

Season Eligibility Instructions

Revised - August 2021

IMPORTANT NOTES:

- Make sure all the information is included in the coach profiles for the season. Go to **School Setup > Coaches**. Make sure all certification dates are entered.
- **New starting 2021-2022:** Schools must also upload completed [Annual Systems Operation Maintenance Checklist](#) with Eligibility Summary. This Checklist can be submitted anytime during the season, but the school will not be eligible to host any post-season contests until or unless a completed form is submitted to the NCHSAA.

Step By Step

1. In Home Campus, go to **NCHSAA Forms > Season Eligibility**

| |
|-----------------------|
| NCHSAA Forms ▾ |
| Golf Entry Form |
| Tennis Entry Form |
| Membership Dues |
| Season Eligibility |
| Transfers |
| Scholar-Athlete Award |
| Maintenance Checklist |

2. Select the season and click **Submit**

Season Eligibility

Select a season:

☐ Fall

☐ Winter

☐ Spring

3. Enter in participation numbers and click **Next**

Fall Eligibility Summary

Verification & Pre-Season Meeting Certification

Please indicate the number of students participating for each sport offered.

| Sport | Varsity | Sport Not Offered | Junior Varsity | Sport Not Offered |
|--|---------------------------------|-------------------------------------|--------------------------------|--------------------------|
| Cheer, Football | <input type="text" value="0"/> | <input checked="" type="checkbox"/> | <input type="text" value="0"/> | <input type="checkbox"/> |
| Cross Country, Men's | <input type="text" value="12"/> | <input type="checkbox"/> | <input type="text" value="0"/> | <input type="checkbox"/> |
| Cross Country, Women's | <input type="text" value="12"/> | <input type="checkbox"/> | <input type="text" value="0"/> | <input type="checkbox"/> |
| Football | <input type="text" value="1"/> | <input type="checkbox"/> | <input type="text" value="0"/> | <input type="checkbox"/> |
| Golf, Women's | <input type="text" value="0"/> | <input checked="" type="checkbox"/> | <input type="text" value="0"/> | <input type="checkbox"/> |
| Soccer, Men's | <input type="text" value="0"/> | <input checked="" type="checkbox"/> | <input type="text" value="0"/> | <input type="checkbox"/> |
| Tennis, Women's (individual and dual team) | <input type="text" value="0"/> | <input checked="" type="checkbox"/> | <input type="text" value="0"/> | <input type="checkbox"/> |
| Volleyball | <input type="text" value="0"/> | <input checked="" type="checkbox"/> | <input type="text" value="0"/> | <input type="checkbox"/> |

Do you offer a Non-NCHSAA sanctioned sport in the Fall? ☐ Yes ☒ No

[? Help](#)

4. Select from the drop-down menu or enter in new medical staff information and click **Next**

Fall Eligibility Summary

Verification & Pre-Season Meeting Certification

PRIMARY MEDICAL STAFF

--Select--

First Name:

Last Name:

Email:

Category:

[Go Back](#) [Next](#)

[? Help](#)

- Confirm all coach information is entered incorrectly and click **Next**.
Since this screen has a lot of fields, sometimes it's hard to enter the information, which is why it's suggested to check this in the **Coach Manager** before starting.

Fall Eligibility Summary

Verification & Pre-Season Meeting Certification

COACHES
Please update or confirm coaches and eligibility information.

| Sport | First Name | Last Name | Email | Cell | AED/CPR Exp. Date | NFHC FOC | NFHS CIS | Clear |
|------------------------|------------|-----------|---------|---------|-------------------|----------|----------|-------|
| Cross Country, Men's | Michael | Phelps | mphelps | 562206z | 01/01/0001 | 01/01/00 | 01/01/00 | ✗ |
| Cross Country, Women's | Michael | Phelps | mphelps | 562206z | 01/01/0001 | 01/01/00 | 01/01/00 | ✗ |
| Football | Michael | Phelps | mphelps | 562206z | 01/01/0001 | 01/01/00 | 01/01/00 | ✗ |

Go Back
Next

? Help

- This page will appear next.
If you **have completed** your Systems Operation & Maintenance Checklist, click the Blue Plus Button to upload. (Step #7 shows that screen).

If you **have not completed** your Systems Operation & Maintenance Checklist, click next and this can be added later. Uploading this Checklist is not required at the time you complete your Season Eligibility Summary.

Fall - Annual System Operation & Maintenance Checklist

A system Operation & Checklist must be completed and uploaded for any venue before hosting a post-season competition. Click here to download the form to complete:
<https://www.nchsaa.org/eligibility-presentations-forms-policies>

If a form has not been completed, click Next to bypass this step. But note, the school will not be eligible to host any post-season contests until or unless a completed form is submitted to the NCHSAA. You can come back and upload the completed forms later at Forms > Annual Sytem Operation & Maintenance Checklist.

+

| Year | School | Sport(s) | Title | View | Delete |
|------|--------|----------|-------|------|--------|
|------|--------|----------|-------|------|--------|

Go Back
Next

**To add, the AD clicks the Blue Plus Button
To bypass and upload later, click Next**

7. If you clicked the Blue Plus Button, this page will appear. And you can upload as many completed Checklists as necessary, adding the sports played on those fields/courts.

Once done, click **Go Back**

Annual System Operation & Maintenance Checklist - Add Facility

Title:

Choose File no file selected

Sport:

Football

Soccer, Men's x

Football x

Go Back

Upload

8. Whether you click the **Blue Plus Button or Next** in Step #6, you will end up on the Attestation Page. Your season summary **will not** be submitted until the **Acknowledge & Submit** button.

Fall Eligibility Summary

Verification & Pre-Season Meeting Certification

Our Coaches

- Have viewed the NCHSAA Eligibility video
- Have signed a sportsmanship and conduct pledge
- Have fulfilled all educational requirements

Our Participating Student-Athletes (along with parent/guardians when necessary):

- Have complied with all NCHSAA eligibility rules and regulations
- Have reviewed and signed the Eligibility and Authorization Statement
- Have signed a sportsmanship and conduct page

Our Coaches, Student-Athletes and Parents:

- Have viewed the Concussion Crash Course Video

Our School:

- Has on file
 - Supporting documentation for each student's eligibility (transcript, attendance, medical exam, etc)
 - All signed sportsmanship and conduct pledges (students and coaches)
 - Complete and accurate records of our compliance with the Gfeller-Waller Concussion Awareness Law (distribution of concussion information, signature forms, Return to Play forms, Emergency Action Plan, etc.)
 - A master eligibility sheet for each winter sport that has been shared with the school's conference president
- Has the appropriate number of AEDs (automated external defibrillator) on campus along with a monitored AED maintenance program
- Has an updated Emergency Action Plan that has been viewed by all athletic personnel, is on file and posted at the appropriate venue
- Has held a pre-season meeting - whether one general or individual for each sport

The Principal of this school has verified the authenticity of the information submitted on this form.

Jonathan Winterwind
08/16/2021 05:49 PM

Acknowledge & Submit

Go Back

Help