

# OSAA Athletic Director Checklist – Spring 2021

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><br>( <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>Physical Examination Form</b><br>( <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><br>( <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><br>( <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><br>( <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>Spring Plans</b><br>(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>Adding a New Sport After the Deadline</b><br>(Review the list of districts for each Spring 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>Rosters, Schedules and Scores</b><br>( <b>REQUIRED</b> entry of Varsity schedules for baseball and softball; submit after contests; use Mobile version)   | <b>OSAA Website, My Account</b>              | <b>First contest date</b>      |
| <b>Rosters and Team Photos</b><br>(Strongly encouraged to enter rosters (JV, Freshman) and team photos)  | <b>OSAA Website, My Account</b>              | <b>First contest date</b>      |
| <b>Out of State Opponent Form</b><br>(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>District Meet Director Information (DMD)</b><br>(Instructions for district meet directors, includes state championship entry info; must download from sport's page on OSAA website; contact Kathi Fetch <a href="mailto:kathif@osaa.org">kathif@osaa.org</a> or call 503.648.2582 x221)   | <b>Activity Specific Page</b>                | <b>April 5</b>                 |
| <b>Seasonal Pre-Selection/Participation Survey</b><br>(Shows which Spring activities your school will offer in Spring 2022; will be voted on by Executive Board in May; also includes <b>REQUIRED</b> survey detailing # of students participating in your Spring 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>April 16</b>                |
| <b>Academic All-State Program</b><br>(Awards program recognizing cumulative team GPA in golf, tennis, track, baseball, softball, speech, and music)  | <b>OSAA Website, My Account</b>              | <b>April 18</b>                |
| <b>Scholar Program</b><br>(Recognizes graduating seniors (Scholar Athletes and Activity Scholars) with cumulative 3.50 GPA or higher with certificates)  | <b>Awards Program Page</b>                   | <b>May 21</b>                  |
| <b>Rules Books Spring – 2021</b><br>(Orders are processed based on availability)   | <b>Governance, Forms Page (Corner Store)</b> | <b>February 15</b>             |
| <b>Rules Books Order Form for 2021-22</b><br>(Orders are processed based on availability)  | <b>Governance, Forms Page (Corner Store)</b> | <b>July 29 (Fall Sports)</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><br>(For track and field, baseball and softball; good for 1 <sup>st</sup> round through final sites; for schools only, not general public)  | <b>Governance, Forms Page</b>                | <b>Early May</b>               |
| <b>State Championship Information</b><br>(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><br>(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> |