



**“PROVIDING A
TOOLBOX FOR
THE NEW AD”**

INTRODUCTIONS



- Name, School
- What is Your WHY?

THE BIG 4 – Rich Barton @ DAAD Day

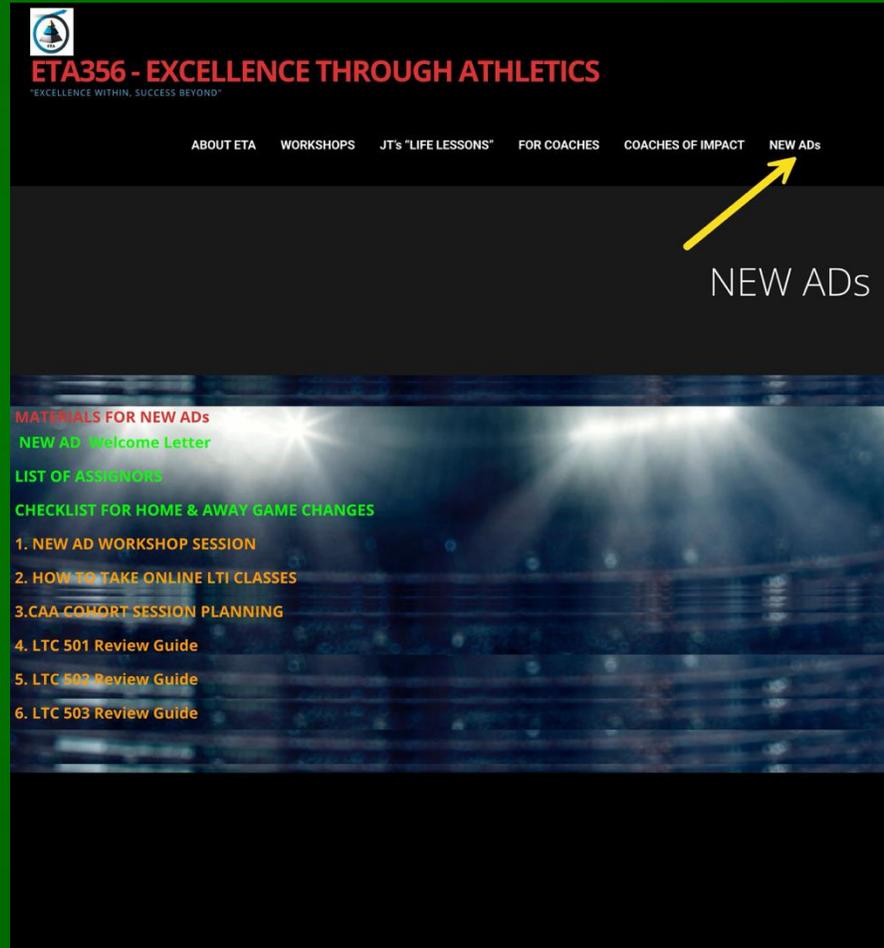
- **THE BIG 4:**
- **1. Relationships**
- **2. Finances**
- **3. Liability – 14 legal duties**
- **4. Eligibility**

“PROVIDING A TOOLBOX FOR THE NEW AD”

1. KNOW YOUR ORGANIZATIONS
2. RULES & REGS
3. SCHEDULING
4. PRESEASON PLANS – Tryouts to 1st Game
5. PROFESSIONAL DEVELOPMENT



REFERENCE CENTER FOR NEW ADs – eta356.com



The screenshot shows the website for ETA356 - Excellence Through Athletics. The header includes the organization's logo and name, along with the tagline "EXCELLENCE WITHIN, SUCCESS BEYOND". A navigation menu is located below the header, with the "NEW ADs" link highlighted by a yellow arrow. Below the navigation menu, the text "NEW ADs" is displayed. The main content area features a list of materials for new ADs, including a welcome letter, a list of assignments, a checklist for game changes, and six review guides for various LTC courses.

ETA356 - EXCELLENCE THROUGH ATHLETICS
"EXCELLENCE WITHIN, SUCCESS BEYOND"

ABOUT ETA WORKSHOPS JT's "LIFE LESSONS" FOR COACHES COACHES OF IMPACT **NEW ADs**

NEW ADs

MATERIALS FOR NEW ADs

- NEW AD Welcome Letter
- LIST OF ASSIGNMENTS
- CHECKLIST FOR HOME & AWAY GAME CHANGES
- 1. NEW AD WORKSHOP SESSION
- 2. HOW TO TAKE ONLINE LTI CLASSES
- 3. CAA COHORT SESSION PLANNING
- 4. LTC 501 Review Guide
- 5. LTC 502 Review Guide
- 6. LTC 503 Review Guide

YEAR 1

- **“THE BASICS” = “TOOLS”**
- **“RUN THE RAILROAD”**
- **“GET A LAY OF THE LAND”**
- **“GET INPUT & FEEDBACK”**
- **SURVIVE 😊!**

YEAR 2

- **“SLOWING DOWN” – STARTING TO BREATHE 😊**
- **BEGIN TO MAKE A LIST OF PROJECTS**
- **COMPLETE FOUNDATION COURSES - CAA**
- **APPLY COURSE CONTENT TO YOUR PLAN**

YEAR 3

- **START YOUR OWN MASTERPIECE**
- **CONTINUE TO LEARN**
- **IDENTIFY 3 KEY IMPROVEMENTS/PROJECTS**
- **NOW YOU SET YOUR OWN PACE”**

**“Do the Best you can until you know better.
Then when you know better, do better”**

Maya Angelou, Author



1. KNOW YOUR ORGANIZATIONS

2. RULES & REGS

3. SCHEDULING

4. PRESEASON PLANS

5. PROFESSIONAL DEVELOPMENT

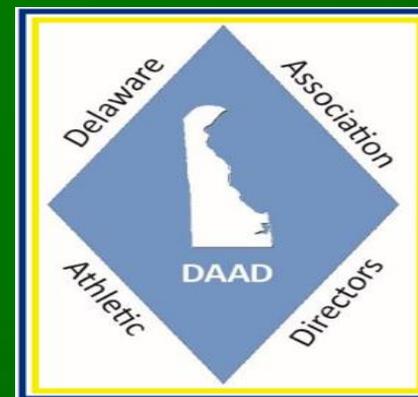
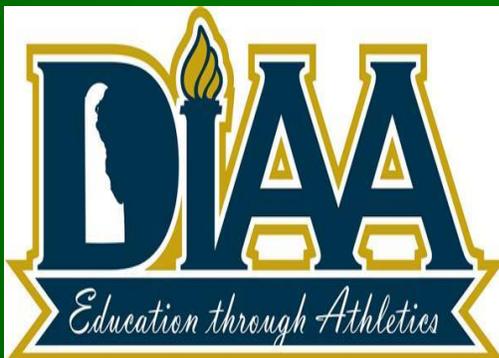
NATIONAL



RULES & REGS

ATHLETIC ADMIN

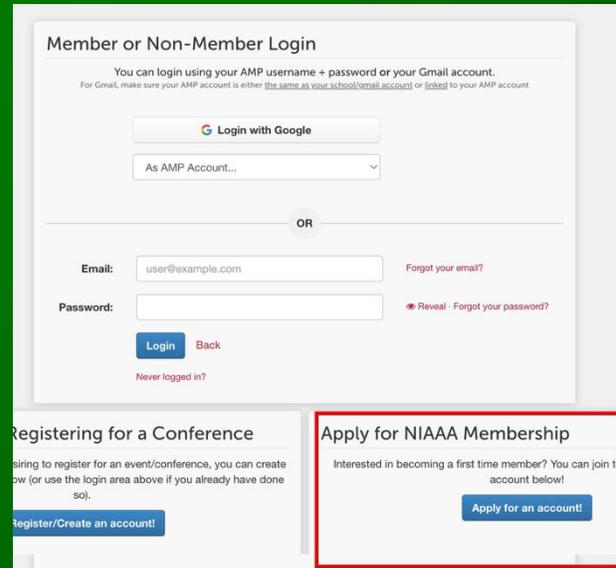
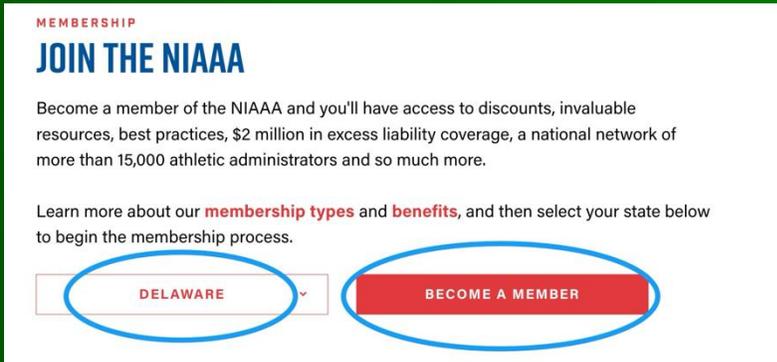
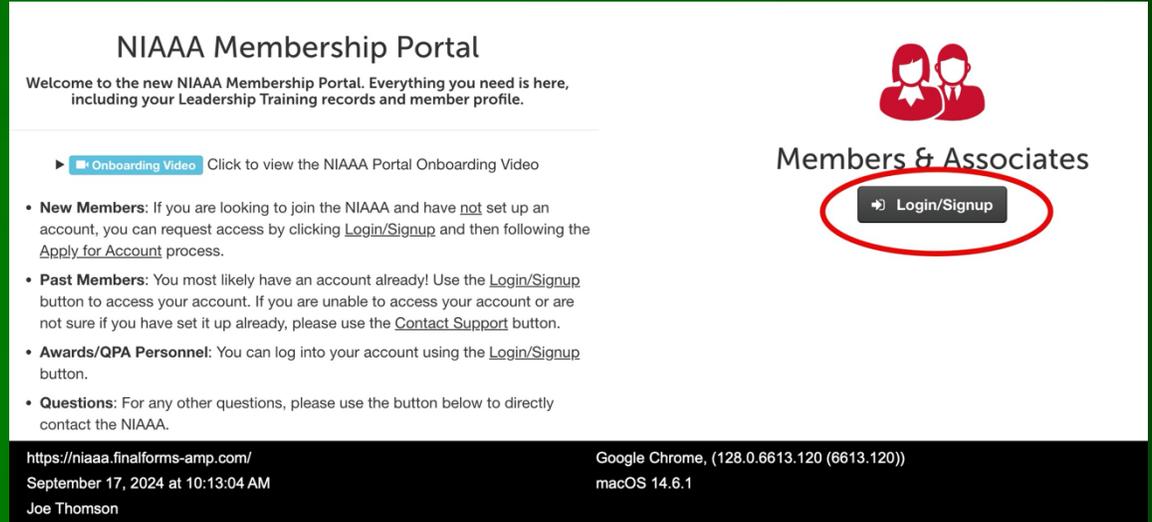
STATE



WILL COVER MORE IN LTC 501

HOW TO BECOME A MEMBER OF NIAAAA & DAAD

Go to [NIAAAA.org](https://niaaaa.org)

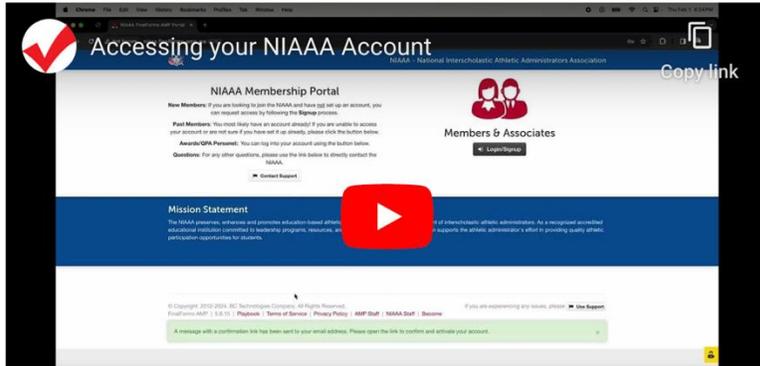




NIAAA Membership Portal

Welcome to the new NIAAA Membership Portal. Everything you need is here, including your Leadership Training records and member profile.

Onboarding Video Click to view the NIAAA Portal Onboarding Video



Members & Associate

Login/Signup

Navigation: Home, Events, Classroom, Directory, Joseph Thomson Retired

Joseph Thomson CAA CMAA

Membership Card 0 Edit

✉ jthomson@eta356.com 📞 302-362-2077

LTCs TAKEN (23): LTC 501 LTC 502 LTC 506 LTC 511 LTC 601 LTC 608 LTC 610 LTC 612 LTC 614 LTC 618 LTC 626 LTC 630 LTC 640 LTC 703 LTC 705 LTC 706 LTC 707
LTC 710-A LTC 716 LTC 721 LTC 726 LTC 790 LTC 799

NIAAA Membership: 858

NIAAA ID: 27610870

2024 NIAAA Online Course - LTC 504: Legal Issues I (Liability for Sports Injuries & Risk Management) Registration: Access



DELAWARE ASSOCIATION OF ATHLETIC DIRECTORS - DAAD

WELCOME

[OFFICERS & BOARD OF DIRECTORS](#)

[DAAD BOARD OPEN POSITIONS](#)

[NEWS - DAAD SCHOLARSHIP WINNERS](#)

[DAAD CALENDAR OF EVENTS](#)

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[AD RESOURCES & LINKS](#)

[ANNUAL AD AWARDS WINNERS](#)

[NIAAA CERTIFIED ATHLETIC DIRECTORS](#)

[DAAD HALL OF FAME](#)

[USEFUL ARTICLES & IDEAS](#)

[WHAT AN ATHLETIC DIRECTOR DOES ?](#)

[CONTACT US](#)

DELAWARE

NIAAA Membership Commendation

1994	1992	1993	1994
1995	1996	1997	1998
1999	2000	2001	2002
2003	2004	2005	2006
2010	2012	2013	2014
2015	2016	2017	2018
2019	2020	2021	2022
2023			



Click on the application below to join DAAD

DAAD Membership Application 2023 - 2024



KATIE GODFREY, SALESIANUM

2023-24 DAAD ATHLETIC DIRECTOR OF THE YEAR

(Pictured with DAAD President, Mike Hart)



BOB BERON, CAESAR RODNEY HS

2022-23 NIAAA STATE AWARE OF MERIT

(Pictured with DAAD President, Mike Hart)

DAADHOME.COM

TOOLS & RESOURCES ALL IN ONE PLACE!

“Professional Development Moment”



HAVE A “WHITE BELT MENTALITY”

- Are You regularly talking with Your Mentor?
- LTC Certification Program ? Up to Date with Cohort?
- Are You attending Your Conference Meetings?
- Are you attending DAAD & DIAA Sessions?



1. KNOW YOUR ORGANIZATIONS

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5. PROFESSIONAL DEVELOPMENT



[About DIAA](#) ▾ [Sport Championships](#) ▾ [Governance](#) ▾ [Health and Safety](#) ▾ [DIAA For](#) ▾

A collection of various sports equipment including a soccer ball, tennis balls, a golf club, a baseball, and a basketball, all resting on a patch of green grass. The equipment is arranged in a somewhat circular pattern, with the soccer ball on the left, tennis balls on the right, a golf club in the center, a baseball at the bottom, and a basketball on the right side.

Delaware Interscholastic Athletic Association

Serving all member schools and student-athletes.

DIAA HANDBOOK



FAQ's

[1007 Sportsmanship](#)

[1008 Junior High & Middle School](#)

[1009 High School](#)

Regulation Index



Title 14 Education

Chapter 1000 Student Activities

[1001 Participation in Extra Curricular Activities \(Repealed\)](#)

[1006 Delaware Interscholastic Athletic Association \(DIAA\) \(Repealed\)](#)

[1007 DIAA Sportsmanship \(Moved to 14 DE Admin. Code 1023 DIAA Sportsmanship\)](#)

[1008 DIAA Junior High and Middle School Interscholastic Athletics](#)

[1009 DIAA High School Interscholastic Athletics](#)

[1011 Interscholastic Athletics during the COVID-19 Pandemic \(Repealed\)](#)

[1020 DIAA Board Procedures](#)

[1021 DIAA Committees](#)

[1023 DIAA Sportsmanship](#)

[1024 DIAA Member Schools](#)

[1028 Student Athlete Eligibility: Enrollment and Attendance](#)

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[1035 In-Season Athletic Activities and Contact](#)

[1040 Out-of-Season and Summer Athletic Activities and Contact](#)

[1042 Coaches](#)

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Athletic Director's Primary Duties

- Know the DIAA Regulations!!!
- You are the enforcer in your school!
 - Athletic Eligibility & Verification
 - Coaches Eligibility
 - Coaching Out of Season/Open Gym
 - Annual Pre-participation Examinations (PPE) Physicals
 - ALL Required Forms
 - Event sanctioning
 - Waiver requests



The 6 A's of Student Athlete Eligibility:

- 1. Area (of Residence)** – Student must reside with custodial parent, legal guardian, relative caregiver or be 18. Student must live in geographic boundary of that school
- 2. Attendance (Enrollment)** – student must be legally enrolled and attend that school (that year and day)



The 6 A's of Student Athlete Eligibility:

The 6 A's of Eligibility:

- 3. Age** – student may not turn 19 before June 15 of that school year.
- 4. Academics** - As determined by MARKING PERIOD FINAL GRADES ONLY or Final Year Grade. Student must be passing 5 credits, 2 of which must be in Math, Social Studies, English or Science. Seniors **MUST** pass all courses needed to graduate. MS - 4 courses, 2 of which must be in English, Math, Science, Social Studies/World Languages.



The 6 A's of Student Athlete Eligibility:

5. **A**nother School (Transfer Rule)
6. **A**mateur – Student must be an amateur athlete.

Length of Eligibility

Students have 4 years from first entry to high school (9th grade) or middle school (6th grade)



SUMMARY OF TRANSFER RULE

- **1st Transfer = Allowed - if before Junior Year**
- **1st Transfer after Junior Year**
 - sit out for **30 days** from first competition
- **After 2 Transfers= not eligible 30 days from first competition + Post Season**



DIAA Waivers

- *All documents must be submitted.*
- ***Hardship*** *must be met with supporting documents.*
- *caused by unforeseen events beyond the election, control, or creation*
- *It's not the duty of the ED/BOD to produce or collect information**
 - *DIAA Website: Parents and Guardians/Waiver Requests Forms*
- *Interim not granted if hardship not met with documents submitted when ED does initial review*

DIAA MEMBER SCHOOL ATHLETIC TRANSFER TRACKING FORM

DELAWARE INTERSCHOLASTIC ATHLETIC ASSOCIATION, (DIAA) MEMBER
SCHOOL ATHLETIC TRANSFER TRACKING FORM

September 3, 2024 -revised

The purpose of the transfer rule is to deter students from transferring schools for athletic advantage, to help discourage recruitment, and to reduce the opportunity for undue influence to be exerted by persons who seek to benefit from a student's athletic talent. Transfers strictly for athletic reasons undermine the stability of sports programs, elevate athletics over academics, lead to disparities in competitiveness, and erode the level playing field that the DIAA seeks to foster. This rule is designed to discourage transfers for athletic reasons, multiple transfers, and transfers after a sports season has begun, by imposing defined periods of ineligibility for those who transfer after the one allowable period.

As per Regulation 1029.6.0 this form must be completed accurately and in its entirety to be processed. Once this form is completed it should be submitted on the DIAA website. Incomplete or inaccurate forms will result in the transferring student being deemed ineligible.

(PLEASE PRINT OR TYPE)

DATE: _____

Timing: A student and their family in conjunction with the receiving school shall initiate this transfer form after the student has been officially enrolled in their school and is no longer enrolled at their previous school. The receiving school administration shall forward this form to the sending school upon completion and without undue delay.

SECTION 1. RECEIVING MEMBER SCHOOL INFORMATION

- A. Member School: _____
- B. Member School Address: _____
- C. Full Name of Principal: _____
- D. Full Name of Athletic Director: _____
- E. Member School Phone No.: _____

SECTION 2. TRANSFERRING STUDENT INFORMATION

- A. Full Name of Student: _____ Current Grade _____
 (First) (Middle) (Last)
- B. Place of Residence: _____
 (Street Address) (City) (State) (Zip Code)
- C. Name(s) of the head of household in which the transferring student resides: _____
 Relationship to the student: _____
- D. Residence is located within the boundaries of the _____ Public School District
- E. Date of Student's Birth: _____ F. Age of Student on Last Birthday: _____
- G. Date Student Enrolled for the Current School Year: _____

H. Summary of Student's School(s) Attended and Sport Participation in Each Season from 8th grade on: (Participation includes tryouts, practice, scrimmages, and contests)

GRADE	SCHOOL YEAR	SCHOOL ATTENDED	LIST SPORT PARTICIPATION IN EACH SEASON		
			FALL	WINTER	SPRING

- This is my first transfer and is taking place prior to the start of my third year of eligibility
- This is my first transfer and is taking place AFTER the start of my third year of eligibility
- This is my second or subsequent transfer



Practice Policies

DIAA Regulation 1008/1009.4.2

ALL practice days (school and non-school day):

- One day of no activity (practice, scrimmage, or contest) per seven-day period
- A minimum of 21 calendar days of pre-practice prior to the first competition date (25 days for football)
- Student must practice at least 7 calendar days prior to participating in a contest



Practice Policies

DIAA Regulation 1008/1009

- **School day practices**
 - are limited to two (2) hours which **includes** all instructional activity (team meetings, film, warm up/cool down sessions)
- **Practice on Non School Days:**
 - Each practice session should not exceed 3 hours
 - Two practice sessions are allowed which total five hours maximum - this includes a one-hour walk through session.
 - Dual session practices must be separated with at least one hour of recovery time.



Coaching Out Of Season

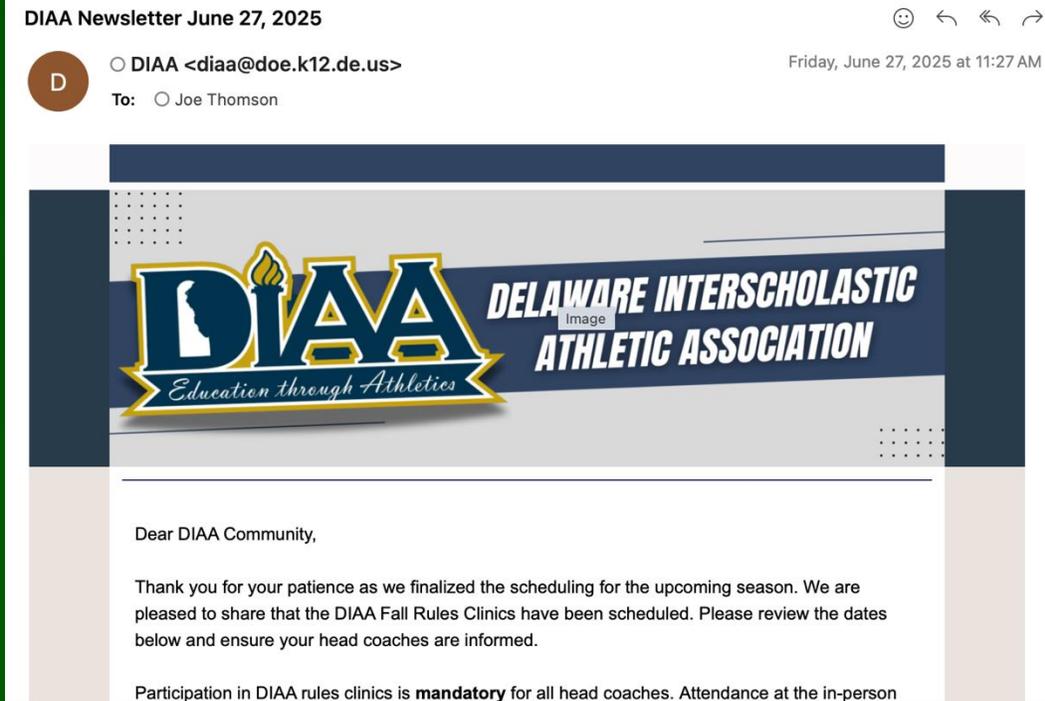
In-Season Fall Dead Period

Reminder: We are currently in the *In-Season Fall Dead Period*.

The chart below lists the dead periods for 2025-26. Please ensure all teams and coaches are following the Dead Period guidelines stated in [Regulation 1040 Final Changes – July 2025](#).

More information is provided on the website [DIAA for Athletic Directors and Coaches](#).

Season	Type of Dead Period	Applies to	Dates
Fall Pre-Season	Dead Period (All Sports)	All Schools	July 28 – August 4, 2025
Fall In-Season	Dead Period (Winter & Spring Sports)	Schools with football	August 4 – September 1, 2025
Fall In-Season	Dead Period (Winter & Spring Sports)	Schools without football	August 11 – September 8, 2025
Winter Pre-Season	Dead Period (All Sports)	All Schools	November 3 – November 10, 2025
Winter In-Season	Dead Period (Fall & Spring Sports)	All Schools	November 10 – December 8, 2025
Spring Pre-Season	Dead Period (All Sports)	All Schools	February 23 – March 2, 2026
Spring In-Season	Dead Period (Fall & Winter Sports)	All Schools	March 2 – March 30, 2026



Reminders for Athletic Directors - Please Review

Fall Sports Rules Clinics

Football - Saturday, August 2 at 8:00 AM at Odessa High School

Unified Flag Football - Saturday, August 2 at 8:00 AM at Odessa High School

Soccer - Tuesday, August 5 at 5:30 PM, Location TBD

Volleyball - Wednesday, August 6 at 6:00 PM at Collette Educational Resource Center

Field Hockey - Tuesday, August 12 at 6:00 PM at Collette Educational Resource Center

Cross Country - TBD

The Virtual Make-Up Rules Clinic will be available on **August 11, 2025** through NFHS Learn. Participation in DIAA rules clinics is **mandatory** for all head coaches. Attendance at the in-person clinic is expected, with the virtual make-up option reserved only for serious scheduling conflicts.

DEADLINE – Fall Rules Clinics Completion Deadline – **Monday, September 3, 2025**

Rules Clinic information has also been posted to the DIAA Website - [DIAA For Athletic Directors and Coaches](#).

Fall Sports Competition Calendar

The Fall Sports Competition Calendar is now available on the [DIAA website](#) and is also [attached here](#) for your convenience. Please note that some dates are still being finalized and are subject to change as we continue to work through scheduling details.

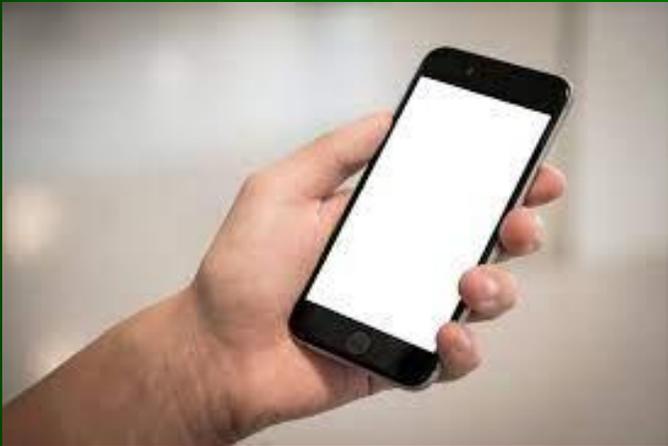
Transfer Tracking Forms - Fall Athletes

Athletic Directors are encouraged to get a head start on submitting Transfer Tracking Forms for any student-athletes transferring into their schools and planning to participate in fall sports. The form can be downloaded from the DIAA website - [DIAA For Athletic Directors and Coaches](#).

If you have any questions, please contact Compliance Coordinator Joe Papili at joseph.papili@doe.k12.de.us.

“Professional Development Moment”

AD'S RULE OF 3



Give your counterparts “benefit of the doubt” with issues



1. KNOW YOUR ORGANIZATIONS

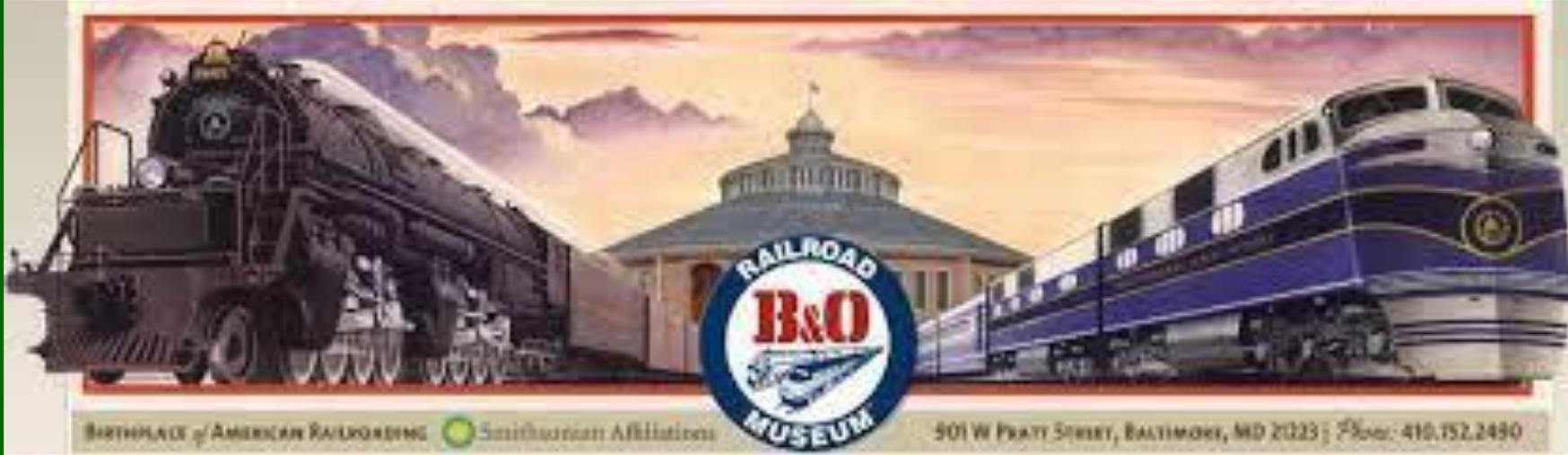
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TIME TO LEAVE THE STATION?



QuakersSports.com
 1748 Wilmington Friends School - Sports Schedules, Results, Rosters & Photos

Schedule - JV Coaches Roster - JV Roster - JV Team Photos Team Info

Home
 Fall
 Cross Country
 Field Hockey
 Soccer - Boys
 Volleyball - Girls
 Winter
 Basketball - Boys
 Basketball - Girls
 Swimming
 Track - Indoor
 Wrestling
 Spring
 Baseball
 Golf

Football - Varsity Schedule

Schedule 2021/2022 Go View Transportation View Practices

#	Date	Day	Time	Opponent	H/A	Location	Comments	W/L	Score
	8/28/21	Sat	10:30am	Early College HS @	H	Wilm Friends School - Tattersall Field	Scrimmage		
	9/3/21	Fri	5:00pm	Caravel Academy	A	Caravel Academy	Scrimmage		
Transportation: Depart Time: 3:30pm Depart Location: Wfs Return Time: 7:00pm Est Return to School: 7:45pm Company: Knotts									
1	9/11/21	Sat	2:00pm	Delmar HS/MS	H	Wilm Friends School			
2	9/17/21	Fri	7:00pm	Tatnall School	A	Tatnall School	Friday Night Lights		
Transportation: Depart Time: 5:15pm Company: Knotts									

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+





AD Manager
>Home
Fall
Football
Cross Country
Field Hockey
Soccer - Boys
Volleyball - Girls
Winter
Basketball - Boys
Basketball - Girls
Swimming
Track - Indoor
Wrestling
Spring
Baseball
Golf
Lacrosse-Boys
Lacrosse-Girls
Soccer - Girls
Tennis - Boys
Tennis - Girls
Track & Field
Administration
MIDDLE SCHOOL
Logoff

AD Manager - Main Menu

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2. [View Scores Not Posted](#)
3. [Print Season Schedule](#)
4. [Schedule Matrix By Month](#)
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Other Links

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2. [DIAA Website](#)
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4. [Other Schools Sports Websites](#)
5. [View Invitationals](#)

update





WebSites4Sports.com

- [>Home](#)
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- [Standings](#)
- [Tournaments](#)
- [About Us](#)
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- >Schedule - V**
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- Soccer - Girls
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- Tennis - Girls
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- MIDDLE SCHOOL
- Logoff

Football - Varsity Schedule

4.

Add Game

Schedule 2025/2026 View Transportation View Practices

#	Date	Day	Time	Opponent	H/A	Location	Comments	W/L	Score
	8/22/25	Fri	4:00pm	First State Military Academy	H	Wilm Friends School - Tattersall Field	Scrimmage		
	8/29/25	Fri	10:00am	Newark HS	H	Wilm Friends School - Tattersall Field	Scrimmage		
1	9/5/25	Fri	7:00pm	Woodbridge HS	A	Woodbridge HS	Band HomeTown Tickets - Woodbridge HS		
2	9/13/25	Sat	2:00pm	Delmar HS/MS	H	Wilm Friends School			
3	9/20/25	Sat	2:00pm	Early College School @ DSU	H	Wilm Friends School			
4	9/27/25	Sat	1:00pm	St. Andrew's School	A	St. Andrew's School			
5	10/4/25	Sat	2:30pm	Archmere Academy	H	Wilm Friends School	WFS HOMECOMING		
6	10/18/25	Sat	12:00pm	Mt. Pleasant HS	A	Mt. Pleasant HS			
7	10/23/25	Thu	7:00pm	Howard HS of Tech	A	Abessinio Stadium	HOWARD HOMECOMING		
8	11/1/25	Sat	2:00pm	Tatnall School	H	Wilm Friends School			
9	11/7/25	Fri	7:00pm	Tower Hill School	A	Tower Hill School - DeGroat Field			

Legend: Home Away Tournament Practice Scrimmage

Last Updated: 5/20/25 10:23 AM

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AD Manager - Main Menu

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[>Schedule - V](#)
[Schedule - JV](#)
[Coaches](#)
[Roster-V](#)
[Roster-JV](#)
[Team Photos](#)
[Team Info](#)

Football - Varsity Schedule

Schedule

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- Wrestling
- Spring
- Baseball
- Golf
- Lacrosse-Boys



My Account

[Update My Information](#)
[Message Center](#)

Joe Thomson

Since your account is registered in more than one group, locate the account you wish to sign into and click the corresponding icon in the 'Sign In' column.

Which Account would you like to sign into?



OrganizationID	Organization Name	Account Type	Sign In
102631	Delaware Wrestling Officials Assn	Contact	
102564	DFHUA	Contact	
102975	DLOA	Contact	
102866	DSDOA	Contact	
102697	DSOA	Contact	
103407	DSWLOA	Contact	
102410	DVOA	Contact	
101499	IAABO 11	Contact	
103422	Interstate Baseball Umpires Assn	Contact	



Game Schedules (Joe Thomson)

Need Help? [?](#)

Exit

Legend

- Normal
- Canceled
- Rainout
- Forfeit
- Suspended
- Postponed

Options

- Show All
- [Print schedule](#)
- [Show all slots](#)

Edit Game Schedule (Team #3748781: Wilmington Friends School)

Exit

Group	Game	Date & Time	Site	Sport & Level	Home	Away	Notes	Slots
102410	300669	9/9/2021 Thu 5:15 PM	Wilmington Friends School, Gym	Volleyball, Varsity	Wilmington Friends School	Sanford School		[0/2]
102410	300505	9/14/2021 Tue 7:15 PM	Wilmington Friends School, Gym	Volleyball, Varsity	Wilmington Friends School	St. Marks High School		[0/2]
102410	300670	9/17/2021 Fri 5:15 PM	Wilmington Friends School, Gym	Volleyball, Varsity	Wilmington Friends School	Wilmington Christian School		[0/2]
102410	300481	9/21/2021 Tue 5:15 PM	Wilmington Friends School, Gym	Volleyball, Varsity	Wilmington Friends School	Charter School of Wilm.		[0/2]
102410	300671	9/23/2021 Thu 5:15 PM	Tatnall School, Gym	Volleyball, Varsity	The Tatnall School	Wilmington Friends School		[0/2]
102410	300651	9/30/2021 Thu 5:15 PM	St. Andrews School, St. Andrews School	Volleyball, Varsity	St. Andrew's School	Wilmington Friends School		[0/2]
102410	300720	10/2/2021 Sat 12:30 PM	Newark Charter HS, Gym	Volleyball, Varsity	Newark Charter K-12	Wilmington Friends School		[0/2]
102410	300672	10/5/2021 Tue 5:15 PM	Wilmington Friends School, Gym	Volleyball, Varsity	Wilmington Friends School	Tower Hill School		[0/2]
102410	300645	10/7/2021 Thu 5:15 PM	Sanford School, .	Volleyball, Varsity	Sanford School	Wilmington Friends School		[0/2]
102410	301070	10/12/2021 Tue 5:15 PM	Wilmington Friends School, Gym	Volleyball, Varsity	Wilmington Friends School	The Tatnall School		[0/2]
102410	300663	10/15/2021 Fri 5:15 PM	Wilm Christian School, Gym	Volleyball, Varsity	Wilmington Christian School	Wilmington Friends School		[0/2]
102410	300918	10/21/2021 Thu 6:15 PM	Padua Academy, Gym	Volleyball, Varsity	Padua Academy	Wilmington Friends School		[0/2]

DEVELOP A CHECKLIST FOR HOME & AWAY EVENTS



Opposing AD
Officials
Families/Parents
Administration
Coaching Staff
Game workers
Concessions
Security/Emergency
personnel
Athletic Trainers
Maintenance/Facilities
Streaming/film/media



Opposing AD
Coaching Staff
Families/Parents
Transportation
Attendance secretary
(for early dismissal
updates)

“Professional Development Moment”



- Planner, Calendar, Checklists,
- White Board
- B & O
- Plan “Email Times”
- Have a “Chain of Command”



GET ORGANIZED



EXAMPLE OF MONTHLY PLANNER

MONTHLY AD CHECKLIST - Goal = no more than 2 activities per week

AUGUST	
1	Do Facilities pre-season check Coaching Staff – Hires & Rehires DIAA Certifications Complete
2	FULL STAFF MEETING Confirm all Scrimmages
3	Disinfect Locker Rooms Do Fall Sports B & O Schedule Get Contracts for ALL Non Conference Games

SEPTEMBER	
1	Parents Night for Fall Sports
2	FALL SPORTS ROSTER DAY Conduct Emergency Action Plans at Practices REVIEW FALL SPORTS SCHEDULES
4	FALL TEAM PICTURE DAY

OCTOBER	
1	WINTER COACHES MEETING
2	Winter Sports Needs & Order Winter Sports Signup Week
3	Get Totes for Uniforms Collection & APP Announcement
4	Complete Winter Coaching Info (Rehires/Hires) Remind Coaches about Senior Night

NOVEMBER	
1	Check Eligibility for Winter and Fall Athletes Coaches DIAA Certifications
2	Do Winter Sports B & O Schedule Disinfect Locker Rooms Get Our B&B Tournament DIAA Sanctioning
3	WINTER SPORTS ROSTER DAY
4	Conduct Emergency Action Plans at Practices Fall Sports Awards for Assembly

DECEMBER	
1	FALL END OF SEASON MEETINGS
2	Send out Tournament Invitations Games
3	WINTER TEAM PICTURE DAY REVIEW FALL SPORTS SCHEDULES

FEBRUARY	
1	SPRING COACHES MEETING
2	Spring Sports Signup Meetings
3	Facilities Check on Spring Sports Fields (F-5) Get Totes for Uniforms Collection & APP Announcement
4	Coaches DIAA Certifications Get Letter & Awards info from Winter Sports

MARCH	
1	Winter Sports Awards for Assembly Set Up all Scoreboard Controllers & Backups Check Eligibility for Spring Athletes
2	Do Spring Sports B & O Schedule Disinfect Locker Rooms WINTER END OF SEASON MEETINGS
3	SPRING SPORTS ROSTER DAY
4	Conduct Emergency Action Plans at Practices

APRIL	
1	MSADA/DAAD CONFERENCE
2	SPRING TEAM PICTURE DAY
3	Complete Schedules for Next Year ATHLETIC AWARDS PLANNING & MEETING

MAY	
1	Get Totes for Uniforms Collection & APP Announcement
2	FALL COACHES TO PLAN PRESEASON Get Letter & Awards Info from Spring Sports
3	ATHLETIC AWARDS NIGHT MEETING
4	

JUNE	
1	SPRING END OF SEASON MEETINGS
2	Wall of Fame & Trophy Case Fall Sports Equipment Order
3	Academic Eligibility Review for Next Year
4	Verify Summer Facilities Usage Schedule

JULY	
1	Update Coach's Manual REVIEW FALL SPORTS SCHEDULES
2	Update Athletics Website



1. KNOW YOUR ORGANIZATIONS

2. RULES & REGS

3. SCHEDULING

4. PRESEASON PLANS – Tryouts to 1st Game

5. PROFESSIONAL DEVELOPMENT

“GETTING READY FOR THE FIRST DAY”

PRE WORK

- Do Facilities pre-season check
- Do Equipment Inventory with each coach
- Coaching Staff – Hires & Rehires
- DIAA Certifications Complete for Coaching Staff
- STAFF MEETING (See Head Coach’s Responsibilities Below)
- PARENT MEETING
- Confirm all Scrimmages
- Disinfect Locker Rooms
- Do Fall Sports B & O Schedule
- Get Contracts for ALL Out of State Games

1ST DAY OF TRYOUTS

- Set up a central location to get physicals information? (By Sport or Total)
- Have someone available to do physicals?
- Do a “Physicals Audit”

AFTER 1ST DAY & BEFORE 1ST GAME

- Parents Night for Fall Sports
- FALL SPORTS ROSTER DAY**
- Conduct Emergency Action Plans at Practices
- SEND INDIAA ROSTERS**
- FALL TEAM PICTURE DAY

HEAD COACH'S PRESEASON RESPONSIBILITIES

- Inventory Equipment
- All Coaching Staff Paperwork is complete
- Complete DIAA Rules Clinic
- CPR Training Completed
- Concussion Course Completed
- Get Medical Kit
- Prep Practice and Game Areas
- All Athletes have Physicals on File
- Emergency Cards in Medical Kit
- Parent Athlete Meeting Held
- Athletic Team Rules Signed and Filed
- Transportation Schedule Handed In
- Submit a Player Roster Complete with Name, Grade, Jersey Number
- Send a Copy of Rosters to All Teachers.

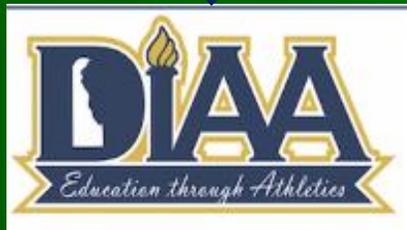
FROM TRYOUTS TO ROSTERS



PRESEASON ELIGIBILITY REQUIREMENTS MET
1. COACHES & 2. ATHLETES



BUILD YOUR TEAMS, ROSTERS
& ELIGIBILITY REPORTS



FILE YOUR ELIGIBILITY ROSTERS

1. COACHING REQUIREMENTS

How Do You Ensure They are Good to Go?

- **Coaches' requirements (Regulation 1008/1009 7.0)**
 1. Attendance at **DIAA rules clinic** (required by Head Coach)
 2. Hold a **current CPR certification** (all coaches)
 3. **Complete the NFHS “Concussion in Sports” course** through NFHSlearn.com every 2 years (all coaches)

DRAGONFLY REPORTING SYSTEM



[ABOUT](#)

[WHAT WE PROVIDE](#)

[SUPPORT](#)

[LOGIN / SIGN-UP](#)

DRAGONFLY ATHLETICS:

SIMPLIFYING SPORTS MANAGEMENT

At DragonFly Athletics, we believe managing sports should be straightforward and efficient.

2. ATHLETES REQUIREMENTS

How Do You Make Sure Your Students Meet the Requirements?

Regulation Index

Title 14 Education

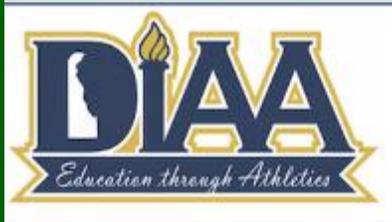
Chapter 1000 Student Activities

- 1001 Participation in Extra Curricular Activities (Repealed)
- 1006 Delaware Interscholastic Athletic Association (DIAA) (Repealed)
- 1007 DIAA Sportsmanship (Moved to 14 DE Admin. Code 1023 DIAA Sportsmanship)
- 1008 DIAA Junior High and Middle School Interscholastic Athletics
- 1009 DIAA High School Interscholastic Athletics**
- 1011 Interscholastic Athletics during the COVID-19 Pandemic (Repealed)
- 1020 DIAA Board Procedures
- 1021 DIAA Committees
- 1023 DIAA Sportsmanship
- 1024 DIAA Member Schools
- 1028 Student Athlete Eligibility: Enrollment and Attendance
- 1029 Student Athlete Eligibility: Transfers
- 1030 Student Athlete Eligibility: Amateur Status
- 1034 DIAA Health and Safety Requirements**
- 1035 In-Season Athletic Activities and Contact
- 1040 Out-of-Season and Summer Athletic Activities and Contact
- 1042 Coaches
- 1043 Officials

1009 2.3 Academic

1034 3.0 Physical

FROM TRYOUTS TO ROSTERS



PRESEASON ELIGIBILITY REQUIREMENTS MET
1. COACHES & 2. ATHLETES



BUILD YOUR TEAMS, ROSTERS
& ELIGIBILITY REPORTS



Football - Varsity Roster

Season

To Be Announced

Student Eligibility/Rosters

- 1. [Add/Edit Student](#)
- 2. [Students With Physicals Report](#)
- 3. [Eligibility Listing Report](#)
- 4. [Roster Listing - Any School](#)
- 5. [Athletes on a Roster Without a Physical](#)
- 6. [Athlete Participation Summary](#)
- 7. [School Athlete History & Awards Report](#)
- 8. [Athlete of the Month](#)
- 9. [Athlete Roster Search Tool](#)

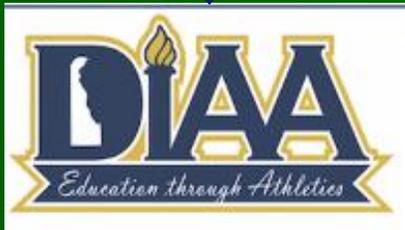
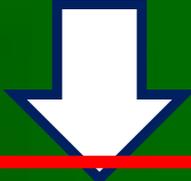
FROM TRYOUTS TO ROSTERS



PRESEASON ELIGIBILITY REQUIREMENTS MET
1. COACHES & 2. ATHLETES



BUILD YOUR TEAMS, ROSTERS
& ELIGIBILITY REPORTS



FILE YOUR ELIGIBILITY ROSTERS

AD PORTAL - DIAA

Password: fox-linen-snub

- Eligibility Form Submission
- Championship Information and Roster Submission

Athletic Directors and Coaches



Transfer Law and Forms

DIAA Member School Athletic Transfer Tracking Form (Revised 9.3.2024) This form has been updated to include a check box for court action

Timing for completion: A student and their family in conjunction with the receiving school shall initiate this transfer form after the student has been officially enrolled in their school and is no longer enrolled at their previous school. The receiving school administration shall forward this form to the sending school upon completion and without undue delay.

- [Senate Bill 281 – Transfer Law](#)
- [Senate Bill 281 FAQ's \(Transfer Law\)](#)
- [Senate Bill 281 FAQ's \(Transfer Waiver\)](#)

DIAA for

Students

Parents

Athletic Directors and Coaches

Open Date Exchange

AD Portal

Tournament Manuals

Official Handbook

Eligibility Forms

Athletic Director Forms

Resources

Officials

Media

Emergency Action Plan (EAP)

Create an
Action Plan and
practice it.

Emergency Action Plan Worksheet – Student Response Team

Coach/Teacher Name		Activity	Level
1 911 TEAM			
CALL 911			
CALL 911. Explain emergency. Provide location.			
	PHRACTICE	EVENTS	
Coach/Teacher			
EMS Access Point			
Street Intersection			
St. Room 1			
St. Room 2			
AED 1 (ABSENCE at EMS Access Point). Take to victim.			
	PHRACTICE	EVENTS	
Entry Door/Code			
St. Room 1			
St. Room 2			
CALL CONTACTS. Provide location and victim's name.			
	NAME	CELL	
Admin- Trainer			
Admin- AD			
St. Room 1			
St. Room 2			
2 CPR/AED TEAM			
START CPR			
<ol style="list-style-type: none"> Position person on back. Put one hand on top of the other on middle of person's chest. Keeping arms straight, lower hand and feet, 180 degrees, press to feel chest compressions. Recall of the word "compression". Take turns with other responders if needed. 			
Coach			
Student 1			
Student 2			
Student 3			
WHEN AED ARRIVES, TURN IT ON AND FOLLOW VOICE PROMPTS			
<ol style="list-style-type: none"> Remove clothing from chest. Attach electrode pads as directed by voice prompts. Stand clear while AED analyzes heart rhythm. Keep area clear if AED advises a shock. Follow device prompts for further action. If two EMS responders give AED to AED instructor for data download. 			
3 AED TEAM			
GET THE AED			
	PHRACTICE	EVENTS	
Coach/ AED			
Student 1			
Student 2			
SET THE AED/EC TEAMER			
	PHRACTICE	EVENTS	
Typical location			
Student 1			
Student 2			
<p>CALL 911 for all medical emergencies. If unresponsive and not breathing normally, begin CPR and get the AED.</p>			
4 HEAT STROKE TEAM			
	PHRACTICE	EVENTS	
Shade Location			
Water Source Location			
Ice Source Location			
Ice Cool Location			
Student 1			
Student 2			
PREPARE TUM DUFFY			
	PHRACTICE	EVENTS	
Student 1			
Student 2			
<ol style="list-style-type: none"> Remove equipment from clothing. Move to shade. Remove athlete into cool water tub/ice water. The tub could be over or nearby cold, wet towels over the athlete's body. Monitor vital signs. Cool Tank, Transport Group 4. <ul style="list-style-type: none"> Cool tank normal temperature reaches 102°F (38°C) or 100°F is available. If no medical tank, cool with RBG towels. 			



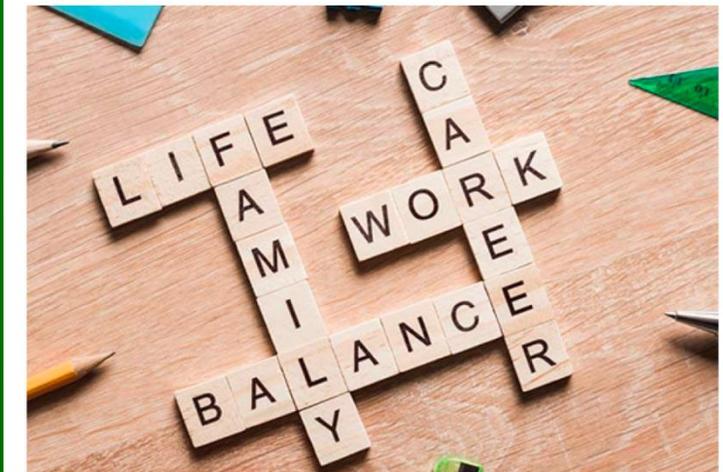
ANYONE CAN SAVE A LIFE

“Professional Development Moment”

LIFE BALANCE

- “Budget your Personal & Professional Time”
- Have Stress Relievers
- Set an “END TIME” / “CLOCK OUT”
- Have Quality Family/Personal Time
- Have FUN
- Rough day??? Get to the fields!

Work Life Balance for the Athletic Administrator



WHAT'S NEXT ?

BEGIN THE CAA
JOURNEY

JOIN THE COHORT



HOW TO ORDER YOUR ONLINE CLASSES

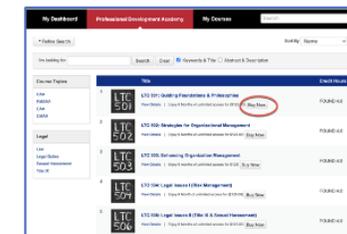
1. Sign into the NIAAA site (you need to be a member to do so)



2. go to Professional Development and Enter the Classroom



3. Once in the Classroom select the Professional Development Academy Tab and you will see all the courses that you will be offered on this page. Select the one you want to take by clicking on the BUY NOW Button





CAA COHORT SESSION PLANNING

YEAR 1	CLASS	RESOURCES / ASSIGNMENTS
SEPT / OCT	<ol style="list-style-type: none"> 1. Certification Process 2. Taking Online 	<ul style="list-style-type: none"> • Review Online Procedures • Complete LTC 501
NOVEMBER	<ol style="list-style-type: none"> 1. Check In / Q & A 2. Review LTC 501 	<ul style="list-style-type: none"> • 501 Review Sheet
JAN / FEB	<ol style="list-style-type: none"> 1. Check In / Q & A 	<ul style="list-style-type: none"> • Complete LTC 502
MARCH	<ol style="list-style-type: none"> 1. Check In / Q & A 2. Review LTC 502 	<ul style="list-style-type: none"> • 502 Review Sheet
JAPR / MAY	<ol style="list-style-type: none"> 1. Check In / Q & A 	<ul style="list-style-type: none"> • Complete LTC 503
JUNE	<ol style="list-style-type: none"> 1. Check In / Q & A 2. Review LTC 503 	<ul style="list-style-type: none"> • 503 Review Sheet
SUMMER		<ul style="list-style-type: none"> • Complete LTC 504

Closing Advice for the New AD

- “YOU’RE NOT ALONE”
- “IT’S OK TO ASK FOR HELP”
- RESOURCES AVAILABLE
- “REMEMBER YOUR WHY”

“We don’t get burned out because of WHAT we do
it’s because we forget WHY we do it”