

THE PROACTIVE ATHLETIC DIRECTOR'S COMPLIANCE CHECKLIST

I'M READY. 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
- **NEW: Cybersecurity / data privacy compliance**

COACH CERTIFICATIONS

- School district requirements
- State requirements
- NFHS / State courses
- **UPDATE: "14 Legal Duties of a Coach"**

ATHLETE ELIGIBILITY

- State requirements
- Transfer requirements
- Grades and course requirements
- **NEW: Name, Image, and Likeness (NIL) information and compliance**

ATHLETE CLEARANCES

- Forms (state, district, department)
- Physicals
- Concussion and/or cardiac tests
- **UPDATE: Mental health, return-to-play protocols**

COACH, PARENT, AND ATHLETE POLICIES

- Substance policy (drug, alcohol, tobacco, etc.)
- Social media policy
- Hazing policy
- Attendance policies
- Code of conduct
- **UPDATE: Courses on safety / mental health**
- **NEW: Updated NIL guidance**
- **NEW: AI-generated content use**

PARENT/COMMUNITY COMMUNICATION

- Preseason information and expectations
- Fan/Parent behavior policies
- **UPDATE: Communication tools and expectations**

FACILITIES REVIEW

- Inspections
- Cleaning and sanitization
- Maintenance requests
- AED battery check
- **NEW: Safety upgrades**
- **NEW: Emergency accessibility review**

INVENTORY CONTROL

- Assignment procedure
- Collection policies and penalties
- Uniform and equipment orders
- **UPDATE: Budgeting and inventory tracking**

EMERGENCY PROCEDURES

- On and Off-campus protocol
- Communication standards
- **NEW: Weather and heat policies**
- **NEW: Active shooter, security threat protocols**

STATE COMPLIANCE REQUIREMENTS

- State membership forms
- Participation / Title IX reports
- Tournament entry forms
- **NEW: Audit and compliance review checklist**

TEAM COMMUNICATION RULES

- Acceptable/Prohibited apps
- Monitoring and public records
- **UPDATE: Digital security protocols**

AWARDS AND STANDARDS

- Available awards
- Lettering standards
- List of exceptions

ACCESSIBLE RESOURCES

- Return-to-Play Processes
- Mental Health Hotlines and Contacts
- **NEW: Updated coach, athlete wellness programs**

I USE RESOURCES THAT ARE TRUSTED BY MY PEERS ACROSS THE USA.



[NIAAA Membership](#)
[NIAAA Leadership Training](#)



[NFHS Courses](#)



[NFHS Rulebooks](#)

FINAL FORMS

The most trusted team, technology, and service in high school athletics.

