

Season Eligibility Instructions

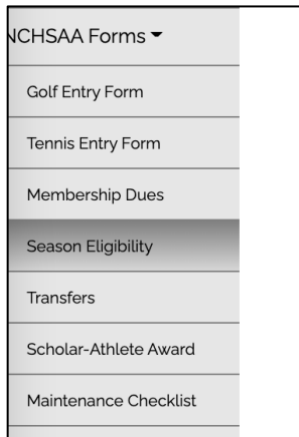
Revised - August 2021

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.

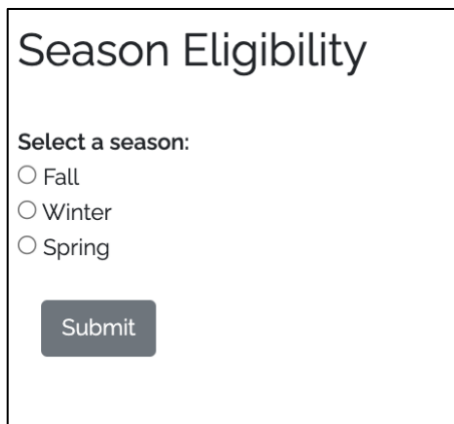
Step By Step

1. In Home Campus, go to **NCHSAA Forms > Season Eligibility**



A screenshot of a web application showing a dropdown menu for 'NCHSAA Forms'. The menu is open, displaying several options: 'Golf Entry Form', 'Tennis Entry Form', 'Membership Dues', 'Season Eligibility', 'Transfers', 'Scholar-Athlete Award', and 'Maintenance Checklist'. The 'Season Eligibility' option is highlighted with a dark grey background, indicating it is the selected item.

2. Select the season and click **Submit**



A screenshot of the 'Season Eligibility' form. The title 'Season Eligibility' is at the top. Below it, the text 'Select a season:' is followed by three radio button options: 'Fall', 'Winter', and 'Spring'. At the bottom of the form is a dark grey 'Submit' button.

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	<input type="text" value="0"/>	<input checked="" type="checkbox"/>	<input type="text" value="0"/>	<input type="checkbox"/>
Cross Country, Men's	<input type="text" value="12"/>	<input type="checkbox"/>	<input type="text" value="0"/>	<input type="checkbox"/>
Cross Country, Women's	<input type="text" value="12"/>	<input type="checkbox"/>	<input type="text" value="0"/>	<input type="checkbox"/>
Football	<input type="text" value="1"/>	<input type="checkbox"/>	<input type="text" value="0"/>	<input type="checkbox"/>
Golf, Women's	<input type="text" value="0"/>	<input checked="" type="checkbox"/>	<input type="text" value="0"/>	<input type="checkbox"/>
Soccer, Men's	<input type="text" value="0"/>	<input checked="" type="checkbox"/>	<input type="text" value="0"/>	<input type="checkbox"/>
Tennis, Women's (individual and dual team)	<input type="text" value="0"/>	<input checked="" type="checkbox"/>	<input type="text" value="0"/>	<input type="checkbox"/>
Volleyball	<input type="text" value="0"/>	<input checked="" type="checkbox"/>	<input type="text" value="0"/>	<input type="checkbox"/>

Do you offer a Non-NCHSAA sanctioned sport in the Fall? Yes No

[? 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:

Last Name:

Email:

Category:

[Go Back](#) [Next](#)

[? 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	<input type="text" value="Michael"/>	<input type="text" value="Phelps"/>	<input type="text" value="mphelps"/>	<input type="text" value="5622062"/>	<input type="text" value="01/01/0001"/>	<input type="text" value="01/01/0C"/>	<input type="text" value="01/01/0C"/>	✖
Cross Country, Women's	<input type="text" value="Michael"/>	<input type="text" value="Phelps"/>	<input type="text" value="mphelps"/>	<input type="text" value="5622062"/>	<input type="text" value="01/01/0001"/>	<input type="text" value="01/01/0C"/>	<input type="text" value="01/01/0C"/>	✖
Football	<input type="text" value="Michael"/>	<input type="text" value="Phelps"/>	<input type="text" value="mphelps"/>	<input type="text" value="5622062"/>	<input type="text" value="01/01/0001"/>	<input type="text" value="01/01/0C"/>	<input type="text" value="01/01/0C"/>	✖

Go Back
Next

? Help

6. Click **Acknowledge & Submit**.
NOTE: NO confirmation email will be sent, you will know the submission went through if the fields are grayed out.

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

? Help