

A.D. Checklist

CHECK YOUR EMAIL AND THE TAPPS WEBSITE DAILY

TAPPster



_____ Enter students in TAPPster

Transfers

Freshmen

_____ Enter/Maintain Staff

Mark non-returners inactive and remove roles.

Create new profiles with COMPLETE information including email and mobile number.

Assign high school coaching roles.

Remove roles if not returning to that sport this year.

_____ Eligibility form

TAPPster, click each student and enter each event

Forms and Reports- click the SUBMIT button (in green)

_____ Schedules in TAPPster

Standings, Sports, click your school name, Add New Event

_____ Score Reporting

Standings, Sports, click school name, edit event with score

Education

_____ SCOPE training for all coaches. Testing in TAPPster, videos on TAPPS website

NFHS.org for new coaches or those with less than 5 years

Must have General Fundamentals of Coaching course

Must have Sport Specific Fundamentals course

_____ First Aid Training- can be school sponsored (nurse, doctor, etc.) or use NFHS course

FREE concussion course through NFHS is advisable

_____ Procure Professional Acknowledgement of Rules for each Coach

Sport

- _____ Check coach SCOPE scores in TAPPster
- _____ Provide each sport with NFHS manual, or applicable manual: NCAA for football; USTA for Tennis; USGA for golf
- _____ Provide By-Laws, or ensure understanding of, for each sport coached by each coach.
- _____ Attend district planning meeting, district certification meeting, All-District selection for team sports, All-State meeting if selected by district.
- _____ Review All-District and All-State selection procedures and ensure coach is prepared.
- _____ Ensure all season-ending injuries and concussions are reported in TAPPster.
- _____ Ensure all ejections are reported on time and fine is paid.
- _____ Submit team roster before the first district game.
- _____ Submit photo for championship programs if your team makes the playoffs.

