**Initial Areas of Assessment (14-15) – HSAD by District Athletic Director**

* **Compliance:** administer and ensure all regulations – APS, NMAA, NFHS
* **Game Schedule Management:** Tandem schedules, arbiter confirmations, cancellation/re-schedules
* **Gate Receipts:** documentation/accounting, procedures, timely & accurate reports (APS, NMAA, other)
* **Supply/Uniform/Equipment Orders**: review, evaluation and approval of, complete & accurate inventories
* **P-Card Use:** communication of policy/procedure, confirmation of proper use
* **Record Keeping:** including but not limited to…MaxPreps, participation reports, medical documentation (consent, concussion, etc.), code of conduct, Life of Athlete, sub-varsity rosters/schedules, discipline
* **Human Resources:** timely & complete documents, confirmation of certifications (spirit, swim, etc.), online rules clinics, alignment of coaches, volunteer coach management
* **Athletic Trainer:** integration into coaching staffs, record keeping/management, emergency plans, CPR/AED training
* **Event Management:** oversight of support personnel, actively addressing issues
* **Conduct**: communication of expectations, sportsmanship & character education (students & coaches)
* **Meeting Attendance**: engagement & participation (NMAA, NMADA, APS, district)
* **Professional Development of Coaches**: staff meetings/trainings – agendas & notes required