

PSAL INDIVIDUAL ACCESS PROGRAM – NEXT STEPS FOR ATHLETIC DIRECTORS

Sending School Athletic Director Next Steps:

1. Review the student's [eligibility](#) and completed [Interscholastic Athletics Parental Consent Form](#) and [Interscholastic Sports Medical Form](#).
2. If the student meets all the aforementioned requirements, the Athletic Director should review the [Individual Access Program Mapping Directory](#) to identify the host school assignment for the sport requested.
 - If a host school is not available for a specific sport on the [Directory](#), the Athletic Director should complete and submit this [IAP Host School Assignment Request Form](#) by **September 21** (Fall Sports only) for the student to be mapped and assigned to another school ("host" school) for an opportunity to try out and participate in a sport not offered at their school, campus, or Shared Access Program.
 - Host schools are currently mapped via the following parameters (in order):
 - i. **District** – existing in-district sports offerings
 - ii. **Travel time** – amount of time from sending school address to host school address
 - iii. If the sport of interest is not offered within the student's school district, **Out-of-District options** will be reviewed to make a final determination.
3. After host school assignment is provided by PSAL, connect with the Athletic Director of the host school to obtain Fall 2023 sport tryout information. PSAL will fulfill assignments on a rolling basis.
4. Communicate host-school assignment and tryout information with your student.
5. Complete the [Individual Access Checklist](#).
6. Provide the student with the following to provide to the host school Athletic Director or coach when they show up for tryouts:
 - Completed [Individual Access Checklist](#)
 - A copy of their completed [Interscholastic Athletics Parental Consent Form](#) and [Interscholastic Sports Medical Form](#) (Keep the original forms for your records with other student athletes from your program.)
7. After tryouts, communicate tryout outcome and any other relevant information with your student.
8. If student makes it on the team, maintain on-going communication with host Athletic Director regarding students' eligibility, medical, and disciplinary changes.

Host School Athletic Director Next Steps:

1. Review the [Individual Access Program Mapping Directory](#) to identify the sending school assignment for the sport requested.
2. Share try out with the Athletic Directors of your sending schools at least two weeks before your first scheduled tryout date or as soon as possible.
3. At tryouts, collect from the student:
 - a. [Individual Access Checklist](#) completed by the sending school Athletic Director
 - b. A copy of their completed [Interscholastic Athletics Parental Consent Form](#) and [Interscholastic Sports Medical Form](#)
4. After tryouts, communicate tryout outcome and any other relevant information with sending school Athletic Director.
5. Complete the [PSAL Roster Addition Form](#) for **every** student that makes a team. PSAL will notify host school Athletic Directors once they have been granted the ability to add the visiting student to their roster.
6. Host school Athletic Directors should then proceed to add students to their team's roster and maintain on-going communication with sending school Athletic Directors regarding students' eligibility, medical, and disciplinary changes.