

# OSAA Athletic Director Checklist – Spring 2024

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>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; Chinese, Russian, Spanish, and Vietnamese versions 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>Spring 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>Adding a New Sport After the Deadline</b> (Review the list of districts for each Spring 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>Rosters, Schedules and Scores</b> ( <b>REQUIRED</b> entry of Varsity schedules for baseball and softball; submit after contests; use Mobile version)	<b>OSAA Website, My Account</b>	<b>First contest date</b>
<b>Rosters and Team Photos</b> (Strongly encouraged to enter rosters (JV, Freshman) and team photos)	<b>OSAA Website, My Account</b>	<b>First contest date</b>
<b>Out of State Opponent Form</b> (Strongly recommended to use this form to gather contact information for out of state opponents for accurate recordkeeping)	<b>Governance, Forms Page</b>	<b>As needed</b>
<b>District Meet Director Information (DMD)</b> (Instructions for district meet directors, includes state championship entry info; must download from sport's page on OSAA website; contact Kathi Fetch <a href="mailto:kathif@osaa.org">kathif@osaa.org</a> or call 503.648.2582 x221)	<b>Activity Specific Page</b>	<b>April 15</b>
<b>Seasonal Pre-Selection/Participation Survey</b> (Shows which Spring activities your school will offer in Spring 2025; will be voted on by Executive Board in May; also includes <b>REQUIRED</b> survey detailing # of students participating in your Spring sports programs; seasonal state championship reimbursement will be sent only to those schools that have completed this important survey)	<b>OSAA Website, My Account</b>	<b>April 6</b>
<b>Academic All-State Program</b> (Awards program recognizing cumulative team GPA in golf, tennis, track, baseball, softball, speech, and music)	<b>OSAA Website, My Account</b>	<b>April 6</b>
<b>Scholar Athletic/Activity Program</b> (Recognizes graduating seniors (Scholar Athletes and Activity Scholars) with cumulative 3.50 GPA or higher with certificates)	<b>Awards Program Page</b>	<b>offline on June 29</b>
<b>Rules Books Spring – 2025</b> (Orders are processed based on availability)	<b>Governance, Forms Page (Corner Store)</b>	<b>March 20</b>

**If one of your teams qualifies for the state championships, remember these items:**

<b>State Championship Information</b> (Includes event sites and times, info about tickets, parking, maps, souvenirs; direct coaches and parents to download too)	<b>Activity Specific Page</b>	<b>15 days prior to Cutoff</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>