

# OSAA Athletic Director Checklist – Fall 2017

It is vital that the OSAA office have an accurate email address for every Superintendent, Principal, Athletic Director, Activity Director, AD Secretary, and Varsity Head Coach. To add/update an email address, please use the Manage Staff button under School Information in your website account. Questions? Contact Gibby Reynolds at [gibbyr@osaa.org](mailto:gibbyr@osaa.org).

<u>Item</u>	<u>Location on OSAA Website</u>	<u>Deadline</u>
<b>Update Emails/Staff Contacts</b> ( <b>REQUIRED</b> to update contact and personnel information for your school; includes Varsity Head Coach name and email addresses; schools are encouraged to add all coaches through the Manage Staff section)	<b>OSAA Website, My Account</b>	<b>As needed</b>
<b>OSAA Fall Administrator Workshops/ Spirit Safety Clinics</b> (OSAA staff reviews rule changes, etc.; <b>REQUIRED</b> for all schools; all cheer/dance coaches <b>REQUIRED</b> to attend Safety Clinic)	<b>OSAA Headlines on Home Page</b>	<b>See workshop schedule</b>
<b>Physical Examination Form</b> ( <b>REQUIRED</b> every two years for all students 7 <sup>th</sup> -12 <sup>th</sup> grade prior to participating in extracurricular sports; Oregon State Board of Education mandates use of this form; Espanol version also available)	<b>Governance, Forms Page</b>	<b>Prior to participation</b>
<b>Eligible Student Transfer Certificate</b> ( <b>REQUIRED</b> for each eligible transfer student new to your school; maintain on file at school)	<b>Governance, Forms Page</b>	<b>Prior to participation</b>
<b>School Representation Eligibility Certificate</b> ( <b>REQUIRED</b> for a student who does not attend the school he/she wishes to represent; maintain on file at school)	<b>Governance, Forms Page</b>	<b>Prior to participation</b>
<b>AD/Coach Certification Requirements</b> ( <b>REQUIRED</b> certification in Fundamentals of Coaching, Concussions, Steroids, Heat Acclimatization, etc.; schools are encouraged to utilize the Manage Staff section of their school page to track these certifications, includes automatic email alerts)	<b>Handbook (Board Policy)</b>	<b>Prior to coaching</b>
<b>Fall Plans &amp; Brackets</b> (Revamped to include ALL vital information, NFHS rules, OSAA policies; direct coaches and parents to download for each sport)	<b>Activity Specific Page</b>	<b>Prior to first practice</b>
<b>Heat Index Calculator/Alerts Subscription</b> ( <b>REQUIRED</b> for all levels; ADs and coaches should subscribe to automatic alerts to receive email and texts when Heat Index is dangerous; if you receive an alert you must calculate Heat Index for your location within one hour prior to start of practice)	<b>OSAA Headlines on Home Page</b>	<b>Prior to each practice</b>
<b>Adding a New Sport After the Deadline</b> (Review the list of districts for each Fall sport on the website to make sure your school appears; this form is <b>REQUIRED</b> for any school wishing to add a sport that they didn't already notify OSAA as wanting to offer for the current year)	<b>Governance, Forms Page</b>	<b>Prior to first contest</b>
<b>Schedules and Scores</b> ( <b>REQUIRED</b> entry of Varsity schedules for football, volleyball, boys soccer, girls soccer; submit after contests; use Mobile version)	<b>OSAA Website, My Account</b>	<b>First contest date</b>
<b>Rosters and Team Photos</b> (Strongly encouraged to enter rosters (Varsity, JV, Freshman) and team photos)	<b>OSAA Website, My Account</b>	<b>First contest date</b>
<b>Out of State Opponent Form</b> (Strongly recommended to use this form to gather contact information for out of state opponents for accurate recordkeeping)	<b>Governance, Forms Page</b>	<b>As needed</b>
<b>Seasonal Pre-Selection/Participation Survey</b> (Shows which Fall activities your school will offer in Fall 2017; will be voted on by Executive Board in December; also includes <b>REQUIRED</b> survey detailing # of students participating in your Fall sports programs; seasonal state championship reimbursement will be sent only to those schools that have completed this important survey)	<b>OSAA Website, My Account</b>	<b>October 6</b>
<b>Academic All-State Program</b> (Awards program recognizing cumulative team GPA in cross country, football, soccer and volleyball)	<b>OSAA Website, My Account</b>	<b>October 6</b>
<b><u>If one of your teams qualifies for the state championships, remember these items:</u></b>		
<b>Discount Ticket Form (w/payment)</b> (For cross country, football, soccer and volleyball; good for 1 <sup>st</sup> round through final sites; for schools only, not general public)	<b>Governance, Forms Page</b>	<b>Late October</b>
<b>State Championship Information</b> (Includes event sites and times, info about tickets, parking, maps, souvenirs; direct coaches and parents to download too)	<b>Activity Specific Page</b>	<b>15 days prior to Cutoff</b>
<b>Event Management Information (EMI)</b> (Instructions, ticket signs & reports, PA script for ADs of host schools; ADs must download from sport's page on OSAA website)	<b>Activity Specific Page</b>	<b>15 days prior to Cutoff</b>
<b>District Meet Director Information (DMD)</b> (Instructions for district meet directors, includes state championship entry info; must download from sport's page on OSAA website)	<b>Activity Specific Page</b>	<b>15 days prior to Cutoff</b>