## NJSIAA Compliance Check-List

<table>
<thead>
<tr>
<th>NJSIAA Compliance (Items to be Reviewed):</th>
<th>NJSIAA Compliance (Documentation):</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1</strong> NJSIAA website log-in</td>
<td><strong>1</strong> Perform log-in access</td>
</tr>
<tr>
<td><strong>2</strong> Arbiter website log-in</td>
<td><strong>2</strong> Verify NJSIAA post-season account relationship</td>
</tr>
<tr>
<td><strong>3</strong> AD Forum log-in</td>
<td><strong>3</strong> Perform log-in access, confirm view, post message</td>
</tr>
<tr>
<td><strong>4</strong> School Manager information</td>
<td><strong>4</strong> Review school manager information</td>
</tr>
<tr>
<td>a. Principal/AD listed w/contact information</td>
<td>a. Confirm Principal name/email (DQ reports)</td>
</tr>
<tr>
<td>b. Sports listings up to date</td>
<td>b. Confirm listing of sports</td>
</tr>
<tr>
<td><strong>5</strong> Home Campus log-in</td>
<td><strong>5</strong> View home screen</td>
</tr>
<tr>
<td><strong>6</strong> Njschoolsports.com log-in</td>
<td><strong>6</strong> Perform log-in access</td>
</tr>
<tr>
<td>a. Results reporting</td>
<td>a. Review recent results submitted</td>
</tr>
<tr>
<td>b. Roster completeness</td>
<td>b. Review rosters (name/position/year)</td>
</tr>
<tr>
<td><strong>7</strong> Co-Operative Sports Agreements</td>
<td><strong>7</strong> Review all co-op agreements</td>
</tr>
<tr>
<td>a. School Manager information</td>
<td>a. Verify only LEA lists sport in S.M.</td>
</tr>
<tr>
<td><strong>8</strong> Season-specific participation forms</td>
<td><strong>8</strong> Review and confirm submission to NJSIAA</td>
</tr>
<tr>
<td>a. BOE Resolution card/Affidavit</td>
<td>a. Confirm submission of card/Affidavit</td>
</tr>
<tr>
<td><strong>9</strong> Residency Affidavit file for transfers</td>
<td><strong>9</strong> Confirm submission of affidavit(s)</td>
</tr>
<tr>
<td><strong>10</strong> Accreditation (Non Public Schools)</td>
<td><strong>10</strong> Evidence of Accreditation</td>
</tr>
</tbody>
</table>

### Sport Compliance:

<table>
<thead>
<tr>
<th>Sport Compliance:</th>
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</tr>
</thead>
<tbody>
<tr>
<td><strong>1</strong> Tournament Refusal Process</td>
<td><strong>1</strong> Review entry-driven v. Tournament Refusal sports</td>
</tr>
<tr>
<td>a. On-line tournament refusal submission</td>
<td>a. Confirm website location for submission</td>
</tr>
<tr>
<td><strong>2</strong> Game limitation checklist</td>
<td><strong>2</strong> Select random sampling for each season</td>
</tr>
<tr>
<td><strong>3</strong> Football contact log</td>
<td><strong>3</strong> Review/recommend contact log</td>
</tr>
<tr>
<td><strong>4</strong> Heat Participation</td>
<td><strong>4</strong> Review best practices</td>
</tr>
</tbody>
</table>

### Student-Athlete Compliance:

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</thead>
<tbody>
<tr>
<td><strong>1</strong> Physical Forms</td>
<td><strong>1</strong> Select random sampling of forms</td>
</tr>
<tr>
<td>a. Dates for physicals, parental sign-off</td>
<td>b. Verify dates/sign-off</td>
</tr>
<tr>
<td>b. Steroid testing sign-off</td>
<td>c. Verify sign-off</td>
</tr>
<tr>
<td>c. Cardiac screening protocol</td>
<td>d. Verify protocol provided</td>
</tr>
<tr>
<td><strong>2</strong> Transfer forms</td>
<td><strong>2</strong> Select random sampling of forms</td>
</tr>
<tr>
<td>a. Completeness</td>
<td>a. Review for completeness</td>
</tr>
<tr>
<td>b. Previous school sign-off</td>
<td>b. Review for previous school sign-off</td>
</tr>
<tr>
<td><strong>3</strong> Exchange Student/International Student forms</td>
<td><strong>3</strong> Review random sampling for completeness</td>
</tr>
<tr>
<td><strong>4</strong> Ineligibility lists</td>
<td><strong>4</strong> Review list</td>
</tr>
<tr>
<td><strong>5</strong> Opioid forms</td>
<td><strong>5</strong> Review for completion</td>
</tr>
</tbody>
</table>

### Coaches’ Certification:

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<thead>
<tr>
<th>Coaches’ Certification:</th>
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<tbody>
<tr>
<td><strong>1</strong> Concussion Awareness</td>
<td><strong>1</strong> Review certificates</td>
</tr>
<tr>
<td><strong>2</strong> Return to play protocols</td>
<td><strong>2</strong> Review protocol</td>
</tr>
<tr>
<td><strong>3</strong> NFHS Principles of Coaching</td>
<td><strong>3</strong> Review certificates</td>
</tr>
<tr>
<td>a. Grandfathered coaches</td>
<td>a. Verify coaches’ certified prior to 2006</td>
</tr>
<tr>
<td><strong>4</strong> CPR/AED</td>
<td><strong>4</strong> Review certificates</td>
</tr>
<tr>
<td><strong>5</strong> Sport specific first aid</td>
<td><strong>5</strong> Review certificates</td>
</tr>
<tr>
<td><strong>6</strong> Heat acclimatization awareness</td>
<td><strong>6</strong> Review certificates</td>
</tr>
<tr>
<td><strong>7</strong> Janet’s Law protocol</td>
<td><strong>7</strong> Review protocols</td>
</tr>
<tr>
<td><strong>8</strong> Emergency Action Plans for all venues</td>
<td><strong>8</strong> Review protocols</td>
</tr>
<tr>
<td><strong>9</strong> Swimming certification</td>
<td><strong>9</strong> Verify swim certificates submitted to County Supt.</td>
</tr>
<tr>
<td>a. NJ Instructor Certificate</td>
<td>a. Review certificates</td>
</tr>
<tr>
<td>b. CPR</td>
<td>b. Review certificates</td>
</tr>
<tr>
<td>c. Lifeguard Certificate</td>
<td>c. Verify American Red Cross or YMCA cert.</td>
</tr>
<tr>
<td>d. Water Safety Instructor</td>
<td>b. Review certificates</td>
</tr>
</tbody>
</table>