



Athletic Director Checklist

AUGUST

- Coaches Contact Head coaches to poll their assistants about attendance for CPR/First Aid
- Update coaches education records and notify coaches of their current status
- Pre Season Find out eligibility dates for Fall season
- Review current WIAA Handbook, noting changes (shaded sections)
- Rules Clinics for Fall Coaches
- Arrange for First Aid/CPR classes
- Remind Head Coaches about fall League coaches meetings
- Contact police and Ambulance for home football games
- Contact announcer/timer/chain crew for home football games
- Contact event manager for home football, soccer, volleyball contests
- Contact Team doctor for home football games and make sure they have schedules
- Prepare Parent night presentation
- Prepare and/or complete JV and C schedules
- Prepare "Season Arrangements" for coaches and schedule Pre-Season Coaches Meeting
- Confirm picture dates with team photographer
- Attend Freshman Parent Orientations
- Process all fall athletic participants paperwork – check eligibility concerns
- Prepare coaches contracts for out-of-building coaches
- Discuss theft and facility "etiquette" with coaches
- Discuss etiquette with spirit team(s)
- Football home games – Who will clean up stadium? If team, get a commitment from them
- Check with Athletic Secretary or consult paperwork and coaches to see if any eligibility appeals are necessary for any of our transfer students
- Make sure to arrange for transportation for away events
- Send schedules to administrators and meet regarding game supervision
- Review schedules and give athletic secretary the dates reservations are needed for overnight trips or ferries
- Keys to coaches
- Review current casebook
- Review and share information WIAA Annual Packet and Bulletins
- Look for WIAA Membership forms
- Make sure lockers are ready to go with locks and paperwork for coaches
- Contact insurance company Certificate of \insurance for field use
- Arrange for jamboree
- Fiscal Pay Bills
- Schedule meeting with ASB and Business Manager to review purchasing process
- Program Report to school board the school's interscholastic program for the year
- Prepare Booster Club board meeting agenda
- Update Website
- Arrange for AV needed for parent night
- Check with student government for promo events
- Schedule and send out agenda for any Athletic Department meetings
- Prepare yearly calendar, note scheduled games, league and district meetings, SAT and ACT dates
- Send roster of all head, assistant and volunteer coaches to district office making sure that volunteer coaches are registered and cleared
- Send maps to league members for game sites
- Schedule picture day for local media
- Review eligibility clearance – resident and academic rule prior to first competition
- Schedule Team Picture Day
- WIAA Send WIAA form for foreign exchange students to your District Eligibility Secretary
- Email Varsity Football, Volleyball and Soccer schedules to Schedules@wiaa.com
- Update WIAA Directory Information
- WSSAAA/NIAA Join WSSAAA

SEPTEMBER

- Coaches
 - Review w/coaches WIAA and local eligibility rules.
 - Review coaches clock hours - Include those who attended August CPR/First aid classes
 - Review "Out-of Season" regulations at first coaches meeting
- Fiscal
 - Pay bills
- League
 - League AD meeting
- Program
 - Fall Sports Eligibility List on File
 - Individual Practice Rules met prior to competition
 - Review Fall Sports season guidelines, bulletins: Share information with administration and coaches, Note Deadlines
 - Review eligibility clearance- ie: resident and academic rule PRIOR to first competition
 - Finalize Fall sport team rosters, take team picture
 - Schedule and plan events for National Activities Week.
 - Send rosters to opponents
 - Make sure visitor locker rooms are clean and ready for use
 - Request gate money and police checks for home contests
 - Write article for school newsletter or program
 - Eligibility paperwork deadline
 - Secure any off site gym space that might be needed for basketball practice for winter
 - Weekly meeting with administrators
 - Prepare JV and C team roster and send with coach to contests to hand out to parents
 - Confirm with transportation director all fall conflicts and departures
 - Submit forms needed for co-op and combined programs
 - Review school calendar and look for scheduling conflicts
- Post Season
 - Selection of Qualifying play-off format, sites, managers and dates
 - Review state tournament allocation and tournament pairings/draws
- WIAA
 - State Amendment Process begins-check with your district secretary
 - Complete WIAA membership forms Review Coaching Standards regulations
 - WIAA Classification count (odd years)

OCTOBER

- Fiscal Pay bills weekly
- Pre Season Prepare winter gym schedule for practices and contests
- Advise winter coaches of Winter rules Clinic sites, dates
- Winter contract to coaches
- Inform police of basketball home dates
- Request officials for winter sports
- Program Weekly administrative meeting
- Update Web site
- Faculty Meetings
- Help promote events
- Lost/Found – How are these items being processed?
- Schedule, send out agenda for any Athletic Department meeting
- Post Season Rosters and up-dated picture for all potential district/state tournament team sent to tournament manager and program printer
- Review League Standings for possible ties for play-offs and sites
- Check with Athletic Secretary – order letter awards and pictures as needed for post season awards banquets
- State Tourney info to coaches
- Submit district and regional roster in timely fashion
- Attend contests and practices at least once for each team at each level
- Bill and thank advertiser for sports program support
- Check Tournament Dates and confirm room reservations for state tourney
- Set end of season coaches meeting for the league coaches
- Schedule Fall Sports Banquets
- WIAA Apply for Academic Achievements Awards – Deadline 3rd Friday in October
- WIAA website for roster and schedule information for state tourneys, pictures
- WIAA Amendment procedure should be in progress
- WSSAAA/NIAA National AD Conference registration and reservations hotel/plane

NOVEMBER

- Coaches
 - Rules Clinics
 - Eligibility Rules
 - Schedule, send out agenda for any Athletic Department Meeting
- Fiscal
 - Pay bill
 - Bill advertisers for winter program
- League
 - All-League fall coaches meeting and pre-season for winter coaches
- Pre Season
 - Collect all eligibility information from winter sport athletes
 - Winter Sports Eligibility List on File
 - Announce first practice dates/winter
 - Schedule Winter sports parents meeting
 - Finalize gym practice schedules for winter sports
 - Finalize C schedules
 - Review all winter schedules for conflicts
 - Empty lockers, reassign for winter sports
 - Pre-season meetings with winter sport coaches:
 - Send Winter schedules to officials
 - Prepare winter schedules/rosters for league opponents
 - Review Winter Sports Season guidelines;
 - Share information with administration and coaches
 - Note Deadlines
 - Send all winter schedules to press
 - Contact ticket sellers
 - Test for coaches who did not attend pre-season rules clinic completed?
- Program
 - Update website
 - Booster Club meeting agenda – mail
 - Get league Academic Awards and Sportsmanship Awards
 - Check winter tourney dates and look for school calendar conflicts
 - Rent gym if necessary for winter sports practices
 - Winter sport night invitation
 - Winter sport parent night preparation
 - Arrange for AV equipment for parent night
 - Winter schedules to administrators for sign up of administration duties
 - Winter sports season arrangements
 - Winter Team Pictures – contact coaches and photographer for dates
 - Sports Program Prep – coach letters, rosters, schedules
 - Submit eligibility paperwork
 - Prepare agenda/program for winter sports parent night
 - Lost and found
 - Arrange for event management for winter home contests
- Post Season
 - Arrange supervision for District/State events
 - Inventory Fall sports equipment
 - Review qualifying and state tournament information bulletins for Fall Sports:
 - Inform administration and coaches
 - Inform student body and press of plans, procedures and rules
 - Selection of Qualifying play-off sites and managers (league and districts), finalize for winter sports
 - Send thank you notes to spouses of fall sport coaches
 - Meet with fall coaches for season evaluation, inventory and storage of equipment
- WIAA
 - Amendments due Dec. 1
 - WIAA membership and labor and industry fees are due November 1
 - Email Varsity Basketball schedules to Schedules@wiaa.com
- WSSAAA/NIAA
 - WSSAAA Conference Information: Hall of Fame nominees

DECEMBER

- Coaches Distribute Clinic brochures to coaches
- Pre Season Winter event preparation:
 - Announcer
 - Timer
 - Ticket sellers
 - Event Manager
 - Security
 - Gate cash
 - Signage
 - Police
- Program Wrestling: Weight permit forms (W-1) must be signed by physician and kept on file
- Wrestling: Copy of Doctors Minimum Weight Recommendation (W-2A) kept on file at the school
- Observe at winter sports contests and practices – all levels
- Weekly administrative meeting
- Faculty meetings
- Update website
- Concession stand – Who is responsible? Schedule, order process
- Make necessary preparations for Holiday competitions
- Obtain emergency numbers for Holiday break opponents in case of snow
- Obtain emergency numbers for weekend contests where bad weather could cause problems
- Review all winter schedules for conflicts
- Confirm all transportation request and review for conflicts
- Schedule, send out agenda for any Athletic Department Meeting
- Equipment requests for fall sports
- Post Season Review all winter tourney room reservations
- WIAA Check for date of WIAA Winter Coalition Meeting
- WSSAAA/NIAA Attend the National Athletic Directors Conference
- WSSAAA Board Representatives hand out State Award and Scholarship Applications

JANUARY

- Coaches Update coaches standards file
- Schedule, send out agenda for any Athletic Department Meeting
- Fiscal Pay bills
- Review League Standings for possible ties, play-off format, procedures and sites
- Attend league meeting
- Program Finalize team rosters
- Basketball, Wrestling, Gymnastics, Swimming game day preparation
- Take State pictures
- Weekly administrative meeting
- Faculty meetings
- Check on purchases for concession stand
- Update website
- Local School Board presentation on National AD Conference (if attended) and thank you note to the board for allowing you to attend
- Finalize fall sports schedules for next year
- Post Season Wrestling (High School) complete Summary Record on Wrestling Participation of the season. Submit copy to first qualifying tournament manager
- Review winter post season reservations
- WIAA Apply for Winter Academic Achievement Awards – Deadline First Friday in February
- WIAA Winter Coalition Meeting
- WSSAAA/NIAA WSSAAA Conference Information:
- Each league should present to their WSSAAA Rep the following
- District AD of the Year candidates
- Honor Awards
- Scholarship Applications
- Commendation Award Nominees: This should be completed at the January League meeting

FEBRUARY

- Coaches Set all-league coaches meeting and spring pre-season league coaches meeting
- League Attend league meeting
- Pre Season Review all spring schedules and send transportation request to transportation department
- Remind spring sports coaches of spring coach rules clinic dates
- Spring schedules to officials
- Finalize spring sports schedules
- Keys to spring sport coaches
- Prepare indoor gym schedule for spring sports – rain
- Make plan for canceling sport events when rain occurs. What is deadline for cancellation? Who needs to be notified?
How is a contest rescheduled
- Prepare spring sports season arrangements
- Empty and reassign lockers for spring
- Prepare Parent night invitation and letter
- Prepare spring schedules to be handed out at Feb. League meeting/avoid WASL testing week if possible
- Program Weekly administrative meeting
- Faculty meetings
- Send request for Spring Sports officials associations with schedules
- Set winter sports banquets and spring parents sports meeting
- Spring sports contracts – copies to administrators
- Spring schedules to administrators for sports supervision
- Schedule, send out agenda for any Athletic Department meeting
- Post Season Basketball (boys and girls) league, district and state play-off information; including picture, up-dated roster and team record. Send to local tournament manager and state tournament program printer
- Review league and district tourney sites and make transportation requests
- Send district basketball tourney information to press
- State swimming, basketball, wrestling, gymnastics, bowling paperwork due
- District swimming, basketball, wrestling, gymnastics paperwork due – see district website
- Basketball wrestling, gymnastics, swimming game preparation
- Post Season Attend district and state contests/events
- Post Season Meet with winter coaches for season evaluation, inventory and storage of equipment
- Review qualifying and state tourney information bulletins for winter sports:
- Inform administration and coaches
- Inform student body of plans, procedures and rules
- Meet deadlines and responsibilities
- Schedule Winter sports banquets
- WIAA District/WIAA tournament supervisor pass lists
- Email Varsity Baseball, Softball and Soccer Schedules to Schedules@wiaa.com
- WSSAAA/NIAA Register for State AD Conference including hotel reservations

MARCH

- Coaches Test for coaches who did not attend pre-season rules clinics completed?
- Fiscal Pay bills
- League Attend league meeting
- Pre Season Spring sports eligibility lists on file
- Parent night preparation – Schedules and other handouts
- Contact appropriate person for needed AV equipment for parent night
- Program Weekly administrative meeting
- Faculty meetings
- Prepare Eligibility paperwork (if needed)
- Spring sports team pictures
- Spring sports program – pictures, articles, rosters, schedules
- Update website
- Schedule, send out agenda for any Athletic Department meeting
- Individual practice rules met prior to first contest
- Spring eligibility hearings?
- Confirm all spring schedules with school calendar and review for conflicts: ie-junior/senior prom
- Post Season Winter sports inventory, storage of equipment. Equipment order for Winter sports
- Winter sport spouse thank you letters
- Selection of qualifying playoff sites, managers, play-off format and dates for spring tournaments
- WIAA Review proposed amendments for spring representative assembly. Inform coaches, administration and school board
- WSSAAA/NIAA Make arrangements for WSSAAA conference

APRIL

- Coaches Schedule coaches meeting to review your athletic handbook make needed changes for upcoming year
- Fiscal Coaches' salaries/budget to proposals for next year to administrative team
- Program Physical date with team physician for summer or call local clinic
- Handle rainout and weekly schedule
- Order flowers or gift for National Secretaries Day
- Set date for summer maintenance work in gym
- Basketball, wrestling, gymnastics scheduling for next year
- Park department – request for fields for next year
- Review/set date maintenance work on scoreboards over the summer
- Post Season State tournament info – fill out online teams going to state
- For late April, early May League, District, Regional and State Tournament information sent to qualifying manager and state tournament program printer
- Finalize rosters, up-date scores and send picture for state tournaments programs
- Review league standings for possible ties for play-offs to qualifying events
- Check for tournament dates and confirm motel reservations for state events
- WIAA Representative Assembly Meeting to act on proposed amendments
- State academic championship applications due
- Apply to academic achievements awards – Deadline 4th Friday in April
- WSSAAA/NIAA State AD conference
- Attend the WSSAAA State Athletic Directors Conference

MAY

- Coaches
 - End of the year coaches meeting
 - Coach's standards clock hour form to be completed on line at www.wiaa.com
 - Coaches review changes for student athletic handbook
- Fiscal
 - Pay bills
 - Officials bills
- League
 - Attend league meeting
 - League playoff information, gate lists, supervisors
- Program
 - Update School Athletic Code
 - Weekly administrative meeting
 - Faculty meetings
 - Update website
 - Set "End of the Year" Board presentation
 - Load next year's schedules onto website or school calendar
 - Schedule, send out agenda for any Athletic Department meeting
 - Confer with administration regarding enrollment plans for next school year
 - Schedule date for spring sports all-league meeting
- Post Season
 - State tournament preparations
 - Review qualifying and State Tournament information bulletins for Spring Sports:
 - Inform administration and coaches
 - Inform student body of plans, procedures, and rules
 - Meet deadlines and responsibilities
 - Spring sports spouse thank you letters
 - Prepare and schedule end of the year coaches' breakfast, dinner or meeting. Show your appreciation
 - Notify parents of physical date, site, cost, etc for the coming year
 - Fall sports scheduling
 - District playoff information, gate lists, supervisors, roster
 - Schedule Spring Sports banquet
 - Prepare for spring sports state tournaments
 - Schedule Spring Sports Banquet
- WIAA
 - Review actions of Representative Assembly
 - WIAA Insurance
 - Complete necessary forms and send to WIAA – Membership, Coaching Standard Compliance
 - Submit order to WIAA for additional rule, handbooks, and other publications

JUNE

- Coaches
 - Meet with spring coaches for season evaluation, Inventory and storage
 - Make arrangements for WIAA Coaches school
 - Remind coaches if they need coaching cock hours
- Fiscal
 - Schedule end of the year meeting with ASB and District Business Manager to review budgeting and fiscal stability
 - Turn in ASB budget to high school ASB Secretary for next year's budget
 - Notify all coaches of their budgets for next school year
 - Check with vendors regarding outstanding Purchase orders
- League
 - Attend league meeting
- Pre Season Program
 - Send requests for Fall Sports Officials Association, with schedules
 - Weekly administrative meeting
 - Schedule Fall Parents Meeting
 - Update School Athletic Code
 - Faculty meetings
 - Confirm all fall schedules
 - Contact photographer for team pictures
 - Check for fall eligibility dates Send letter to athletes not meeting eligibility in academics
 - Contact sports program advertiser for fall commitment
 - See that openings are posted, interviews scheduled and hire coaches for the following year
 - Get the end of the year report ready for board/administrators
 - Take list of coaches for the following year to the board for approval
 - Coaches summer letters prepared and reviewed
 - Write to all motels for next year tournaments reservations and confirm dates
 - Confirm/Schedule school physicals
 - Send Athletic Code Books to be printed for fall handout
 - Prepare date for fall coaches and parent meetings
 - Schedule summer activities and facilities use: ie-summer camps
 - Review date for District summer meeting dates
 - Check with building administration and review dates for summer student activities
 - Schedule meeting with maintenance personnel and review needs for fall facilities
 - Review summer camps with coaches and use of school equipment, transportation and facilities
- Post Season
 - Lockers emptied
- WIAA
 - Check on WIAA Membership forms
 - Email Varsity Football, Volleyball and Soccer schedules to schedules@wiaa.com

JULY

- Family Program Take family/vacation time or you will not get through the next school year.
- Have packets for registration on line or send out
- Check dates for fall rules and mark on calendar
- WIAA Email Varsity Football, Volleyball and Soccer schedules to schedules@wiaa.com