

# NSAA BEGINNING-OF-YEAR CHECK LIST

- ☐ 1. Fill out ONLINE all entries for **2022-23 Directory**. **\*\*Reminder that there is a cell phone column. Please do not leave this blank. This is for NSAA USE ONLY!\*\***  
***Remember, this form should be periodically updated as new hires and new coaching/sponsorship assignments are made throughout the year.***  
NEW: There is a “vacant” position checkbox by each activity that should be clicked if the coach/sponsor is vacant. Clicking this box will delete the coach and password for that activity until a new one is assigned. **Please be sure your email addresses are inputted correctly and are accurate - this is the primary form of NSAA communication.**
- ☐ 2. Fill out ONLINE **Application for Hosting** Subdistrict & District Events for winter and spring activities. Deadline for Winter – September 1<sup>st</sup>, Spring – January 1<sup>st</sup>.  
**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 2022 **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 2022 **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](mailto: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 July 18<sup>th</sup>, Football & Volleyball July 25<sup>th</sup>)*
- ☐ 6. Check all **Co-ops** for current contract dates.  
New/renewal Deadlines: Fall Co-ops: July 1<sup>st</sup>, Winter Co-ops: September 1<sup>st</sup>,  
Spring Co-ops: January 1<sup>st</sup>. *(New/renewal forms may be found on the AD login page.)*
- ☐ 7. Notify in writing and remind all high school coaches and activity sponsors that all (head, assistant and volunteer) coaches are required to take three NFHS courses at least once every three years: 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 8<sup>th</sup>.
- ☐ 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.*
- ☐ 10. 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.  
*The list may be found on the AD login page, under the “Downloads” section.*

# NSAA END-OF-YEAR CHECK LIST

- ☐ 1. Fill out ONLINE the **2022-23 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 form will be available May 2<sup>nd</sup> and is due **July 1<sup>st</sup>**.* The form can be found on the AD login page, under “Other Forms”.
- ☐ 2. Fill out ONLINE **Application for Hosting** Subdistrict & District Events for 2022-23. Applications for Girls Golf; Cross Country; Unified Sports, Bowling; and Play Production are available now. **Deadlines vary depending on the activity.**  
**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 2022 **Volleyball, Softball & Class A Only-Girls Golf Schedules** on the NSAA website. **(After June 9<sup>th</sup>)**  
*These may be found on the AD login page, under “Activity Select”, choose Volleyball, Softball, Girls Golf.*
- ☐ 4. Check 2022 **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](mailto:nneuhaus@nsaahome.org)).*
- ☐ 5. Fill out ONLINE all entries for **2022-23 Directory**. **\*\*Reminder that there is a cell phone column. Please do not leave this blank. This is for NSAA USE ONLY!\*\***  
**Remember, this form should be periodically updated as new hires and new coaching/sponsorship assignments are made throughout the year.**  
**NEW: There is a “vacant” position checkbox by each activity that should be clicked if the coach/sponsor is vacant. Clicking this box will delete the coach and password for that activity until a new one is assigned. Please be sure your email addresses are inputted correctly and are accurate - this is the primary form of NSAA communication.**
- ☐ 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 July 18<sup>th</sup>, Football & Volleyball July 25<sup>th</sup>)*
- ☐ 7. Notify in writing and remind all high school coaches and activity sponsors that all (head, assistant and volunteer) coaches are required to take three NFHS courses at least once every three years: 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: July 1<sup>st</sup>, Winter Co-ops: September 1<sup>st</sup>,  
Spring Co-ops: January 1<sup>st</sup>. (New/renewal forms may be found on the AD login page.)

**\*\*2022-23 NSAA Calendars will be available in early August.\*\***