

NSAA END-OF-YEAR CHECK LIST

1. Fill out ONLINE the **2017-18 Activities Registration/Membership Form** with \$60 **Fees** for each activity in which your school will participate. This will also include the \$40 **Membership Fee**. This will be available **May 1st** and due **July 1st**. The form can be found on the AD login page, under “Other Forms”.
2. Fill out ONLINE **Application for Hosting** Subdistrict & District Events for 2017-18. **Applications for Volleyball, Softball, Cross Country, Girls Golf, and Play Production are open. Available NOW! Deadlines vary depending on the activity.**
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 sub-district and district events are encouraged to complete the “Application for Hosting Subdistrict and District Events” by the posted deadlines. 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 schools not submitting applications to host.
- Contracts for schools that have been selected to host subdistrict & district events will be posted on the NSAA AD login page. AD’s should regularly check the NSAA website for banner notification of the posting of those contracts.**
3. Complete 2017 **Volleyball, Softball & Class A Only-Girls Golf Schedules** on the NSAA website. **(After June 9)**
These may be found on the AD login page, under “Activity Select”, choose Volleyball, Softball, Girls Golf.
4. Check 2017 **Football Game Dates** ONLINE.
These may be found on the Football page of the NSAA website. If a date needs to be changed or added, please contact Nate Neuhaus (nneuhaus@nsaahome.org).
5. Fill out ONLINE all entries for **2017-18 Directory**.
This may be found on the AD login page, under “Other Forms.” 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 2016-17 school year.
6. **Notify** in writing and **remind** all varsity coaches of **Fall Online Rules Meeting Dates**.
*The Rules Meeting dates will be posted on the NSAA AD login page and the NSAA website.
(Fall meeting free period start dates: Softball & Girls Golf July 19th, Football & Volleyball July 26th)*
7. **Notify** in writing and **remind** all high school coaches that all coaches are required to take three NFHS courses: Concussion in Sport, Heat Illness Prevention, and Sudden Cardiac Arrest.
8. Check all **Co-ops** for current contract dates.
New/renewal Deadlines: Fall Co-ops: June 1st, Winter Co-ops: September 1st,
Spring Co-ops: January 1st. (New/renewal forms may be found on the AD login page.)

****2017-18 NSAA Calendars will be available in mid-June.****
****2017-18 NSAA School Directory will be available after Labor Day.****

NSAA BEGINNING-OF-YEAR CHECK LIST

1. Fill out ONLINE all entries for **2017-18 Directory**.
*Remember, this form should be periodically updated as new hires and new coaching/sponsorship assignments are made throughout the year. **Please verify all coach/sponsor contact info.** There is a “no change” box by each activity that should be clicked if the coach/sponsor is the same as 2016-17 school year.*

2. Fill out ONLINE **Application for Hosting** Subdistrict & District Events for winter and spring activities. Deadline for Winter – September 1st, Spring – January 1st.
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 the “Application for Hosting Subdistrict and District Events” by the posted deadlines. 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 schools not submitting applications to host.

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

3. Check 2017 **Volleyball, Softball & Class A Only-Girls Golf Schedules** on the NSAA website.

These may be found on the AD login page, under “Activity Select”, choose Volleyball, Softball, Girls Golf.

4. Check 2017 **Football Game Dates** on the NSAA website.

These may be found on the Football page of the NSAA website. If a date needs to be changed or added, please contact Nate Neuhaus (nneuhaus@nsaahome.org).

5. Notify in writing and remind all varsity coaches of **Fall Online Rules Meeting Dates**.

The Rules Meeting dates will be posted on the AD login page and the NSAA website.

(Fall meeting free period start dates: Softball & Girls Golf July 19th, Football & Volleyball July 26th)

6. Check all **Co-ops** for current contract dates.

New/renewal Deadlines: Fall Co-ops: June 1st, Winter Co-ops: September 1st,

Spring Co-ops: January 1st. (New/renewal forms may be found on the AD login page.)

7. Notify in writing and remind all high school coaches that all coaches are required to take three NFHS courses: Concussion in Sport, Heat Illness Prevention, and Sudden Cardiac Arrest.

8. **Upload your school’s student database** into NSAA’s online database—for use when marking eligibility, participation, and district & state entry forms. Due August 4th.

9. Complete International Transfer Form for each international CSIET student enrolled at your school.

This form may be found on the AD login page, under the “Eligibility” section.