



ATHLETIC DIRECTOR OR PROGRAM IMPLEMENTOR LIFE OF AN ATHLETE (LoA) PROGRAM CHECKLIST

▷ Complete annually and submit to New Hampshire Interscholastic Athletic Association (NHIAA)

Name	
School	
Year	

STEPS	Completed	Not Completed	Comment
Support for Youth Leadership			
Encouraged participation in annual statewide New Hampshire Athletic Directors' Association (NHADA) Student Leadership conference			
Hosted a local training for student-athlete leaders by coordinating a training date with NHIAA			
Developed a Student Athlete Leadership Council (SALC) or Student Athlete Leadership Team (SALT)			
Held weekly SALC or SALT meetings			
Incorporated LoA into regular SALC or SALT meetings including the following: <ul style="list-style-type: none"> How to discuss the impact of lifestyle choices (AOD, sleep and nutrition) on athletic performance with the team on a weekly basis during the Captain's (student-led) meetings Development of a plan to mentor younger athletes How to positively confront behaviors of concern How to model healthy behaviors How to encourage peers to adhere to the Athletic Code of Conduct 			
Ensured students completed their Task Lists			
Ensured coaches completed their Task Lists			
Support for Coaches			
Recruited coaches to attend the annual statewide			



Coaches Training hosted by NHIAA			
Recruited coaches to attend the coaches breakout session during local youth leadership training			
<p>Incorporated Life of an Athlete (LoA) into existing staff and pre-season coaches meetings that include a discussion of the following:</p> <ul style="list-style-type: none"> • How to discuss the impact of lifestyle choices (AOD, sleep and nutrition) on athletic performance with the team on a weekly basis • How to productively confront behaviors of concern • How to model healthy behaviors <p>The importance of consistently enforcing the Athletic Code of Conduct</p>			
Pre-Season Meetings			
<p>Held three mandatory pre-season meetings for parents and athletes each year that include a presentation on the following:</p> <ul style="list-style-type: none"> • The impact of lifestyle choices (AOD, sleep and nutrition) on athletic performance • The Athletic Codes of Conduct • Guidelines for positive communication between parents and coaches • Guidelines for positive communication between parents and student athletes <p>Expectations for fan behavior</p>			
Provided an alternative for parents who don't attend the mandatory pre-season meeting			
Athletic Codes of Conduct			
Submitted current Athletic Codes of Conduct to the New Hampshire Interscholastic Athletic Association (NHIAA) for review			
Conducted a policy review committee if code revisions were recommended by NHIAA			
Obtained necessary approval of updated Athletic Codes of Conduct by school board or other entity			



Submitted code violations to NHIAA at the end of each season			
Stakeholder Unity			
Reached out to local/regional prevention professionals for assistance with raising awareness about the LoA program in the community			
Participation in Evaluation			
Completed annual Athletic Director Survey			
Administered pre-post coaches survey each season			
Administered pre-post athlete survey each season			



NEW HAMPSHIRE INTERSCHOLASTIC ATHLETIC ASSOCIATION (NHIAA) LIFE OF AN ATHLETE (LoA) PROGRAM CHECKLIST

▷ Complete annually and submit to evaluator

STEPS	Completed	Not Completed	Comment
Program Implementer Training			
Provided an Annual Program Implementer Training that includes an overview of the manual, a case study, and an activity for learning how to complete each component of Life of an Athlete (LoA)			
Statewide Youth Leadership Training			
Provided an annual statewide training for Youth Leaders that includes the following topics:: <ul style="list-style-type: none"> • Healthy lifestyle choices • Overview of youth leadership • How to hold youth-led team meetings • How to positively confront behaviors of concern • How to be a good peer mentor • Athletic training • Additional breakout sessions 			
Local Youth Leadership Training			
Provided local student leadership training annually at each LoA school that includes the following topics:: <ul style="list-style-type: none"> • How to hold youth-led team meetings • Impact of lifestyle choices on athletic performance • How to positively confront behaviors of concern • How to be a good peer mentor • Tools for positively marketing a healthy lifestyle • Breakout session for coaches on implementation of LoA • Additional breakout sessions 			



Coaches Training			
Provided an Annual Coach Training that covers the following topics: <ul style="list-style-type: none"> • Healthy lifestyle choices • How to positively confront behaviors of concern • How to be a good role model • Using the 5 C's to Choose Team Captains and Leaders document • Training and recovery 			
Codes of Conduct			
Reviewed Athletic Codes of Conduct upon submission			
Presented results of Athletic Codes of Conduct review to policy review committee upon request			
Web Modules			
Provided access to web-modules for coaches, administration, students and parents			
Evaluation			
Ensured surveys and reminders went out at designated times			
Tracked policy review meetings			
Administered evaluations at local and state-wide youth trainings			
Administered evaluations at local and state-wide coach trainings			
Coordinated participation in focus groups			



YOUTH LEADERS LIFE OF AN ATHLETE (LoA) TASK LIST

Name	
School	
Sport	
Gender	
Year	

STEPS	Completed	Not Completed	Comment
Attended annual statewide Youth Leadership Training hosted by New Hampshire Athletic Directors' Association (NHADA)			
Attended local Youth Leadership Training hosted by the New Hampshire Interscholastic Athletic Association (NHIAA)			
Incorporated Life of an Athlete (LoA) into weekly team meetings			
Productively confronted behaviors of concern when an issue became apparent			
Encouraged teammates to complete pre-post survey each season			

COACHES LIFE OF AN ATHLETE (LoA) TASK LIST

Name	
School	
Sport	
Gender	
Year	

STEPS	Completed	Not Completed	Comment
Attended annual statewide Coaches Training hosted by New Hampshire Interscholastic Athletic Association (NHIAA)			
Attended coaches breakout session during annual local Student Leadership Training			
Incorporated Life of an Athlete (LoA) into weekly team meetings by covering the following topics each week: <ul style="list-style-type: none"> • Productively confront behaviors of concern when an issue became apparent • Completed pre-post coaches survey each season • Administered pre-post student survey each season 			



PREVENTION PROFESSIONALS LIFE OF AN ATHLETE (LoA)
TASK LIST

Name	
School/Community	
Year	

STEPS	Completed	Not Completed	Comment
Engaged local businesses to support Life of an Athlete (LoA)			
Worked to raise awareness of LoA program through formal or informal presentation			
Disseminated LoA marketing materials such as PSA's and poster			

EVALUATOR LIFE OF AN ATHLETE (LoA) PROGRAM
TASK LIST

STEPS	Completed	Not Completed	Comment
Observed trainings and meetings			
Facilitated focus groups			
Maintained regular meetings with New Hampshire Interscholastic Athletic Association (NHIAA) Life of an Athlete (LoA) staff to share implementation and evaluation activities			
Monitored evaluation activities in accordance with evaluation plan			
Created and edited evaluation tools as needed to demonstrate outcomes			
Ensured quality data collection methods for: <ul style="list-style-type: none"> • Youth Surveys • Coach Surveys • Athletic Director Surveys • Training evaluations 			
Collected all monitoring data from NHIAA including: <ul style="list-style-type: none"> • Fidelity Checklists • Program component implementation tracking log • Documentation of any changes in implementation or evaluation 			
Analyzed and interpreted data on an ongoing basis			
Identified opportunities to collect qualitative data from program activities that can be used for improvement and/or demonstration of outcomes			
Prepared reports and presentations annually and as needed by stakeholders			