

NJSIAA Compliance Check-List

School _____ Date _____

AD _____ Phone or Email _____

NJSIAA Compliance (Items to be Reviewed):	
1	NJSIAA website log-in
2	Arbiter website log-in
3	AD Forum log-in
4	School Manager information
	a. Principal/AD listed w/contact information
	b. Sports listings up to date
5	Home Campus log in
6	Njschoolsports.com log-in
	a. Results reporting
	b. Roster completeness
7	Co-Operative Sports Agreements
	a. School Manager information
8	Season-specific participation forms
	a. BOE Resolution card/Affidavit
9	Residency Affidavit file for transfers
10	Accreditation (Non Public Schools)

Coaches' Certification:	
1	Concussion Awareness
2	Return to play protocols
3	NFHS Principles of Coaching
	a. Grandfathered coaches
4	CPR/AED
5	Sport specific first aid
6	Heat acclimatization awareness
7	Janet's Law protocol
8	Emergency Action Plans for all venues
9	Swimming certification
	a. NJ Instructor Certificate
	b. CPR
	c. Lifeguard Certificate
	d. Water Safety Instructor

Sport Compliance:	
1	Tournament Refusal Process
	a. On-line tournament refusal submission
2	Game limitation checklist
3	Football contact log
4	Heat Participation

NJSIAA Compliance (Documentation):	
1	Perform log-in access
2	Verify NJSIAA post-season account relationship
3	Perform log-in access, confirm view, post message
4	Review school manager information
	a. Confirm Principal name/email (DQ reports)
	b. Confirm listing of sports
5	View home screen
6	Perform log-in access
	a. Review recent results submitted
	b. Review rosters (name/position/year)
7	Review all co-op agreements
	a. Verify only LEA lists sport in S.M.
8	Review and confirm submission to NJSIAA
	a. Confirm submission of card/Affidavit
9	Confirm submission of affidavit(s)
10	Evidence of Accreditation

Student-Athlete Compliance:	
1	Physical Forms
	a. Dates for physicals, parental sign-off
	b. Steroid testing sign-off
	c. Cardiac screening protocol
2	Transfer forms
	a. Completeness
	b. Previous school sign-off
3	Exchange Student/International Student forms
4	Ineligibility lists
5	Opioid forms

Student-Athlete Compliance:	
1	Select random sampling of forms
	b. Verify dates/sign-off
	c. Verify sign-off
	d. Verify protocol provided
2	Select random sampling of forms
	a. Review for completeness
	b. Review for previous school sign-off
3	Review random sampling for completeness
4	Review list
5	Review for completion

Sport Compliance:	
1	Review entry-driven v. Tournament Refusal sports
	a. Confirm website location for submission
2	Select random sampling for each season
3	Review/recommend contact log
4	Review best practices

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Coaches' Certification:		
1	Review certificates	
2	Review protocol	
3	Review certificates	
	a. Verify coaches' certified prior to 2006	
4	Review certificates	
5	Review certificates	
6	Review certificates	
7	Review protocols	
8	Review protocols	
9	Verify swim certificates submitted to County Supt.	
	a. Review certificates	
	b. Review certificates	
	c. Verify American Red Cross or YMCA cert.	
	d. Review certificates	

Sports Schedules:		
1	Review Schedule Sample	
2	Review Schedule for Maximum Games	
	a. Football – 8 Regular Season	
	b. Field Hockey – 20	
	c. Gymnastics – 15	
	d. Soccer – 20	
	e. Basketball – 26	
	f. Ice Hockey – 26	
	g. Skiing – 15	
	h. Swim – 23	
	i. Baseball – 25	
	j. Girls/Boys Lacrosse – 20	
	k. Softball - 25	