

## **CHECKLIST of Athletic Director's Responsibilities**

The NCHSAA designed this checklist specifically to assist new athletic directors; however, it can also prove beneficial to any athletic director.

### **July**

- ✓ Receive and distribute Fall NFHS Rule Books from NCHSAA
- ✓ Check deadline for submitting scholar athlete information for spring sports
- ✓ 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
    - Remind head coaches of mandatory attendance; either in Greensboro or at an officials' clinic—check NCHSAA website for those dates and sites
  - Attend breakfast for athletic directors – usually Tuesday of the clinic
- ✓ Receive NCHSAA handbooks; order additional ones for head coaches
  - Read and get familiar with updated handbook 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 with “red flag” situations
  - Complete fall sports' eligibility sheets prior to 1<sup>st</sup> 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

- ✓ 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, and forms signed (parents, athletes, coaches, etc.)
- ✓ 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
- ✓ Make plans to attend NCHSAA Regional Meetings to be held in September; check dates in NCHSAA Handbook

## **September**

- ✓ Inform coaches of the dead period end date
- ✓ Eligibility Verification due to NCHSAA office by September 1<sup>st</sup>; get signature of principal
- ✓ Attend required meeting for your region—check dates in NCHSAA handbook
- ✓ Submit winter sports' schedules to Booking Agents by September 30<sup>th</sup>

## **October**

- ✓ NCHSAA Catastrophic Insurance Fees due to the NCHSAA office by October 1<sup>st</sup>
- ✓ Wrestling NWCA subscription should be paid (allows access to OPC system for weight management)
- ✓ Notify NCHSAA of wrestling certifier, if a new person
- ✓ Check rules' clinics attendance list—check clinic schedule for any coaches not satisfying requirement
- ✓ Mid-month, check records of teams in preparation of playoffs (conference president submits qualifiers)
  - Use log-in and password to report advancement in any playoffs
  - If applicable, submit financial forms and payments after hosting NCHSAA playoff contests

## November

- ✓ Inform coaches of dead period rules
- ✓ Check nomination deadline for Toby Webb coach of the year award
- ✓ NCHSAA membership dues--\$.75 per student enrolled in school—by November 1<sup>st</sup>
- ✓ Check—with assistance of coaches/guidance counselors—eligibility of winter sports' athletes
  - Use check lists for eligibility with “red flag” situations
  - Complete winter sports' eligibility sheets prior to 1<sup>st</sup> contest
  - Send eligibility sheets to conference presidents and/or share with conference schools
- ✓ If applicable, submit financial forms and payments if hosting playoff contests
- ✓ Monitor the skin-fold and hydration process for wrestlers

## December

- ✓ Inform coaches of dead period end date
- ✓ Submit winter sports' eligibility verification form to NCHSAA
- ✓ Eligibility Verification form due to NCHSAA office by December 1<sup>st</sup>; 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
- ✓ Check the schedule for NCHSAA 100<sup>th</sup> Anniversary activities; access point on the homepage of the website—nchsaa.org

## February

- ✓ If applicable, check gym availability to host dual team wrestling tournament
- ✓ Inform coaches of dead period rules
- ✓ Check—with assistance of coaches/guidance counselors—eligibility of spring sports' athletes
  - Use check lists for eligibility with “red flag” situations, such as transfer students
  - Complete spring sports' eligibility sheets prior to 1<sup>st</sup> contest
  - Send eligibility sheets to conference presidents and/or share with conference schools
- ✓ Mid-month, check team records in preparation of playoffs (conference president submits qualifiers)
  - Use log-in and password to report advancement in any playoffs
  - If applicable, submit financial forms and payments after hosting NCHSAA playoff contests

## 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 15<sup>th</sup>; 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

## April

- **Take a deep breath!!!!**

## May

- ✓ Attend the NCHSAA Annual Meeting—1<sup>st</sup> Thursday of month
- ✓ Submit fall sports' schedules to Booking Agents

- ✓ If applicable, submit financial forms and payments if hosting playoff contests
- ✓ Inform coaches of dead period for last 5 days of the semester

## **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 Officials' Clinic schedule and inform coaches who will not attend the July clinic in Greensboro

## **General Checklist Items:**

- Check NCHSAA website often/daily for new headlines and possible alerts
- Refer to the weekly/monthly update on the appropriate Monday mornings
- 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 Leadership Conference
- School Central button on website is location of all school information
- Visit the NFHS 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 all catastrophic injuries in excess of \$25,000 medical expenses to the NCHSAA
- Report all confirmed concussions to the NCHSAA (if return to play form is involved)