

OSAA Athletic Director Checklist – Winter 2019-20

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 |
| Rule Books Winter – 2019-20 (Orders are processed based on availability) | Governance, Forms Page | December 17 |
| Winter Plans (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 |
| Rosters, 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 (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 |
| District Meet Director Information (DMD) (Instructions for district meet directors, includes state championship entry info; must download from sport's page on OSAA website; contact Kathi Fetch kathif@osaa.org or call 503.648.2582 x221) | Activity Specific Page | January 8 |
| Seasonal Pre-Selection/Participation Survey (Shows which Winter activities your school will offer in Winter 2020-21; 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 24 |
| Academic All-State Program (Awards program recognizing cumulative team GPA in swimming, wrestling, basketball, cheerleading and dance/drill) | OSAA Website, My Account | February 28 |
| <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) | 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 |