



JUNE (A.D. Checklist)

- _____ Close financial account
 - _____ Transfer appropriate monies
- _____ Complete entries of Athletic Schedules for Fall Sports
 - _____ Master calendar
 - _____ Ed. Journey
 - _____ CMS AthleticZone
 - _____ Show Pros
 - _____
- _____ Update Athletic web-pages
- _____ Complete supplies order for next year
 - _____ Tickets
 - _____ Laundry Soap
 - _____ Towels
 - _____ Field marking paint
 - _____ Training supplies
- _____ Check progress of facility work orders for summer
- _____ Complete bus transportation forms
- _____ Coaches schedule interest meeting for Fall Sports
- _____ Complete order for Fall Sports & coaching shirts for upcoming year
- _____ Coordinate booster club activities—request for upcoming year
- _____ Review summer sport camp procedures / set-up camp insurance
- _____ Order national federation rule books for all sports
- _____ Maintenance & Repair of field equipment
 - _____ Gators
 - _____ Mower
 - _____ Litterkat
- _____ Complete end-of-year budget spreadsheet & send to county A.D.
- _____ Finalize projected athletic budget for upcoming year



JULY (A.D. Checklist)

- _____ All coaches hired for Fall Sports
- _____ Scholar-Athlete deadline for Spring & Winter sports (July 15th)
- _____ Send schedules for posters/hand schedules (Fall Sports)
- _____ Check for completion of all facility work orders for summer
- _____ Coaches to attend NCCA Coaches Clinic (mandatory rules meetings)
- _____ Directory Information for State Association
- _____ Extra Service employment forms collected and sent to District Office
- _____ Double check completion of order for Fall Sports & coaching shirts
- _____ Develop Transportation Schedule
- _____ Develop Football and Fall Sports programs
 - _____ Ads
 - _____ Pictures (set dates, make at least five (5) copies)
- _____ Schedule Fall sports picture day for program pictures
- _____ Organize athletic boosters for beginning of school projects
- _____ Set Athletic Admission policies (tickets, passes, etc.)
- _____ Send Fall football contracts
- _____ Order athletic passes for the year (adult & student-athlete passes)
- _____ Update athletic handbook
- _____ Review keys/distribution to coaches
- _____ Begin checking eligibility for Fall sports
- _____ Coaches meeting w/ Fall sports before tryouts begin
- _____ Pre-Season Parent meeting for Fall Sports
- _____ Plan Special Events for Fall sports
 - _____ Senior Nights(senior parent recognition events)
 - _____ Homecoming
 - _____ Other (CHMS, JRMS, HRE, EPE Night)



AUGUST (A.D. Checklist)

- _____ Double-check eligibility of athletes for Fall sports tryouts & before 1st games
- _____ Double-check athletic schedules (update and send to appropriate parties)
- _____ Team Roster and Schedules to Opponents (at least one week prior to game)
- _____ Finalize Fall sports workers schedule for home events (security, gates, event staff, etc.)
- _____ Arrange activity buses for away athletic contests
- _____ Use Home Event Checklist for games
- _____ Finalize game-day scripts for all Fall sports
- _____ Team pictures/rosters for all Fall Sports
- _____ Complimentary tickets and pre-sale tickets to opponents
- _____ Double-check Fall Sports Physicals
- _____ Parent Signature—State rules for sports, parents permission slips to participate
- _____ Collect insurance fees/Fall Sports fees
- _____ Schedule pre-season scrimmages (forward to State Office)
- _____ Parent Meetings for all Fall Sports
- _____ Field Markings (review specifications)
 - _____ Secure lining personnel
 - _____ Prepare lining schedule
 - _____ Football game field
 - _____ Soccer game field
 - _____ Mark practice fields as needed
- _____ Order concession items
- _____ Send visiting Varsity FB teams information sheet
- _____ Send the officials association pre-game information sheet (times, dressing area, map, etc.)
- _____ Send eligibility lists to state and conference (file appropriately)
- _____ Organize and review Fall practice schedules
- _____ New coaches orientation (Fundamentals of Coaching)
- _____ Catastrophic Insurance coverage
- _____ Conduct beginning of year Coaches Meeting for entire athletic staff



SEPTEMBER (A.D. Checklist)

- _____ Arrange Date and Time for Winter Sports physicals
- _____ Winter Sports schedules to assignment secretaries
- _____ Orders for Winter Sports
- _____ Coaching contracts for Winter Sports completed
- _____ Weekly check of contests, workers, officials and transportation (Fall sports)
- _____ Enter activity bus mileage weekly
- _____ Meet State Tournament requirements (entry forms/fees, etc.)

- _____ Complete entries of Athletic Schedules for Winter Sports
 - _____ Master calendar
 - _____ Ed. Journey
 - _____ CMS AthleticZone
 - _____ Show Pros
 - _____



OCTOBER (A.D. Checklist)

- _____ Coaches meeting w/ Winter sports before tryouts begin
- _____ Winter Sport coaches attended rules meetings
- _____ Pre-Season Parent meeting for Winter Sports
- _____ Schedule Winter sports picture day for program pictures
- _____ Send schedules for posters/hand schedules (Winter Sports)
- _____ Check Basketball scoreboard and PA system
- _____ Organize and review Winter practice schedules for gym
- _____ Finalize Winter sports workers schedule for home events (security, gates, event staff, etc.)
- _____ Finalize game-day scripts for all Winter sports
- _____ Finalize Winter holiday invitational tournament
- _____ Schedule pre-season scrimmages (forward to State Office)
- _____ Parent Signatures—State rules/regulations and parent permission to participate
- _____ Collect insurance fees for Winter Sports
- _____ Send Winter extra service/contract employment forms to District Office
- _____ End-of-Season Reports to Fall coaches
- _____ Organize arrangements for Fall sports awards banquets
 - _____ Trophies/plaques
 - _____ Certificates
 - _____ Varsity Letters
 - _____ Banners
- _____ Plan Special Events for Winter sports
 - _____ Senior Nights (senior parent recognition events)
 - _____ Other (CHMS, JRMS, HRE, EPE Night)



NOVEMBER (A.D. Checklist)

- _____ Double-check Winter sports schedules
 - _____ Master calendar
 - _____ Ed. Journey
 - _____ CMS AthleticZone
 - _____ Show Pros
- _____ Finalize Winter sports workers schedule for home events (security, gates, event staff, etc.)
- _____ Winter Holiday Tournament Preparation
 - _____ Tournament program
 - _____ Tournament shirts
 - _____ Tournament workers schedule
 - _____ Hospitality Room arrangements
- _____ Complimentary tickets for opponents
- _____ Rosters and Schedules to other schools
- _____ Winterize Football Stadium / Outdoor Facilities
- _____ Send Winter schedules to newspaper
- _____ Winter schedules to officials association
- _____ Fall Sports Awards program
- _____ Check Eligibility for Winter Sports
- _____ Send eligibility lists to state and conference (file appropriately)
- _____ Schedule Winter sports pictures
- _____ Complete End-of-Season Reports & evaluations w/ Fall coaches
- _____ Double-check arrangements for Winter sports event workers
 - _____ Gate workers
 - _____ Security
 - _____ PA and scoreboard operators
 - _____ Concession stand workers



DECEMBER (A.D. Checklist)

- _____ Send Spring sports schedules to officials
- _____ Team pictures and rosters to invitational tournament committees
- _____ Team rosters and schedules to opponents one week prior to games
- _____ National Athletics Directors Conference
- _____ Develop holiday practice/game schedules
- _____ Weekly check of contests, officials, workers and transportation
- _____ Double-check End-of-Season Reports and conferences w/ Fall coaches (evaluations)
- _____ Use gym checklist for games
- _____ Finalize all details for Winter Holiday Tournaments
- _____ Order for all Spring sports



JANUARY (A.D. Checklist)

- _____ Coaches meeting w/ Spring sports before tryouts begin
- _____ Spring Sport coaches attended rules meetings
- _____ Send schedules for posters/hand schedules (Spring Sports)
- _____ Weekly check of contests, officials, workers and transportation
- _____ Check Eligibility for 2nd Semester (winter sports)
- _____ Schedule Spring sports pictures
- _____ File Winter tournament forms
- _____ Double-check orders for Spring sports
- _____ Double-check Spring sports schedules
- _____ Attend District, Regional meetings



FEBRUARY (A.D. Checklist)

- _____ Pre-Season Parent meeting for Spring Sports
- _____ Check Spring Sports Eligibility
- _____ Assignment of locker rooms for Spring Sports
- _____ Spring Sports schedules to assignment secretaries
- _____ Contracts for Spring Sports
- _____ Parent Signatures—State rules/regulations and parent permission to participate
- _____ Collect Participation Fees for Spring Sports
- _____ End-of-Season Reports to Winter coaches
- _____ Schedules for Winter tournaments
- _____ Organize practice schedules/rotation for inclement weather for Spring sports
- _____ Finalize Spring sports workers schedule for home events (security, gates, event staff, etc.)
- _____ Finalize game-day scripts for all Spring sports
- _____ Check & Repair field equipment
 - Gators
 - Mower
 - Litterkat
- _____ Plan Special Events for Spring sports
 - _____ Senior Nights (senior parent recognition events)
 - _____ Other (CHMS, JRMS, HRE, EPE Night)



MARCH (A.D. Checklist)

- _____ Scholar-Athlete deadline for Fall & Winter sports (March 1st)
- _____ Keep grass cut (field management)
- _____ Open stadium for Spring Sports / Check other outdoor facilities
- _____ Attend State Athletics Directors' Conference
- _____ End-of-Season Reports and conferences w/ Winter coaches (evaluations)
- _____ Weekly check of contests, officials, workers and transportation
- _____ Send eligibility lists to state and conference (file appropriately)
- _____ Prepare rosters and send to opponents
- _____ Organize arrangements for Winter sports awards banquets
 - _____ Trophies/plaques
 - _____ Certificates
 - _____ Varsity Letters
 - _____ Banners



APRIL (A.D. Checklist)

- _____ Finalize details for any Spring tournaments hosted
- _____ Begin to prepare next year's athletic schedules
- _____ Weekly check of contests, officials, workers and transportation
- _____ Order Senior Athletic Awards
- _____ Knights Student-Athletes of the Year (balloting & order)
- _____ Organize arrangements for Spring sports awards banquets
 - _____ Trophies/plaques
 - _____ Certificates
 - _____ Varsity Letters
 - _____ Banners



MAY (A.D. Checklist)

- _____ Update athletic forms/tryout packet for upcoming year
- _____ Organize Heart of a Champion Day
- _____ Post open coaching positions (CMS and NCHSAA sites)
- _____ Complete facility walk-throughs and submit all necessary work orders for summer
- _____ Order for all Fall sports
- _____ Complete schedules for next Fall and Winter
- _____ Travel to feeder middle school to talk about athletic programs
- _____ Prior to closing of school, set up date and time for physicals (Fall Sports)
- _____ Contracts for Fall Sports
- _____ Participation List send to State Athletic & Activity Office
- _____ Inform coaches to attend all District and Regional meetings (Spring Sports)
- _____ Order award letters for following school year
- _____ Weekly check of contests, officials, workers and transportation
- _____ Year-end Thank You letters: media, workers, boosters, coaches, faculty
- _____ End-of-Season Reports and conferences w/ Spring coaches (evaluations)
- _____ Spring Sports Awards program
- _____ Begin preparing athletic budget for next school year
- _____ End-of-Year coaches meeting (Summer schedules and coaches clinic)
- _____ Prepare work orders for summer repairs & field maintenance
- _____ Review progress and revise Strategic Plan as necessary