

CHECKLIST of Athletic Director's Responsibilities

The NCHSAA designed this month-by-month checklist specifically to assist new athletic directors; however, it can also prove beneficial to veteran athletic directors as well.

July

- ✓ Inform coaches of summer dead period dates
- ✓ Check on status of coaches completing the coaches' education requirements—NFHS Fundamentals of Coaching(must be completed prior to coaching in first contest) and Concussion Courses (required of all coaches and must be completed prior to first practice)
- ✓ Receive and distribute NFHS Rule Books for fall sports
- ✓ Check deadline for submitting scholar athlete information for spring sports
- ✓ Attend NCHSAA new athletic director/new school orientation in Chapel Hill; date and time TBA
- ✓ Attend NC Coaches Association Clinic in Greensboro
 - Make sure coaches are attending the appropriate clinic and rules sessions
 - Fine of \$400 for failure to attend by head coach
 - Cannot coach the first regular season contest if fine outstanding; if he/she does coach it is additional \$500 fine
 - Remind head coaches of mandatory attendance; either in Greensboro at NCCA Clinic during July or at an officials' clinic—check NCHSAA website for those dates and sites
 - Attend breakfast for athletic directors – usually Tuesday of the NCCA clinic in Greensboro
- ✓ Receive NCHSAA handbooks; order additional ones for head coaches
 - Read and get familiar with new handbook format and updated information

August

- ✓ Inform coaches of dead period rules for the month
- ✓ Check—with assistance of coaches/guidance counselors—eligibility of fall sports' athletes
 - Use check lists for eligibility, especially “red flag” situations
 - Complete fall sports' eligibility sheets prior to 1st contest
 - Send eligibility sheets to conference presidents and/or share with conference schools

- ✓ Hold meeting with fall sports' coaching staff—including volunteers, part-time, non-faculty—and show eligibility power-point (can be done one time to include all coaches for each sport)
 - Detail specific sport information
 - Emphasize deadlines, reading sport specific section of handbook as well as eligibility section
 - Discuss Gfeller-Waller Concussion Law and the implementation process for each sport season
 - Parents, students, coaches, etc. must review signs and symptoms of concussion and then sign a form indicating compliance; this must be done prior to first practice
 - Check for Fundamentals of Coaching Course and Concussion Course compliance by coaches: go to nfhslearn.com and if necessary, click on User Lookup
 - Remind coaches of the NFHS Sportsmanship course that must be completed by a student athlete who is disqualified and/or ejected and the NFHS "Teaching and Modeling Behavior" course requirement for the head coach if he/she is ejected or has a student ejected for fighting (nfhslearn.com)
- ✓ Monitor heat and humidity factors when helping coaches establish practice schedules
- ✓ Plan and conduct pre-season meetings:
 - Sportsmanship pledges signed by coaches, students, parents?
 - Gfeller-Waller Concussion Law information sheets distributed, discussed and forms signed (parents, athletes, coaches, etc.); remember to file and save this information
- ✓ Receive and post NCHSAA eligibility posters
- ✓ Update information on the NCHSAA School Information Sheet (requires log-in and password)
- ✓ Inform NCHSAA if adding or eliminating sports
- ✓ Begin making plans to attend NCHSAA Regional Meetings to be held in September; check sites and dates on NCHSAA website
- ✓ Submit catastrophic insurance application form; then, invoice will be sent to school based on the submitted form)

September

- ✓ Inform coaches of the dead period end date
- ✓ School information sheet due to the NCHSAA office by September 1st

- ✓ Eligibility Summary and Verification form due to NCHSAA office by September 15th; must include signature of principal for verification
- ✓ Attend required meeting for your region—check dates on NCHSAA website
- ✓ Submit winter sports' schedules to Regional Supervisor of Officials by September 30th

October

- ✓ NCHSAA Catastrophic Insurance Fees due to the NCHSAA office by October 1st ; failure to submit can cause teams to be ineligible for fall sports' playoffs
- ✓ Wrestling NWCA subscription should be paid (allows access to OPC system for weight management)
- ✓ Submit name of person who will conduct skinfold measurements and hydration testing for wrestling
- ✓ Check rules' clinics attendance list—check clinic schedule for any coaches not satisfying requirement
- ✓ Check calendar for entry deadlines for women's golf, women's tennis, and cross country
- ✓ Early to mid-month, make sure coaches have entered and updated information in MaxPreps in preparation for playoffs in all sports (conference president will submit end of year standing for teams; qualifiers will come from information entered into MaxPreps)
- ✓ If applicable, submit financial forms and payments after hosting NCHSAA fall playoff contests
- ✓ Submit to the NCHSAA all appropriate information, e.g. team photo, for teams qualifying into the playoffs

November

- ✓ November 1st –deadline for NCHSAA membership dues--\$.75 per student enrolled in school; failure to submit can cause a team to be ineligible for winter playoffs
- ✓ Inform coaches of dead period rules for the month
- ✓ Plan and conduct pre-season meetings for winter sports:
 - Sportsmanship pledges signed by coaches, students, parents?
 - Gfeller-Waller Concussion Law information sheets distributed, discussed and forms signed (parents, athletes, coaches, etc.); remember to file and save this information
- ✓ Monitor the skin-fold and hydration process for wrestlers
- ✓ Check nomination deadline for Toby Webb coach of the year award

- ✓ Check—with assistance of coaches/guidance counselors—eligibility of winter sports' athletes
 - Use check lists for eligibility, especially for “red flag” situations
 - Complete winter sports' eligibility sheets prior to 1st contest
 - Send eligibility sheets to conference presidents and/or share with conference schools
- ✓ If applicable, submit financial forms and payments after hosting final fall sports' playoff contests

December

- ✓ Inform coaches of dead period end date
- ✓ Winter sports' Eligibility Summary and Verification form due to NCHSAA office by December 15th; get signature of principal
- ✓ Check list of schools showing head coach did not attend rules' clinics for spring sports
- ✓ Check officials' clinic schedule for spring sports on NCHSAA web site—select clinics
- ✓ Inform coaches of dead period for last 5 days of the semester

January

- ✓ Check end of semester eligibility; remember to check physicals—some may be about to expire
- ✓ Inform coaches of dead period for last 5 days of the semester
- ✓ Check list of schools showing head coach did not attend rules' clinics for spring sports
 - Check clinic schedule on NCHSAA web site
- ✓ Check to see if wrestling information up-to-date in NWCA system
- ✓ Check calendar for entry deadlines for swimming & diving, indoor track and wrestling,
- ✓ Mid-month, make sure coaches have updated information in MaxPreps in preparation for playoffs (conference president will submit end of year standing for teams; qualifiers will come from information entered into MaxPreps)
- ✓ If applicable, submit financial forms and payments after hosting NCHSAA playoff contests
- ✓ Submit spring sports' schedules to Regional Supervisor of Officials by January 15th

February

- ✓ If applicable, check gym availability to host dual team wrestling tournament
- ✓ Inform coaches of dead period rules

- ✓ Mid-month, make sure coaches have updated information in MaxPreps in preparation for playoffs (conference president will submit end of year standing for teams; qualifiers will come from information entered into MaxPreps)
- ✓ Submit to the NCHSAA all appropriate information, e.g. team photo, for teams qualifying into the playoffs
- ✓ Check—with assistance of coaches/guidance counselors—eligibility of spring sports' athletes
 - Use check lists for eligibility especially with “red flag” situations, such as transfer students
 - Complete spring sports' eligibility sheets prior to 1st contest
 - Send eligibility sheets to conference presidents and/or share with conference schools

March

- ✓ Inform coaches of dead period end date
- ✓ Check for deadline dates for scholarship opportunities for student athletes
- ✓ Eligibility Verification due to NCHSAA office by March 15th; get signature of principal
- ✓ Check deadline for submitting fall and winter scholar athlete information
- ✓ If applicable, submit financial forms and payments if hosting playoff contests
- ✓ Attend the NC Athletic Director's Conference in Wilmington, NC; check ncada.org for specific dates
- ✓ Submit nominations for NCHSAA Male and/or Female Athlete of the Year (use on-line submission form)

April

- ✓ Mid-month, make sure coaches have updated information in MaxPreps in preparation for playoffs (conference president will submit end of year standing for teams; qualifiers will come from information entered into MaxPreps)
- ✓ Check calendar for entry deadlines for track & field, men's tennis and men's golf
- ✓ Check schedule for Student Services' Program opportunities
- ✓ NCHSAA Hall of Fame Banquet--April 11th

May

- ✓ Attend the NCHSAA Annual Meeting—1st Thursday of month
- ✓ Submit fall sports' schedules to Regional Supervisor of Officials by May 15th

- ✓ Early to mid-month, make sure coaches have updated information in MaxPreps in preparation for playoffs (conference president will submit end of year standing for teams; qualifiers will come from information entered into MaxPreps)
- ✓ Submit to the NCHSAA all appropriate information, e.g. team photo, for teams qualifying into the playoffs
- ✓ If applicable, submit financial forms and payments if hosting playoff contests
- ✓ Inform coaches of dead period for last 5 days of the school year

June

- ✓ Reconcile payment of all outstanding fines, payments, etc.
- ✓ Submit order for NCHSAA handbooks and directories
- ✓ Submit order for Huddle Tickets for the next school year
- ✓ Check NCHSAA Officials' Clinic schedule and inform coaches who will not attend the July NCCA Clinic in Greensboro

General Checklist Items:

- Check NCHSAA website often/daily for new headlines and possible alerts
- Remember: any endowment game must be requested by the host school through the NCHSAA office
- Refer to the weekly/monthly update that the Deputy Commissioner sends via email
- Open and review e-newsletter at end of month regarding opportunities, special promotions and/or student contest
- Visit the Student Services page on the website to take advantage of student athlete opportunities such as
 - Coach & Captain Retreats
 - Student Athlete Summer Institute (SASI)
 - Heart of a Champion Program
 - State Student Leadership Conference
- Check the scholarships' and awards' menu and nominate deserving student athletes for scholarships for which they satisfy the established criteria
- School Central button on website is the location of all school information

- Visit the NFHS.org website for coaches' education courses and other resources
- Review all sport specific pages on the web for the required forms
- Non-Sports Calendar can be downloaded from the website
- Report to the NCHSAA all catastrophic injuries with medical expenses in excess of \$25,000
- Report all confirmed concussions to the NCHSAA (if return to play form is involved)

7/9/14: QT