

# CHECKLIST FOR SCHOOL ADMINISTRATORS

This document has been developed by ASAA to aid member school administrators in meeting all the requirements for their activity and athletic programs.

## **PARTICIPANT ELIGIBILITY** (completed in the School Activities Reporting System (SARS) – Bigteams)

### 1. Student attended or participated for your school last year needs the following

- Physical Examination within the prior 18 months (athletic participation).
- Parent permission to participate form signed.
- Receipt of Concussion Information form signed (athletic participation).
- Receipt of Sudden Cardiac Arrest Information form signed (athletic participation).
- Play for Keeps video watched and form signed.
- No outstanding TAD requirements.
- Be enrolled in minimum number of semester units (Article 12, section 2, A4).
  - 9<sup>th</sup>, 10<sup>th</sup>, 11<sup>th</sup>, graders – 2.5 semester credits
  - 12<sup>th</sup> graders on track to graduate – 2 semester credits
- Pass minimum number of semester units with a 2.0 or higher the previous semester. (Article 12, section 7).
  - First semester 9<sup>th</sup> graders immediately eligible
  - 2<sup>nd</sup> semester 9<sup>th</sup> graders, 10<sup>th</sup> & 11<sup>th</sup> graders – 2.5 semester credits
  - 12<sup>th</sup> graders on track to graduate – 2 semester credits

### 2. Student is first entering high school or has not established a school of eligibility needs the following

- Enter into the SARS system
- 8 items from #1

### 3. Student is transferring from another high school needs the following

- 8 items from #1
- Student/Parent initiate Transfer Rule Waiver in Bigteams  
Note: Bona Fide Change of Residence, Transfer without a Bona Fide change of residence, Application For Changing School of Eligibility, Boarding School Transfer are all in the same form

### 4. Student does not meet eligibility criteria (i.e. enrollment, classes passed, GPA) because of a hardship. A hardship is unforeseeable, unavoidable and uncorrectable act, condition or event which causes the imposition of severe and non-athletic burden upon the student

- 8 items from #1
- Student Eligibility Waiver Request filled out in Bigteams

## **TAD VIOLATIONS**

Enter violations in Bigteams

# CHECKLIST FOR SCHOOL ADMINISTRATORS

## SCHOOL ACTIVITIES REPORTING SYSTEM (SARS)

**COACHES/ADVISORS:** All coaches and advisors must be entered in the master eligibility system within two weeks of the beginning of their respective season. In addition all coaches and advisors must be certified. (Bylaws Article 10)

**PARTIPANTS:** All participants must be entered in the master eligibility system before the first event for their activity. (Bylaws Article 12, Section 10)

ACTIVITY	COACH	PART
Co-ed Soccer – 8/9/23		
CC Running – 8/9/23		
Flag Football – 8/9/23		
Football – 8/9/23		
Football Cheer – 8/19/23		
Tennis – 8/9/23		
Gymnastics – 8/16/23		
Swim/Dive – 8/16/23		
VB 3A/4A – 8/16/23		
DDF – Prior to first meet		
Dance Team – Prior to first Event		
Rifle – 9/21/23		
All State Music – 9/20/23		
VB Mix 6/2A – 9/21/23		
AASG – 10/4/23		

ACTIVITY	COACH	PART
Bowling – 10/6/23		
Esports – 10/6/23		
Wrestling – 10/12/23		
Hockey Cheer – 10/25/23		
Hockey – 10/25/23		
Nordic Ski – 11/8/23		
Basketball – 12/13/23		
Basketball Cheer – 12/13/23		
World Language – 2/2/24		
Baseball – 3/14/24		
Soccer – 3/14/24		
Softball – 3/14/24		
Track & Field – 3/14/24		
All state Art – 4/5/24		
Solo & Ensemble – 4/26/24		

**OTHER:** The following information should also be entered into the SARS

- Rosters
- Weight certifications for wrestling

### **MAXPREPS** ([maxpreps.com](http://maxpreps.com))

Schedules, and scores for all team sports should be entered on MAXPREPS. All football, volleyball, hockey, basketball, baseball, soccer and softball teams are required to enter schedules at the beginning of the season and scores by the Tuesday of the following week.

- Football schedules & scores are entered
- Volleyball set scores are entered
- Hockey schedules & scores are entered
- Basketball schedules & scores are entered
- Baseball scores are entered
- Soccer schedules & scores are entered
- Softball scores are entered