

NSAA END-OF-YEAR CHECKLIST

- 1. Fill out and mail **TWO copies** of 2009-10 **Membership Forms** with \$40 **Dues**.
This form is on the NSAA website under “Administration Forms.”
- 2. Fill out ONLINE **Declaration of Fall Activities**. (There are NO fees with this form.)
The purpose of this form is to give the Association office an indication of which schools will be participating in the various fall activities. This information is used to make district assignments so you will know the district in which your school will participate prior to the first competition. This declaration also determines which rules books and NSAA manuals your school will receive.
- 3. Fill out ONLINE **Application for Hosting** Subdistrict & District Events for 2009-10.
Applications for Volleyball, Softball, Cross Country, and Girls Golf must be filled in by May 1st, 2009.
All schools should complete this form even if you are not interested in hosting any events. Those schools that have an interest in hosting NSAA subdistrict and district events are encouraged to complete that “Application for Hosting Subdistrict and District Events” in a timely manner. The NSAA often receives inquiries about why a particular school was bypassed in the district site selection process. Often a school is not considered because it did not indicate an interest in hosting. Further, there are often complaints about the distances schools have to travel to certain district events; that, too, is often the result of a lack of willing hosts.

Contracts for schools that have been selected to host subdistrict & district events will be posted on the AD’s page. AD’s should regularly check the NSAA web site for an announcement of the posting of those contracts.

Contracts for hosting Volleyball subdistricts and districts will be posted in June 2009.

- 4. Complete 2009 **Volleyball & Softball Schedules** ONLINE beginning June 15.
- 5. Check 2009 **Football Game Dates** ONLINE.
These may be found on the Football page of the NSAA web site. If a date needs to be changed, please call the NSAA (402-489-0386).
- 6. Fill out ONLINE all entries for **2009-10 Directory**.
Remember, this form should be periodically updated as new hires and new coaching/sponsorship assignments are made throughout the year.
There is a “no change” box by each activity that should be clicked if the coach/sponsor is the same as 2008-09 school year.
- 7. Notify in writing and remind all coaches of **Fall Rules Meeting Schedules**.
When the dates for the fall rules meetings have been finalized, they will be posted on the AD’s page and a banner notifying schools of that posting will run across the NSAA home page.
- 8. Check all **Co-ops** for current contract dates. Renewal date for Fall Co-ops—June 1; Renewal date for Winter Co-ops—Sept. 1. (Renewal forms may be found online.)

NSAA BEGINNING-OF-YEAR CHECKLIST

- 1. Download, fill out and mail the **2009-10 Registration Form** with \$55 **Fees** for each activity in which your school will participate. (This form will be available online beginning July 25th.) ***This form MUST be sent to the NSAA prior to the first day of fall practice.***

- 2. Fill out ONLINE all entries for **2009-10 Directory**.
Remember, this form should be periodically updated as new hires and new coaching/sponsorship assignments are made throughout the year.
There is a “no change” box by each activity that should be clicked if the coach/sponsor is the same as 2008-09 school year.

- 3. Fill out ONLINE **Application for Hosting** Subdistrict & District Events for winter and spring activities.
All schools should complete this form even if you are not interested in hosting any events. Those schools that have an interest in hosting NSAA subdistrict and district events are encouraged to complete that “Application for Hosting Subdistrict and District Events” in a timely manner. The NSAA often receives inquiries about why a particular school was bypassed in the district site selection process. Often a school is not considered because it did not indicate an interest in hosting. Further, there are often complaints about the distances schools have to travel to certain district events; that, too, is often the result of a lack of willing hosts.

Contracts for schools that have been selected to host subdistrict & district events will be posted on the AD’s page. AD’s should regularly check the NSAA web site for banner notification of the posting of those contracts.

- 4. Check 2009 **Volleyball & Softball Schedules** ONLINE.

- 5. Check 2009 **Football Game Dates** ONLINE.
These may be found on the Football page of the NSAA web site. If a date needs to be changed, please call the NSAA (402-489-0386).

- 6. Notify in writing and remind all coaches of **Fall Rules Meeting Schedules**.
When the dates for the fall rules meetings have been finalized, they will be posted on the AD’s page and an announcement notifying schools of that posting will run across the NSAA home page.

- 7. Check all **Co-ops** for current contract dates. Renewal date for Winter Co-ops—Sept. 1; Renewal for Spring Co-ops—January 1. (Renewal forms may be found online.)

- 8. Upload your school’s student database into NSAA’s online database—for use when marking eligibility and participation and district and state entry forms.