

Athletic Director Checklist

May

- Fall schedules to sport assignment secretaries
- Prior to closing of school, set up date and time for physicals. Notify coaches and announce school wide.
- Contracts for fall sports
- Participation list sent to State Athletic and Activity Office
- Inform coaches to attend all District and Regional drawing meetings (spring sports)
- End of season forms to spring sport coaches
- Order award letters for following school year
- Weekly check of contests, officials, workers, and transportation
- Year end thank you letters: media, workers, boosters, coaches and faculty
- End of season conference with coaching staff (evaluation)
- Spring sport awards program
- Submit athletic budget for next school year

June-July

- A. Football Field (check and repair)
 - Bleachers
 - Restroom and concession stands
 - Press box and PA system
 - Scoreboard (replace bulbs)
 - Irrigation system functional
 - Keep grass cut
 - Field liner operational
 - Fences
 - Stadium lights (clean and replace)
 - Assignment of locker rooms (fall sports)
- B. Print hand schedules (fall sports)
- C. Directory information for State Association
- D. Extra Service employment forms collected and sent to District Office
- E. Order fall sport equipment and supplies
- F. Develop transportation schedule
- G. Develop football and fall sports programs
 - Ads
 - Pictures
- H. Set athletic admission policies (tickets, passes, etc.)

August

- Check eligibility of athletes
- Double check June-July list
- Purchase equipment for winter sports
- Team roster and schedule to opponents (at least one week prior to games)
- Contact workers for fall sports games
 - Security
 - Ticket takers and sellers
 - PA and scoreboard operator
 - Concession stand workers
- Arrange buses for away games: 9th, JV, and Varsity
- Use field checklist for games
- Attend athletic director meeting
- Team picture/roster for all fall sport playoffs, to playoff committees
- Extra rosters and schedules to other schools, include directions to site
- Complimentary tickets and pre-sale tickets to opponents
- Fall sport physicals
- Parent signatures – State rules for sports, parents permission slips to participate
- Collect insurance fees/fall sport fees
- Schedule pre-season jamborees (forward to State Office)
- Send additional extra service/contracts employment forms to District Office
- Coaches to attend all fall sport rules, parent, conference meetings

September

- Athletic Director meeting
- Arrange date and time for winter sports physicals
- Winter sports schedules to assignment secretaries
- Contracts for winter sports
- Weekly check of contest, workers, officials, and transportation
- Meet State tournament requirements (entry forms/fees etc.)
- Plan fall sport senior parent recognition event

October

- Athletic Director meeting
- Check basketball scoreboard and PA system
- Practice schedules for gyms
- Order spring sport equipment
- Arrange buses for away trips
- Schedule pre-season jamborees (forward to State Office)
- Parent signatures – State rules and regulations and parent permission to participate
- Collect insurance fees, winter sports
- Send winter extra service/contract employment forms to District Office
- Winter sport coaches to rules meetings and department preseason meeting
- End of season forms to fall coaches

November

- Athletic Directors meeting
- Complimentary tickets for opponents
- Rosters and schedules to other schools
- Winterize football stadium
- Check eligibility for winter sports
- Set date for team pictures
- Arrange for gym workers
 - Ticket sellers and takers
 - Security
 - PA and scoreboard operators
 - Concession stand workers

December

- Athletic Directors meeting
- Team photos and rosters to invitational tournament committees
- Ream rosters and schedules to opponents one week prior to game
- National Athletic Directors Conference
- Develop holiday practice/game schedules
- Weekly check of contest, officials, workers, and transportation
- End of season conference with coaching staff (evaluation)
- Use gym checklist for games

January

- Athletic Director Meeting
- Weekly check of contest, officials, workers, and transportation
- Check eligibility for next semester
- File winter tournament forms

February

- Athletic Director meeting
- Set up date for spring sport physicals
- Assignment of locker rooms for spring sports
- Spring sport schedules to assignment secretaries
- Contracts for spring sports
- Parent signatures – State rules and regulations and parent permission to participate
- Collect insurance fees, spring sports
- Schedule pre-season jamborees (Forward to State Office)
- Send extra service/contracts employment forms to District Office
- End of season forms to winter sports coaches
- Schedules for winter tournaments

March

- Athletic Director Meeting
- Check spring sport eligibility
- Order equipment for fall sports
- Keep grass cut
- Open stadium for spring sports, check other outdoor facilities
- Winter sport awards programs
- End of season conference with coaching staff (evaluation)
- Weekly check of contest, officials, workers, and transportation
- Review spring sport contracts
- Budget request for winter coaches

April

- Athletic Directors meeting
- Keep grass cut
- Weekly check of contest, officials, workers, and transportation
- Spring sport tournament schedules