

# New Athletic Director

## 30-60-90 Day Plan

### *In the first 30 days on the job, we need to accomplish the following:*

- ❖ **FIRST:** Learn all roles and responsibilities through the school leadership. Add to this list as you are sure of assignments.
- ❖ Familiarize yourself with current procedures in athletics (Physicals, athletic forms, eligibility, calendars, shared folders, bus requests, officials, gatekeepers, admin coverage, security, injury protocol, maintenance requests, facility usage, inclement weather, emergency action plans, rescheduling, technology, signings, banquets, senior nights, lettering, awards/honors, depositing money, paying bills, purchase orders, booster clubs, summer camps).
- ❖ Meet with each coach to discuss program status, wants/needs, vision
- ❖ Make email lists groups and get as much contact information as possible.
- ❖ Build relationships with local media.
- ❖ Prepare for Kickoff Clinic.

### *In the first 60 days on the job, we need to accomplish the following:*

- ❖ Create Athletic Department manual - mix current procedures with your plan (Physicals, athletic forms, eligibility, calendars, shared folders, bus requests, officials, gatekeepers, admin coverage, security, injury protocol, maintenance requests, facility usage, inclement weather, emergency action plans, rescheduling, technology, signings, banquets, senior nights, lettering, awards/honors, depositing money, paying bills, purchase orders, booster clubs, summer camps).
- ❖ Make Coaching Assignment 1-page Form.
- ❖ Get all Athletic websites and social media accounts created and/or updated.
- ❖ Create Annual Athletic Department Calendar.
- ❖ Create shared folders/calendars for department.

***After the 60-day list is complete, we need to accomplish the following:***

- ❖ **Create Booster Club Council.**
- ❖ **Create Student Athletic Council.**
- ❖ **Create Community Athletic Council.**
- ❖ **Gather Participation Data from recent years.**
- ❖ **Gather Production Data from recent years.**
- ❖ **Gather Financial Data from recent years.**
- ❖ **Gather Supplements information and enter comparison database.**
- ❖ **Start Accomplishments Database.**
- ❖ **Create Gate/Operations Finances Chart.**
- ❖ **Create Budget Template and Explanations.**
- ❖ **Create District Athletic Spending Chart.**
- ❖ **Begin long-term project for Team Histories/Media Guide production.**