**CSAF Athletic Director Checklist**

* **Registration Forms for the following school year are due Feb. 1st**. Registration link can be found on the Policy/Forms page of the CSAF Website.
* **Have all Coaches and Volunteers closely related to the teams** read and sign a CSAF Code of Ethics Form which should be kept on file by the member school.
* **Required NFHS Courses**:
1. **All Athletic Directors and Coaches are required to take the following NFHS Courses**: <https://nfhslearn.com/courses>

Concussion in Sports

Sportsmanship

1. **Football Coaches must also complete the USA “Heads Up” Course found on the NFHS website**.
2. **Deadlines for Completion**:

Athletic Directors – August 15th

Football – August 1st

Soccer/Volleyball – August 15th

Basketball – October 15th

Spring Sports – February 1st

* **Provide all coaches with a folder** that includes the following: a signed copy of their CSAF Code of Ethics Form, a copy of CSAF Sport Rules, a copy of the governing sport rules (i.e. NFHS, NCAA Football, etc.), CSAF Incident Report, updated team schedules, contact information and any other pertinent information.
* **All Coaches** are responsible for knowing and abiding to the Coach rules and protocol of their specific sport.
* **Forward all pertinent information to Coaches and Fans.**
* **Schedule a Meeting with the parents** to go over Sportsmanship expectations of both your School and the League.
* **Confirm Game** times and location with the other schools in your District. Reconfirm games the day before game is scheduled to be played.
* **Schedule Officials** for all Home Games. Reconfirm the day before games are scheduled.
* **Send your Officials copies of CSAF rules** and which governing rules we use. i.e. NFHS, FIFA, etc.
* **Send Rosters** to the appropriate Commissioner/District Chair by the due dates. **CSAF Roster Forms must be used**. Commissioners may be found on the Game Report Form or Contact page of the Website.
* **Send Game Reports** to the appropriate Commissioner/District Chair the day after games are played. **CSAF Game Report Forms must be used.**
* **If Game Reports and Rosters duties have been delegated**, follow up with Coaches to make sure they are getting posted by the due dates.
* **Questions/Schedule changes** – send all sports related questions to the Commissioners. Send all policy questions to the CSAF Director. All correspondence must come from the Athletic Directors.
* **Make sure all contact information** is correct on the CSAF Website. Please inform the League of any changes.
* **Attend all required meetings** or make sure a representative of your school attends.