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

Submit

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	0	☑	0	☐
Cross Country, Men's	12	☐	0	☐
Cross Country, Women's	12	☐	0	☐
Football	1	☐	0	☐
Golf, Women's	0	☑	0	☐
Soccer, Men's	0	☑	0	☐
Tennis, Women's (individual and dual team)	0	☑	0	☐
Volleyball	0	☑	0	☐

Do you offer a Non-NCHSAA sanctioned sport in the Fall? ○Yes ◉No   ⑦ 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:*   Ken

Last Name:*   Brown

Email:*   ken@nchsaa.org

Category*   Medical - Athletic Trainer   ⌄
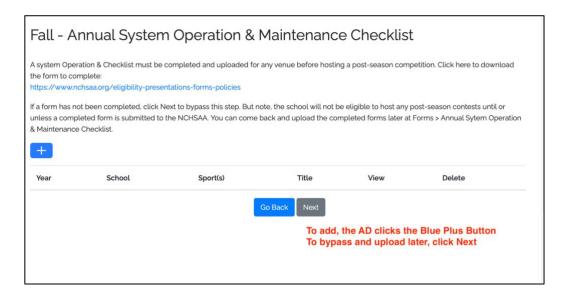
Go Back   Next

⑦ Help

5. 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	5622062	01/01/0001	01/01/00	01/01/00	✕
Cross Country, Women's	Michael	Phelps	mphelps	5622062	01/01/0001	01/01/00	01/01/00	✕
Football	Michael	Phelps	mphelps	5622062	01/01/0001	01/01/00	01/01/00	✕

Go Back   Next

⑦ Help

6. 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 submit 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 would 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 fil..lected

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   ⑦ Help