

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 [NFHS Concussion in Sports](#) (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 required rules' session at the [NC Coaches Association](#) Clinic in Greensboro
 - Make sure coaches are attending the appropriate rules' sessions
 - 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
 - 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
 - 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

- ✓ [Gfeller – Waller concussion form](#) must be signed prior to a student participating in his/her first practice for fall sports
- ✓ Receive NCHSAA handbooks; [order additional ones](#) as necessary
 - Read and get familiar with new handbook format and updated information

- ✓ 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
- ✓ 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
- ✓ [Gfeller – Waller concussion form](#) must be signed prior to a student participating in his/her first practice for winter sports
- ✓ Inform coaches of [dead period rules](#) for the month
- ✓ 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 in Sports](#) (required of all coaches and must be completed prior to first practice)
- ✓ 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 for expirations
- ✓ 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 Track Wrestling
- ✓ 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; seeding will be based on records in 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
- ✓ Check for deadline dates for [scholarship opportunities](#) for student athletes

February

- ✓ If applicable, check gym availability to host dual team wrestling tournament
- ✓ Inform coaches of [dead period rules](#)
- ✓ [Gfeller – Waller concussion form](#) must be signed prior to a student participating in his/her first practice for spring sports
- ✓ 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
- ✓ Conduct Pre-Season Meeting (s) for spring sports
- ✓ 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 in Sports](#) (required of all coaches and must be completed prior to first practice)
- ✓ 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](#)
- ✓ [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.info](#) 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; seeding based on records in 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; seeding based on records in 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 Development 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](#) link under Schools on NCHSAA 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 NCHSAA website
- Report to the NCHSAA all catastrophic injuries with medical expenses in excess of \$25,000
- Report all confirmed concussions to the NCHSAA (especially if return to play form is involved)