

## Section 21 Responsibilities of the Superintendent / Head Administrator | 2011-2012

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The superintendent/head master of a member school:

- A. shall exercise direction and management of all TAPPS contests and scrimmages in which schools in the district compete, including appointing a game administrator for all home TAPPS varsity athletic team contests;
- B. shall enforce all rules of eligibility with respect to the students in their school;
- C. shall be responsible for fully cooperating with persons who are appointed by the District President, the TAPPS Executive Board, Fine Arts/Athletic Executive Committees or the TAPPS Director, to investigate allegations against the school, student representatives, or school district personnel;
- D. shall promptly report to the district executive committee any violation of the TAPPS Constitution, By-Laws and Contest Rules by a student or participant school within the school or other schools unless the violation has already been reported;
- E. shall provide the district executive committee with full disclosure when a student's grade, given by a teacher, is modified by an administrator in such a manner that affects TAPPS eligibility;
- F. shall determine that the events fee is paid;
- G. shall require the Professional Acknowledgment Form for all of the school's coaches and sponsors of TAPPS academic, art and music activities (grades 9-12); a Student Acknowledgment of Rules Form from each competing student (Fine Arts and Athletics); and a completed Medical History and Physical Examination form for all athletes at the beginning of **each school year**. These forms shall be kept on file in the superintendent's office.
- H. shall require an annual orientation for all 9-12 grade TAPPS directors, sponsors, advisers and coaches regarding TAPPS rules, expectations regarding appropriate conduct during TAPPS contests, goals and purposes;
- I. shall approve all athletic and fine arts schedule; and
- J. **shall insure that results from all TAPPS contests are reported in a timely and accurate manner as prescribed in the TAPPS manual.**