

NHADA

General Timeline

Summer (June-August)

- _____ Order Supplies and Equipment
- _____ NHIAA Coaches Enrollment Form
- _____ NHIAA Agreement to Join Form
- _____ Check all Fields and Facilities including Scoreboards and Consoles
- _____ Hire all Fall Coaches/Complete all Background Checks
- _____ Complete Transportation Schedule
- _____ Check Arbiter Site for Officials for all Fall Contests
 - Pay Official Assigner's Fee
- _____ Cross check all Fall Contests with AD opponents
- _____ Secure all Game Help
 - Game Security
 - Ticket Sellers and Takers
 - Site Managers, if needed
 - Police Details
 - Athletic Training Coverage
- _____ Eligibility Checks
 - Check academic eligibility of all fall student-athletes
 - Check medical clearance of all fall student-athletes
 - Organize Impact Concussion Testing if applicable
- _____ Organize Pre-Season Coaches Meetings
- _____ Organize Booster Meeting if applicable
- _____ Publicize Handbooks, Policies and Procedures
- _____ update all usable Forms
 - Official Payment Forms

_____ Review Required Coaches' Certifications

- First-Aid, CPR, Coaching Principles Course, Online Concussion Course, Rules Review

Pre-Season (Fall) Early August

_____ Fall Coaches Meeting

_____ Parent Rules and Expectations Meeting

_____ Issue all Equipment, Uniforms

_____ Complete NHIAA Fall Eligibility Affidavit

_____ Provide Coaches with List of Eligible Student-Athletes

_____ Collect Rosters from Coaches when Teams are picked

- Send Rosters to opponents

_____ Money/Tickets for Cash Boxes

_____ Provide a First-aid, CPR Training Course for Coaches if needed

_____ Distribute NHIAA Coaching Passes to Coaches, Administrators , etc.

In Season (Fall) August-November

_____ Check NHIAA Site under AD Forms for required Forms and Deadlines

_____ Attend Team Practices when available

_____ Attend monthly Divisional Athletic Director's Meetings

_____ Daily checks of games, transportation and officials

- Confirm transportation schedule with Bus company (weekly at least)

_____ Begin Budget Process for the following school year

- Most School Budgets are due in October or November

_____ Record all Varsity Scores on the NHIAA Web-site under Team Schedules

_____ Post any Winter Coaching Vacancies

_____ Schedule mid-season meetings with coaches

_____ Prepare Winter Schedules, Transportation, Officials

- Send Schedules to Official Assigner, Transportation Co.
- Organize any Police Details for Basketball, Hockey, etc.

_____ Check Eligibility after 1st Marking Quarter

- Academic Eligibility
- Medical Clearance
- Organize Impact Concussion Testing Schedule if needed

_____ Complete and send in all NHIAA Required Documents

- Verify Final Team Record
- Complete Individual Sportsmanship Rating Ballots

Post Season (Fall) October-November

_____ Collect Post Season Information from Coaches

- Varsity Letter Winners
- Any notable Outstanding Achievements

_____ Prepare Awards, Certificates, Pins, etc.

_____ Awards Ceremony, if applicable

_____ Conduct Post Season Coaches Evaluations

Pre Season (Winter) September-October

_____ Meet with Winter Coaches

_____ Order Winter Supplies and Equipment

_____ Ensure that all Winter Coaches are Up to Date on Required Certifications

_____ Complete Transportation Schedule

_____ Check Arbiter Site for Officials for all Winter Contests

- Pay Official Assigner's Fee

_____ Double Check Schedules with Opposing Schools

_____ Post any late Coaching Vacancies

_____ Schedule Required Wrestling Certification Testing

- _____ Organize and Meet with Winter Sports Game Help
- _____ Double Check with any Outside Facility Managers (ie. Rinks, Pools, Ski Mts. Etc)
- Check all Scoreboard Consoles, etc.

October-Early November

- _____ Check Academic Eligibility of potential winter athletes when 1st marking term closes
- _____ Schedule Parent Rules and Expectations Meeting

In Season (Winter) November-March

- _____ Check NHIAA Site under AD Forms for required Forms and Deadlines
- _____ Attend Team Practices when available
- _____ Attend monthly Divisional Athletic Director's Meetings
- _____ Daily checks of games, transportation and officials
- Confirm transportation schedule with Bus company (weekly at least)
- _____ Record all Varsity Scores on the NHIAA Web-site under Team Schedules
- _____ Post any Spring Coaching Vacancies
- _____ Schedule mid-season meetings with coaches
- _____ Prepare Spring Schedules, Transportation, Officials
- Send Schedules to Official Assigner, Transportation Co.
- Organize any Police Details if necessary
- _____ Check Academic Eligibility of potential winter athletes when 2nd marking term closes
- _____ Complete and send in all NHIAA Required Documents
- Verify Final Team Record
- Complete Individual Sportsmanship Rating Ballots

Post Season (Winter) February-March

- _____ Collect Post Season Information from Coaches
- Varsity Letter Winners

- Any notable Outstanding Achievements

_____ Prepare Awards, Certificates, Pins, etc.

_____ Awards Ceremony, if applicable

_____ Conduct Post Season Coaches Evaluations

Pre Season (Spring) February-Early March

_____ Check Eligibility after 2nd Marking Quarter

- Academic Eligibility
- Medical Clearance
- Organize Impact Concussion Testing Schedule if needed

_____ Spring Coaches Meeting

_____ Order Spring Supplies and Equipment

_____ Ensure that all Spring Coaches are Up to Date on Required Certifications

_____ Complete Transportation Schedule

_____ Check Arbiter Site for Officials for all Spring Contests

- Pay Official Assigner's Fee

_____ Double Check Schedules with Opposing Schools

_____ Post any late Coaching Vacancies

In Season (Spring) March-June

_____ Check NHIAA Site under AD Forms for required Forms and Deadlines

_____ Attend Team Practices when available

_____ Attend monthly Divisional Athletic Director's Meetings

_____ Daily checks of games, transportation and officials

- Confirm transportation schedule with Bus company (weekly at least)

_____ Record all Varsity Scores on the NHIAA Web-site under Team Schedules

- _____ Schedule mid-season meetings with coaches
- _____ Check Academic Eligibility of Spring athletes when 3rd marking term closes
- _____ Complete and send in all NHIAA Required Documents
 - Verify Final Team Record
 - Complete Individual Sportsmanship Rating Ballots

Post Season (Spring) Late May-Early June

- _____ Collect Post Season Information from Coaches
 - Varsity Letter Winners
 - Any notable Outstanding Achievements
- _____ Prepare Awards, Certificates, Pins, etc.
- _____ Awards Ceremony, if applicable
- _____ Conduct Post Season Coaches Evaluations
- _____ Begin planning for next year!

