

# OSAA Athletic or Activity Director Checklist – Season 1 - 2020

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](mailto:gibbyr@osaa.org).

<u>Item</u>	<u>Location on OSAA Website</u>	<u>Deadline</u>
<b>Update Emails/Staff Contacts</b> ( <b>REQUIRED</b> 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)	<b>OSAA Website, My Account</b>	<b>As needed</b>
<b>OSAA Fall Administrator Workshops/ Spirit Safety Clinics</b> (OSAA staff reviews rule changes, etc.; <b>REQUIRED</b> for all schools; all cheer/dance coaches <b>REQUIRED</b> to attend Safety Clinic)	<b>OSAA Headlines on Home Page</b>	<b>See workshop schedule</b>
<b>Physical Examination Form</b> ( <b>REQUIRED</b> every two years for all students 7 <sup>th</sup> -12 <sup>th</sup> grade prior to participating in extracurricular sports; Oregon State Board of Education mandates use of this form; Espanol version also available)	<b>Governance, Forms Page</b>	<b>Prior to participation</b>
<b>Eligible Student Transfer Certificate</b> ( <b>REQUIRED</b> for each eligible transfer student new to your school; maintain on file at school)	<b>Governance, Forms Page</b>	<b>Prior to participation</b>
<b>School Representation Eligibility Certificate</b> ( <b>REQUIRED</b> for a student who does not attend the school he/she wishes to represent; maintain on file at school)	<b>Governance, Forms Page</b>	<b>Prior to participation</b>
<b>AD/Coach Certification Requirements</b> ( <b>REQUIRED</b> 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)	<b>Handbook (Board Policy)</b>	<b>Prior to coaching</b>
<b>Rule Books Fall - 2020</b> (Orders are processed based on availability)	<b>Governance, Forms Page (Corner Store)</b>	<b>September 18</b> encouraged by July 31
<b>Season 1 Plans</b> (Revamped to include ALL vital information, NFHS rules, OSAA policies; direct coaches and parents to download for each sport)	<b>Activity Specific Page</b>	<b>Prior to first practice</b>
<b>Heat Index Calculator/Alerts Subscription</b> ( <b>REQUIRED</b> for all levels; ADs and coaches should subscribe to automatic alerts to receive email and texts when Heat Index is dangerous; if you receive an alert you must calculate Heat Index for your location within one hour prior to start of practice)	<b>OSAA Headlines on Home Page</b>	<b>Prior to each practice</b>
<b>Adding a New Sport After the Deadline</b> (Review the list of districts for each Fall sport on the website to make sure your school appears; this form is <b>REQUIRED</b> for any school wishing to add a sport that they didn't already notify OSAA as wanting to offer for the current year)	<b>Governance, Forms Page</b>	<b>Prior to first contest</b>
<b>Event Management Information (EMI)</b> (Instructions, ticket signs & reports, PA script for ADs of host schools; ADs must download from sport's page on OSAA website)	<b>Activity Specific Page</b>	<b>15 days prior to Cutoff</b>
<b>State-wide Reopening Guidance – School Sports, Limited Return to Play</b> (Charts to help determine what a school can do depending on what their schools' learning plan is.)		<b>Prior to participation</b>
<b>State-wide Reopening Guidance – School Sports, Limited Return to Play FAQ's</b> (FAQs to help a school with their School Sports, Limited Return to Play guidance)		<b>Prior to participation</b>