

OSAA Athletic Director Checklist – Winter 2017-18

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.

<u>Item</u>	<u>Location on OSAA Website</u>	<u>Deadline</u>
Update Emails/Staff Contacts (REQUIRED 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)	OSAA Website, My Account	As needed
Physical Examination Form (REQUIRED every two years for all students 7 th -12 th grade prior to participating in extracurricular sports; Oregon State Board of Education mandates use of this form; Espanol version also available)	Governance, Forms Page	Prior to participation
Eligible Student Transfer Certificate (REQUIRED for each eligible transfer student new to your school; maintain on file at school)	Governance, Forms Page	Prior to participation
School Representation Eligibility Certificate (REQUIRED for a student who does not attend the school he/she wishes to represent; maintain on file at school)	Governance, Forms Page	Prior to participation
AD/Coach Certification Requirements (REQUIRED 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)	Handbook (Board Policy)	Prior to coaching
Winter Plans & Brackets (Revamped to include ALL vital information, NFHS rules, OSAA policies; direct coaches and parents to download for each sport)	Activity Specific Page	Prior to first practice
Adding a New Sport After the Deadline (Review the list of districts for each Winter sport on the website to make sure your school appears; this form is REQUIRED for any school wishing to add a sport that they didn't already notify OSAA as wanting to offer for the current year)	Governance, Forms Page	Prior to first contest
Schedules and Scores (REQUIRED entry of Varsity schedules for boys and girls basketball; submit after contests; use Mobile version)	OSAA Website, My Account	First contest date
Rosters and Team Photos (Strongly encouraged to enter rosters (Varsity, JV, Freshman) and team photos)	OSAA Website, My Account	First contest date
Out of State Opponent Form (Strongly recommended to use this form to gather contact information for out of state opponents for accurate recordkeeping)	Governance, Forms Page	As needed
Seasonal Pre-Selection/Participation Survey (Shows which Winter activities your school will offer in Winter 2017-18; will be voted on by Executive Board in December; also includes REQUIRED survey detailing # of students participating in your Winter sports programs; seasonal state championship reimbursement will be sent only to those schools that have completed this important survey)	OSAA Website, My Account	January 19
Academic All-State Program (Awards program recognizing cumulative team GPA in swimming, wrestling, basketball, cheerleading and dance/drill)	OSAA Website, My Account	February 23

If one of your teams qualifies for the state championships, remember these items:

Discount Ticket Form (w/payment) (For wrestling and basketball; good for 1 st round through final sites; for schools only, not general public)	Governance, Forms Page	Mid-February
State Championship Information (Includes event sites and times, info about tickets, parking, maps, souvenirs; direct coaches and parents to download too)	Activity Specific Page	15 days prior to Cutoff
Event Management Information (EMI) (Instructions, ticket signs & reports, PA script for ADs of host schools; ADs must download from sport's page on OSAA website)	Activity Specific Page	15 days prior to Cutoff
District Meet Director Information (DMD) (Instructions for district meet directors, includes state championship entry info; must download from sport's page on OSAA website)	Activity Specific Page	15 days prior to Cutoff