



# END-OF-YEAR CHECK LIST

- Complete the **2024-25 Activities Registration/Membership Form**
- o \$60 Fee for Each Activity Your School Participates
  - o \$40 Membership FeeAvailable May 1<sup>st</sup> – Due July 1<sup>st</sup>                      On AD Login Page, under "Other Forms"
- Complete **Application for Hosting** Subdistrict & District Events for 2024-25
- o Girls Golf
  - o Cross Country
  - o Unified Sports, Bowling
  - o Play Production
- Contracts for schools that have been selected to host will be posted on your AD Login Page. Regularly check your AD Login Page for these notifications!**
- Check **2024 Football Game Dates Online**
- On the Football page of the NSAA Website. Changes...contact Nate Neuhaus ([nneuhaus@nsaahome.org](mailto:nneuhaus@nsaahome.org))*
- Complete ALL Entries for **2024-25 NSAA Directory**. Please carefully input email addresses and phone numbers – this is how the NSAA communicates with your coaches and you!
- o Please do not leave the Cell Phone Column blank – this is for NSAA Use ONLY!!
  - o Use the "Vacant" checkbox if you don't have a coach/sponsor yet.
  - o **Periodically update this throughout the year to keep it current.**
- Remind all varsity coaches of **Fall Online Rules Meeting Dates**.
- o Softball – opens July 22<sup>nd</sup>
  - o Football & Volleyball – opens July 29<sup>th</sup>
- Remind ALL high school coaches and sponsors (head, assistant, and volunteer) that they are required to take these three NFHS courses at least once every three years:
- o Concussion in Sport
  - o Heat Illness Prevention
  - o Sudden Cardiac Arrest
- Remind ALL high school certified coaches and sponsors (head and assistants) that they are required to get CPR/AED certified at least once every two years.
- Check all **Cooperative Sponsorship Agreements** to make sure they are current. Deadlines below.
- On AD Login Page, under "Other Forms", choose sport.*
- Fall – July 1<sup>st</sup>                      Winter – October 1<sup>st</sup>                      Spring – January 1<sup>st</sup>**

**\*\*2024-25 NSAA Calendars will be available late Summer.\*\***



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- ✓ Complete ALL Entries for **2024-25 NSAA Directory**. Please carefully input email addresses and phone numbers – this is how the NSAA communicates with your coaches and you!
  - Please do not leave the Cell Phone Column blank – this is for NSAA Use ONLY!!
  - Use the “Vacant” checkbox if you don’t have a coach/sponsor yet.
  - **Periodically update this throughout the year to keep it current.**
  
- ✓ Complete **Application for Hosting** Subdistrict & District Events for 2024-25
  - Winter Activity Deadline – October 1<sup>st</sup>
  - Spring Activity Deadline – January 1<sup>st</sup>

**Contracts for schools that have been selected to host will be posted on your AD Login Page. Regularly check your AD Login Page for these notifications!**
  
- ✓ Complete 2024 Schedules on the NSAA Website. *On AD Login Page, under "Activity Select", choose sport.*
  - Volleyball
  - Softball
  - Girls Golf – Classes A & B Only
  
- ✓ Check **2024 Football Game Dates Online**  
*On the Football page of the NSAA Website. Changes...contact Nate Neuhaus ([nneuhaus@nsaahome.org](mailto:nneuhaus@nsaahome.org))*
  
- ✓ Remind all varsity coaches of **Fall Online Rules Meeting Dates**.
  - Softball – opens July 22<sup>nd</sup>
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- ✓ Check all **Cooperative Sponsorship Agreements** to make sure they are current. Deadlines below.  
*On AD Login Page, under "Other Forms", choose sport.*

**Fall – July 1<sup>st</sup>                      Winter – October 1<sup>st</sup>                      Spring – January 1<sup>st</sup>**
  
- ✓ Remind ALL high school coaches and sponsors (head, assistant, and volunteer) that they are required to take these three NFHS courses at least once every three years:
  - Concussion in Sport
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- ✓ Remind ALL high school certified coaches and sponsors (head and assistants) that they are required to get CPR/AED certified at least once every two years.
  
- ✓ **Upload your school’s student database** – Due August 7<sup>th</sup>  
*Used to mark eligibility, participation, and district & state entry forms.*
  - Only check those student’s participating by activity – all levels, not just varsity.
  
- ✓ Check the May 1<sup>st</sup> Transfer list to verify/confirm eligibility of students who transferred to your school or transferred from your school to another school.  
*On the AD login page, under the "Downloads" section.*
  
- ✓ Complete International Transfer Form for each international CSIET enrolled student.  
*On the AD login page, under the "Eligibility" section.*