



## CHECKLIST of Athletic Director's Responsibilities

This checklist has been designed to assist all athletic directors with important dates, events, and reminders throughout the calendar year

### July

- **Inform principals, superintendents, and Fall sports coaches to register and create an account through DragonFly**
- **Make** sure Fall schedules are entered in DragonFly – **Home Games Only**
- **Make** sure the school and coach's information are correct in DragonFly
- **Make** sure all head coaches are indicated in DragonFly
- **Make** sure administration and coaches are in DF on the public and admin side
- **Complete** student registration and have all required documents with signatures and dates for the fall semester sports season
- **Plan and conduct** NCHSAA mandatory parent meeting for Fall sports
- **Remind** coaches of the NCCA coaching clinic and the option of virtual rules clinics. Clinic attendance must be completed BEFORE they coach in the first contest.
  - Failure of head coaches to attend the rules clinic will result in a penalty (forfeiture of the game)
- **Check** on the status of coaches completing the coaches' education requirements—**NFHS Fundamentals of Coaching** (must be completed prior to coaching in the first contest), **NFHS Concussion Courses** (required of all coaches and must be completed prior to first practice) **CPR/AED certification** is current for all paid coaches, **NFHS Sudden Cardiac Arrest** course for non-faculty, and **TeachAids Crash Course in Concussion Video**
- **Conduct pre-season meetings with fall sports' coaching staff**—including volunteers, part-time, and non-faculty— (can be done one time to include all coaches for each sport)
  - Detail specific sport information, expectations, and any new NCHSAA rules
  - Emphasize deadlines, review sport-specific sections of the handbook as well as the eligibility section
  - Discuss Gfeller-Waller Concussion Law and the implementation process for each sport season
  - Parents, students, coaches, etc. must review signs and symptoms of concussion and then sign a form indicating compliance; this must be done prior to the first practice
  - Review Sportsmanship and penalties for coaches and players
  - Review your school's Sportsmanship policies
  - Review the penalty section of the NCHSAA handbook
  - Review the coach's expectations and the NCHSAA Code of Conduct
  - Review EAP Plan

## July Continued:

- **Receive** and distribute NFHS rule books for fall sports
- **Check** the NCHSAA website and weekly memo for important information on the upcoming school year
- **Attend** NC Coaches Association Clinic in Greensboro
- **Attend** Athletic Director's breakfast at Coaches Clinic in Greensboro
- **Attend NCHSAA New School/Athletic Director Orientation (If applicable)**
  - **Note: Required for new schools and recommended for new athletic directors**
- **Receive** NCHSAA handbooks, and order additional ones for head coaches (make sure that your principal receives one)
- **Read** and get familiar with the new handbook and updated information
- **Schedule** Fall sports coach's and parent meetings
- **Remind** coaches of Fall dead periods

## August

- **Remind** head coaches to complete the NFHS rules clinics for their respective sport
  - **Must be completed before the first playing date**
- **Check** rules' clinics attendance list to make sure coaches have completed it before first playing date
- **Remind** coaches of the dead period for the month of August
- **Reminder:** *Fall Eligibility Summary due by **September 1<sup>st</sup>**; must include principal verification*
- **Check** eligibility of **FALL** sports athletes
  - Complete and submit fall sports' master eligibility sheets **prior** to 1<sup>st</sup> contest
  - Send eligibility sheets to conference presidents and/or share them with conference schools
  - *If a student does not live in your attendance zone but is playing sports, please indicate on the eligibility sheet how they are eligible. (LEA approval, transfer, etc..)*
- **Monitor** heat and humidity factors when helping coaches establish practice schedules
- **Receive** and post NCHSAA eligibility posters
- **Update** school information on the online platform
- **Inform** NCHSAA if adding or eliminating sports
- **Make plans** to attend NCHSAA Regional Meetings to be held in September; check sites and dates on NCHSAA website. Make sure your principal is informed of meetings

## September

- **Submit** Fall Eligibility Summary: Due by September 1<sup>st</sup> (online)
- **Inform** coaches of the dead period end date
- **Attend** NCHSAA regional meeting. Check the NCHSAA website and weekly memo for dates
- **Plan and set** pre-season coaches meetings and parent meetings for winter sports
- **Remind** winter sports coaches of the coach's education requirements
- **Remind** Fall coaches to make sure online scores are up to date and correct.
- **Submit** winter sports schedules on DragonFly by September 30<sup>th</sup> (Home Games Only)
- **Check** the NCHSAA website for information on NCHSAA education-based athletic grant

- **Check** the NCHSAA website and weekly memo for deadline dates for student-athlete scholarship opportunities

## October

- **Pay** NWCA wrestling subscription (allows access to OPC system for weight management)
- **Submit** name of person who will conduct skinfold measurements and hydration testing for wrestling to Tra Waters at NCHSAA
- **Check** on status of coaches completing the coaches' education requirements—**NFHS Fundamentals of Coaching** (must be completed prior to coaching in first contest), **NFHS Concussion Courses** (required of all coaches and must be completed prior to first practice) **CPR/AED certification** is current for all paid coaches, **NFHS Sudden Cardiac Arrest** course for non-faculty, and **TeachAids Crash Course in Concussion Video**
- **Remind** coaches of the NCHSAA dead period for October – November
- **Remind** winter sports coaches of NFHS rules clinics
- **Check** the calendar for entry deadlines for women's golf, women's tennis, and cross country
- **Remind** coaches of reporting deadlines for Volleyball and Football and make sure all information is correct on the online reporting platform
- **Early to mid-month**, make sure coaches have entered and updated information on the NCHSAA reporting platform for preparation of playoffs (conference president will submit end-of-year standing for teams; qualifiers will come from information provided through MaxPreps)
- **Submit** to the NCHSAA all appropriate information, e.g., team photo, rosters, etc. for teams qualifying into the playoffs, (if applicable)
- **Submit** financial forms and payments after hosting NCHSAA fall playoff contests, (if applicable)
- **Check** NCHSAA website for information on NCHSAA education-based athletic grant
- **Check** NCHSAA website and weekly memo for deadline dates for student-athlete scholarship opportunities
- **Conduct** pre-season meetings with winter sports' coaching staff before the first official practice—including volunteers, part-time, and non-faculty (can be done one time to include all coaches for each sport)
  - Detail specific sport information, expectations, and any new NCHSAA rules
  - Emphasize deadlines, review sport-specific sections of the NCHSAA handbook as well as the eligibility section
  - Discuss Gfeller-Waller Concussion Law and the implementation process for each sport season
  - **Parents, students, coaches, etc.** must review signs and symptoms of concussion and then sign a form indicating compliance; this must be done prior to the first practice
  - Review Sportsmanship and penalties for coaches and players
  - Review your school's Sportsmanship policies
  - Review the penalty section of the NCHSAA handbook
  - Review the coach's expectations and the NCHSAA Code of Conduct
  - Review EAP Plan

## November

- **Inform** coaches of dead period dates
- **Check** NCHSAA rules clinic attendance by coaches
- **Reminder:** Winter Eligibility Summary deadline: December 1<sup>st</sup>; must include principal verification
- **Reminder:** NCHSAA Membership Dues deadline: December 1<sup>st</sup> --\$1.00 per student enrolled in school; failure to submit can cause a team to be ineligible for winter playoffs
- **Monitor** the skin-fold and hydration process for wrestlers
- **Check** eligibility of Winter sports athletes
  - Complete fall sports eligibility sheets **prior** to 1<sup>st</sup> contest
  - Send eligibility sheets to conference presidents and/or share them with conference schools
  - *If a student does not live in your attendance zone but is playing sports, please indicate on the eligibility sheet how they are eligible. (LEA approval, transfer, etc..)*
- **Complete and submit** financial forms and payments after hosting fall sports' playoff contests, *(if applicable)*
- **Check** winter sports schedules for accuracy *(if applicable)*

## December

- **December 1<sup>st</sup>** –deadline for NCHSAA membership dues--\$1.00 per student enrolled in school; failure to submit can cause a team to be ineligible for winter playoffs
- **Submit** Winter Eligibility Summary by **December 1<sup>st</sup>**; must include principal verification
- **Inform** coaches of the upcoming dead period for the last 5 days of 1<sup>st</sup> Semester

## January

- **Check** winter sports eligibility for the second semester
- **Plan and schedule** the mandatory parent meeting for spring sports
- **Conduct** pre-season meeting with spring sports' coaching staff before first official practice—including volunteers, part-time, and non-faculty (can be done one time to include all coaches for each sport)
  - Detail specific sport information, expectations, and any new NCHSAA rules
  - Emphasize deadlines, review sport-specific sections of handbook as well as the eligibility section
  - Discuss Gfeller-Waller Concussion Law and the implementation process for each sport season
  - **Parents, students, coaches, etc.** must review signs and symptoms of concussion and then sign a form indicating compliance; this must be done prior to the first practice
  - Review Sportsmanship and penalties for coaches and players
  - Review your school's Sportsmanship policies
  - Review the penalty section of the NCHSAA handbook
  - Review coach's expectations, NCHSAA Code of Conduct, and EAP Plan

## January Continued

- **Inform** coaches of the dead period for the last 5 days of the semester
- **Inform** indoor track and field coaches of reporting deadline
- **Remind** coaches of upcoming NFHS rules clinics for spring sports
- **Check** to see if wrestling information is up to date in Track Wrestling
- **Check the calendar for entry deadlines for swimming & diving, indoor track, and wrestling**
- **Remind** coaches of reporting deadlines for the winter sport of basketball
- **Mid-month**, make sure coaches have updated the information in preparation for playoffs (conference president will submit end-of-year standing for teams; qualifiers will come from information entered MaxPreps; seeding will be based on records in MaxPreps)
- **Submit** financial forms and payments after hosting NCHSAA playoff contests, *(if applicable)*
- **Submit** spring sports schedules in DragonFly by January 15<sup>th</sup>
- **Check** gym availability to host regional dual team wrestling tournament, *(if applicable)*
- **Make plans to attend the NCADA Conference in Asheville**

## February

- **Inform** coaches of dead period rules during February and March
- **Check** and remind coaches of reporting deadlines for basketball
- **Mid-month**, make sure coaches have updated information in preparation for playoffs (conference president will submit end-of-year standing for teams; qualifiers will come from information entered into MaxPreps)
- **Submit** all appropriate information, e.g. team photo, rosters, etc. for teams qualifying for the playoffs.
- **Conduct** NCHSAA mandatory parent meeting for spring sports
- **Check** eligibility of **spring** sports athletes
  - Use checklists for eligibility especially with “red flag” situations, such as transfer students
  - Complete spring sports eligibility sheets **prior** to 1<sup>st</sup> contest
  - *If a student does not live in your attendance zone but is playing sports, please indicate on the eligibility sheet how they are eligible. (LEA approval, transfer, etc..)*

## March

- **Inform** coaches of the dead period end date
- **Submit** the Eligibility Summary by March 15<sup>th</sup>; must include principal verification
- **Check** the NCHSAA website for deadline dates for scholarship opportunities for student-athletes
- **Check** the NCHSAA website for the deadline date to submit the Toby Webb Coach of the Year award
  - Honors outstanding service of veteran coaches
  - One male (\$2,500) and one female (\$2,500)
- **Check the** NCHSAA website for the deadline date for submitting fall and winter scholar-athlete information
- **Submit** financial forms and payments after hosting NCHSAA playoff contests, *(if applicable)*
- **Attend** the NC Athletic Director’s Conference in Asheville, NC (March 17 – March 19)
- **Submit** nominations for NCHSAA Male and Female Athlete of the Year

## April

- **Mid-month**, make sure coaches have updated information in preparation for playoffs (conference president will submit end-of-year standing for teams; qualifiers will come from information entered MaxPreps; seeding based on records in MaxPreps)
- **Check** the calendar for entry deadlines for track & field, men's tennis, and men's golf
- **Check the** calendar for reporting deadlines for lacrosse, soccer, softball, and baseball
- **Check** the schedule for Student Services' Program opportunities and deadline dates
- **Check** deadlines and submit all appropriate information, e.g. team photo, team rosters, etc. for teams qualifying for the playoffs for spring sports

## May

- **Check** for the date for NCHSAA annual convention
- **Submit** fall sports schedules in DragonFly by May 15<sup>th</sup>
- **Early to mid-month**, make sure coaches have updated the information in preparation for playoffs (conference president will submit end-of-year standing for teams; qualifiers will come from information entered into MaxPreps; seeding based on records in MaxPreps)
- **Submit** financial forms and payments to NCHSAA for playoff games, *(if applicable)*
- **Inform** coaches of the dead period for the last 10 days of the 2<sup>nd</sup> semester

## June

- **Inform** coaches of summer dead period dates
- **Reconcile** payments
- **Make** plans to attend the NCCA coaching clinic in Greensboro
- **Inform and Remind** coaches of the NCCA coaching clinic in Greensboro

## Reminder Checklist:

- Check NCHSAA/NIAAA websites throughout the school year for information and alerts
- **Refer** to the weekly memo from the NCHSAA and share pertinent information with your coaches
- **Visit** the NFHS.org website for coaches' education courses and other resources
- **Review sport-specific** pages, eligibility, and penalty sections of the NCHSAA handbook
- **Make** sure all concussion documents are on file at the school.
- **Make** sure the school system allows the Smarter Select domain to send coaches, athletic directors, and counselors emails from students for recommendations for scholarships
- **Make** sure all reporting deadlines are met
- **Make** sure coaches are current on coaches' requirements and certifications
- *This document has been created for the purpose to serve only as a guide for athletic directors throughout the school year. It does not attempt to cover all responsibilities and information from NCHSAA, NIAAA, or NFHS. Athletic Directors are strongly encouraged to refer to handbooks, websites, and emails for pertinent information throughout the school year.*