I'M ✔ READY

FinalForms 2024 ATHLETIC DIRECTOR READINESS CHECKLIST

Our athletic department is prepared for success:

___ **Coach Compliance**
 __ New hires, re-hires, extensions
 __ Background checks
 __ Department handbook and policies
 __ State athletic association policies
 __ Emergency medical info and contacts

___ **Coach Certifications**
 __ School district requirements
 __ State requirements
 __ NFHS / State courses

___ **Athlete Eligibility**
 __ State requirements
 __ Transfer requirements
 __ Grades and course requirements

___ **Athlete Clearances**
 __ Forms *(state, district, department)*
 __ Physicals
 __ Concussion and/or cardiac tests

___ **Coach, Parent, and Athlete Policies**
 __ Substance policy *(drug, alcohol, tobacco, etc.)*
 __ Social media policy
 __ Hazing policy
 __ Attendance policies
 __ Code of conduct

___ **Parent/Community Communication**
 __ Preseason information and expecations
 __ Fan/Parent behavior policiies

___ **Facilities Review**
 __ Inspections
 __ Cleaning and sanitization
 __ Maintenance requests
 __ AED battery check

___ **Inventory Control**
 __ Assignment procedure
 __ Collection policies and penalties
 __ Uniform and equipment orders

___ **Emergency Procedures**
 __ On and Off-campus protocol
 __ Communication standards

___ **State Compliance Requirements**
 __ State membership forms
 __ Participation / Title IX reports
 __ Tournament entry forms

___ **Team Communication Rules**
 __ Acceptable/Prohibited apps
 __ Monitoring and public records

___ **Awards and Standards**
 __ Available awards
 __ Lettering standards
 __ List of exceptions

___ **Accessible Resources**
 __ Return-to-Play Processes
 __ Mental Health Hotlines and Contacts