prior to August 1 nineteen years ago for senior high and sixteen years ago for junior high school, or fifteen years for middle school, the student is not eligible to represent the school.

**Column 5** -- Enter "NO" in this column for students whose parents or guardians/custodians do not reside in the residence zone of the school. In the space below, give the explanation, under provisions of Rules 127-2-7 and 127-2-8 for participation by a non-resident.

**Column 6** -- Grade in which the student is presently enrolled.

**Column 7** -- Name of school student attended preceding semester or present feeder school. (Give name and location of school.)

**Column 8** -- Verify WVSSAC eligibility rules have been reviewed with all participants.

**Note:** Be certain that all foreign students in your school are under the auspices of one of the approved Foreign Exchange Programs recognized in the current "CSIET" Advisory List.

**ELIGIBILITY CERTIFICATES MUST BE POSTMARKED BY DATE OF FIRST CONTEST - - - DO NOT FAX!!!**