

OSAA Athletic Director Checklist – Winter 2009-10

The OSAA staff has compiled the following list of items as reminders for all Athletic Directors. As the Association continues to communicate electronically, it is imperative that the OSAA office have an accurate email address for every Superintendent, Principal, Athletic Director, Activity Director, AD Secretary, Varsity Head Coach and any other appropriate school personnel. To add an email address, please contact Jason Urasky at jasonu@osaa.org.

<u>Item</u>	<u>Location on OSAA Website</u>	<u>Deadline</u>
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)	Handbook & Forms Page	Prior to participation
Eligible Student Transfer Certificate (REQUIRED for each eligible transfer student new to your school; maintain on file at school)	Handbook & 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)	Handbook & Forms Page	Prior to participation
Winter Plans & Brackets (General sport information, NFHS rules, OSAA policies and important dates; 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 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)	Handbook & Forms Page	Prior to first contest
Spectator Conduct Pre-Season Meeting (SUGGESTED to inform coaches, students, and parents about OSAA policies regarding sportsmanship at high school events)	Activity Specific Page	Prior to first contest
School Information Form (REQUIRED to update contact and personnel information for your school; includes Varsity Head Coach email addresses)	SchoolNet Section	Dec. 10 (Thur.)
Winter Pre-Selection of Athletics/Activities (Shows which Winter activities your school will offer in Winter 2010-11; will be voted on by Executive Board on February 8, 2010)	SchoolNet Section	Dec. 10 (Thur.)
NFHS Winter Participation Survey (REQUIRED survey detailing # of students (boys, girls, home school, and foreign) participating in your Winter sports programs; seasonal state championship reimbursement will be sent only to those schools that have completed this important NFHS survey)	SchoolNet Section	Dec. 10 (Thur.)
Financial Need Application (For students in need who are currently participating in swimming, wrestling, basketball, cheerleading or dance/drill)	Handbook & Forms Page	Dec. 11 (Fri.)
Dairy Farmers Academic All-State Program (Awards program recognizing cumulative team GPA in cheerleading, swimming, wrestling, basketball, dance/drill)	SchoolNet Section	Feb. 18 (Thur.)
<u>If one of your teams qualifies for the state championships, remember these items:</u>		
Discount Ticket Form (w/payment) (For wrestling and basketball; good for 1 st round through final sites; for schools only, not general public)	Handbook & Forms Page	Early 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	3 weeks 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	3 weeks prior to Cutoff
<u>Souvenir Program Information Forms</u>		
Cheerleading	Location on OSAA Website SchoolNet Section	Deadline Jan. 20 (Wed.)
Dance/Drill	SchoolNet Section	Feb. 4 (Thur.)
3A, 2A, 1A Basketball (if alive on Feb. 25)	SchoolNet Section	Feb. 25 (Thur.), 4 p.m.
6A, 5A, 4A Basketball (if alive on Mar. 4)	SchoolNet Section	Mar. 4 (Thur.), 4 p.m.