



## 2023-24 Athletic Director Checklist

### Summer

- ☐ On TSSAA portal, under the forms heading, submit Membership Statement, signed Membership Contract, and Membership Fees.
- ☐ Review TSSAA and MSCIAA calendars and inform coaches of important dates.
- ☐ Review TSSAA (high school) or TMSAA (middle school) constitution and bylaws and MSCIAA constitution and bylaws.
- ☐ Update account information in TSSAA Portal.
- ☐ Review account balances and budget with Financial Secretary.
- ☐ Ensure that First Aid/CPR certification for all coaches is up to date.
- ☐ Ensure that non-faculty coaches have met TSSAA Coaches education requirements (NFHS Fundamentals of Coaching course and NFHS First Aid, Health, and Safety for Coaches course) and have registered and been approved with MSCS as level 3 volunteers.
- ☐ Activate sports for this year in TSSAA Portal.
- ☐ Inform football coach of MSCIAA football coaches meeting on July 20.
- ☐ Add school staff members and coaches to the TSSAA Portal.
- ☐ Prior to first practice, collect required paperwork for each student-athlete. (Available on MSCIAA website under Athletic Health Services)
  - Sports Physical dated on or after April 15, 2023.
  - Athlete's Health Record, Page 1 – Emergency Contact Information, Page 2 – Informed Consent & Assumption of Risk
  - Concussion Form
  - Sudden Cardiac Arrest Form
- ☐ Assign coaches to teams in TSSAA Portal.
- ☐ Complete student eligibility and fill out team rosters on TSSAA portal (fall sports).
- ☐ Enter fall sports team schedules on TSSAA portal.
- ☐ Ensure that coaches have completed TSSAA rules meetings.
- ☐ Ensure that all coaches complete NFHS Concussion, NFHS Sudden Cardiac Arrest courses, and NFHS Heat Illness Prevention. Coaches should also complete and sign the Concussion form and Sudden Cardiac Arrest form for Coaches available on the MSCIAA website under Athletic Health Services.
- ☐ For the 2023-24 school year coaches must also complete the NFHS Bullying, Hazing and Inappropriate Behaviors course.
- ☐ Ensure that Emergency Action Plans are in place for all practice and game locations.
- ☐ Review fundraising plans with coaches.

### August

- ☐ Attend MSCIAA Athletic Conference, August 2, 9 am-1:30 pm.
- ☐ Pay MSCIAA membership dues.
- ☐ Conduct school level coaches meeting (You may choose to do one meeting for all coaches or conduct meetings prior to each season: fall, winter, and spring).
- ☐ Conduct All Sport Parent and Student-Athlete meeting.
- ☐ Practice EAPs
- ☐ Inform coaches of MSCIAA Fall Sports Coaches meeting, August 9, 4 pm-5:30pm.
- ☐ With Principal, create a Game Administrator schedule for fall sports.
- ☐ Complete Fall PowerSchool Entries by August 29.

## September

- ☐ Attend the TSSAA Administrators Meeting (September 26, 2023)

## October

- ☐ Collect required physicals and paperwork for winter athletes.
- ☐ Inform coaches of Winter Sports Coaches meeting (Date TBD)

## November

- ☐ Attend TSSAA West Regional Meeting, November 8, 10:00 am.
- ☐ Complete student eligibility, rosters, and schedules for winter sports on TSSAA portal.
- ☐ With Principal, create Game Administrator schedule for winter sports.
- ☐ Confirm TSSAA rules meeting attendance for Winter sports coaches.
- ☐ Inventory and store fall sports equipment and uniforms. Determine needs for next school year.
- ☐ Conduct post-season reflection and evaluations with fall coaches.
- ☐ Complete Winter PowerSchool Entries by November 27.
- ☐ Submit Fall and Year-long athletics stipends in APECS.

## December

- ☐ If in a football helmet reconditioning year, begin process to complete reconditioning.
- ☐ Inform coaches of MSCIAA Spring Sports Coaches meeting (Date TBD).

## January

- ☐ Confirm TSSAA rules meeting attendance for Spring sports coaches.
- ☐ Collect required physicals and paperwork for spring athletes.
- ☐ Submit winter athletics stipends in APECS.

## February

- ☐ Complete student eligibility, rosters, and schedules for spring sports on TSSAA portal.
- ☐ Inventory and store winter sports equipment and uniforms. Determine needs for next school year.
- ☐ Conduct post-season reflection and evaluations with winter coaches.

## March

- ☐ With Principal, create Game Administrator schedule for spring sports.
- ☐ Complete Winter PowerSchool Entries by March 16.

## April

- ☐ Begin completing sports physicals for next school year. Physicals dated on or after April 15, 2024 are good for the entirety of the 2024-25 school year.
- ☐ TIAAA Athletic Director's Conference (recommended) date TBD
- ☐ Attend the MSCIAA Spring AD meeting (Date TBD).
- ☐ Submit spring and 2<sup>nd</sup> year-long stipends in APECS.

## May

- ☐ Inventory and store spring sports equipment and uniforms. Determine needs for next school year.
- ☐ Conduct post-season reflection and evaluations with spring coaches.
- ☐ Determine summer practice schedules with coaches. Ensure coaches are familiar with TSSAA summer regulations, calendar, and dead period.
- ☐ With Principal, reflect on your performance as an AD. Determine goals and action steps to improve your practice.

## Athlete Requirements

### 1. Athlete's Health Record

Page 1 – Emergency Contact Information

Page 2 – Informed Consent & Assumption of Risk

2. Physician Signature (providing clearance, may be located on p.1 of the Athlete Health Record) – **Physicals must be dated after APRIL 15TH.**

3. Signed Sudden Cardiac Arrest Information Sheet

4. Signed & Initialed Concussion Information Sheet

Need to confirm that you have all the required documents? Use this tracking sheet to check off that each participating athlete has all components of the Athletic Health Record- [Athlete Health Record Tracking Sheet](#)

Links to documents:

[Athlete's Health Record](#)

[Parent and Athlete Concussion Form](#)

[Parent and Athlete Sudden Cardiac Arrest Form](#)

## Coach Requirements

1. Current CPR/First Aid Certification (must be from an in-person, hands-on course). MSCS offers free classes which can be found in the PLZ. Please contact the MSCIAA office for other course instructor recommendations.

2. Course Certificate – NFHS Coaches Training Free Course: [CONCUSSIONS IN SPORTS](#)

3. Course Certificate – NFHS Coaches Training Free Course: [SUDDEN CARDIAC ARREST](#)

4. Course Certificate – NFHS Coaches Training Free Course: [HEAT ILLNESS PREVENTION](#)

5. (23-24) Course Certificate – NFHS Coaches Training Free Course: [BULLYING, HAZING, AND INAPPROPRIATE BEHAVIORS](#)

6. Signed Sudden Cardiac Arrest Information Sheet (for Coaches)

7. Signed Concussion Information & Signature Form (for Coaches)

Click Here for: [COACHES REQUIRED INFORMATION SHEETS](#)

ADDITIONAL REQUIREMENTS FOR NON-FACULTY COACHES: [FUNDAMENTALS OF COACHING](#), [FIRST AID, HEALTH, AND SAFETY](#)