



PERRY MIDDLE SCHOOL
ATHLETIC DUTIES
CHECKLIST
YEAR _____



AUGUST

Meet with fall sports coaches and distribute handbook ☐
Football ☐ Cross Country ☐ Volleyball ☐

Pre-season Packets ☐
Football ☐ Cross Country ☐ Volleyball ☐

Inform coaches of rules meetings for their sports ☐

Requisition officials' checks - fall ☐

Renew memberships in IHSAA and IGHS AU ☐

See that practice fields are lined ☐

Check bleachers in gym ☐

Check on gym scoreboard and P.A. system ☐

Building and Grounds reminder Dewey Field ☐ Gymnasium ☐

Set up press box for football (Signals, Roster) ☐

Check volleyball court and standards ☐

Entry Fees: Cross Country ☐

Line up chain crew, announcer and scoreboard for home football games ☐

Volleyball: Announcer ☐ Scoreboard ☐ Line Judge ☐

Ticket Takers & Information: Football ☐ Volleyball ☐

Send out schedules and information sheet to opponents ☐

Distribute schedules locally ☐

- Set up transportation with director of transportation ☐
- Football ☐ Cross Country ☐ Volleyball ☐
- Send out all media information ☐
- Send out officials' lists and reminders ☐
- Check officials' certification ☐
- Work on format for programs ☐
- Rosters: ☐
- Football ☐ Cross Country ☐ Volleyball ☐ Cheerleaders ☐
- Football practice equipment: Sled, Chutes, etc. ☐
- Eligibility Check: ☐
- Football ☐ Cross Country ☐ Volleyball ☐ Cheerleaders ☐
- Signs for football ticket booth and volleyball gym entry prepared ☐
- All physicals, athletic forms, and code of conduct are turned in before first practice ☐
- Football ☐ Cross Country ☐ Volleyball ☐ Cheerleaders ☐
- Awards: Cross Country ☐ Football ☐ Volleyball ☐ ☐
- See that coaches hold pre-season coaches' meeting for their sport ☐
- Cross Country ☐ Football ☐ Volleyball ☐
- Arrange flag for football games ☐
- USA ☐ Iowa ☐ Perry ☐
- National Anthem: Volleyball ☐ Football ☐ ☐
- Concessions: Volleyball ☐ Football ☐ ☐
- Remind Middle School Coaches to coordinate equipment and event set up and removal ☐
- VB Practice Schedule to McCreary Center ☐

SEPTEMBER-OCTOBER

Send out rosters: Football ☐ Volleyball ☐ ☐

Join State Athletic Director's Association ☐

Safety checks on facilities

Make sure football coaches are checking protective equipment ☐

Set supervision for football and volleyball games □

Greet visiting teams and officials on game night ☐

Contest Reminders to Staff: Football ☐ Volleyball ☐ ☐

Advise winter sports coaches of upcoming rules meeting ☐

Renew Contracts: ☐

Football ☐ Volleyball ☐ Cross Country ☐

Hire officials for football and volleyball for next year ☐

Enter Computer Schedules Fall Sports - next year ☐

Season Summary Packet □Basketball Practice Schedule & Facility Schedule Coordination ☐Basketball Practice Schedule to McCreary Center ☐

Pre-Season Packets □

Basketball (G) ☐ Basketball (B) ☐ Wrestling ☐

NOVEMBER

Prepare and send out to opponents winter sports information ☐

Send out officials' lists and reminders ☐

Check officials' certification ☐

Requisition winter officials ☐

- Contest Reminders to Staff: Basketball ☐ Wrestling ☐ ☐
- Set up winter sports transportation schedule ☐
Basketball (G) ☐ Basketball (B) ☐ Wrestling ☐
- Send out winter sports information to media ☐
- Make sure all physical forms and code of conduct forms are turned in prior to first practice ☐
Basketball (G) ☐ Basketball (B) ☐ Wrestling ☐
- Fall sports coaches file season end summaries ☐
- Complete fall inventories ☐
Cross Country ☐ Football ☐ Volleyball ☐
- Inspect all indoor facilities for safety reasons, especially the bleachers ☐
- Line up scorekeepers and timekeepers for: ☐
Basketball (G) ☐ Basketball (B) ☐ Wrestling ☐
- Ticket Takers & Information: Basketball ☐ Wrestling ☐ ☐
- Rosters: Basketball (G) ☐ Basketball (B) ☐ Wrestling ☐ ☐
- Send out rosters for basketball as soon as possible ☐
- Send thank you letters to all that helped in fall sports ☐
- Eligibility: Basketball (G) ☐ Basketball (B) ☐ Wrestling ☐ ☐
- Check all track contracts. Fill the voids in any meets for spring ☐
Perry Classic ☐ Mary Waggle Relays ☐ John Turner Relays ☐
- Update office calendar ☐
- Evaluations and visit with fall sports' head coaches ☐
- Requisitions: Football ☐ Volleyball ☐ Cross-Country ☐ ☐
- Program information. Basketball (G) ☐ Basketball (B) ☐ Wrestling ☐ ☐

- Keys for locker rooms ☐
- Prepare officials' room ☐
- Two game balls ☐
- Fall sports school records updated and filed ☐
- Publicize policy for cancellation of events due to bad weather ☐
- Review next year ☐
- Prepare for two years ☐
- National Anthem: Basketball ☐ Wrestling ☐ ☐
- Concessions: Basketball ☐ Wrestling ☐ ☐
- Remind Middle School Coaches to coordinate equipment and event set up and removal ☐

DECEMBER

- Place football orders for fall and have them fall billed ☐
- Volleyball and cross-country requisitions ☐
- Have football helmets and shoulder pads reconditioned ☐

JANUARY - FEBRUARY

- Renew Contracts: Basketball ☐ Wrestling ☐ RRC Basketball Master ☐ ☐
- Hire officials for basketball and wrestling for next year ☐
- Complete spring sports schedule ☐
- Evaluations and meet with head coaches to review programs ☐
- Entry fees for spring and summer ☐
- Publicize rules meeting for spring sports ☐
- Print spring schedules ☐

Enter computer schedules next year - winter sports ☐

Season Summary Packet ☐

Winter sports season end reports filed ☐

Inventories of winter sports programs filed ☐

Basketball (G) ☐ Basketball (B) ☐ Wrestling ☐

School records and any other items filed ☐

Financial summaries compiled and printed ☐

Coaches of winter sports have season end meeting ☐

Requisitions: Basketball (G) ☐ Basketball (B) ☐ Wrestling ☐ ☐

Send out thank you for the help provided during winter sports season ☐

MARCH - APRIL

Pre-season Packets ☐

See that coaches hold pre-season parents meeting for their sport ☐

Rosters: Track (G) ☐ Track (B) ☐ ☐

All physicals, forms, and Code of Conduct turned in before first practice. ☐

Track (G) ☐ Track (B) ☐

Spring schedules sent out to opponents ☐

Transportation schedule set with director of transportation ☐

Track (G) ☐ Track (B) ☐

All spring sports information sent out to media ☐

Entry Fees: Track (G) ☐ Track (B) ☐ ☐

Requisition officials' checks for spring ☐

Establish workers for track: ☐

Announcer ☐ Scorekeepers ☐ Field Events ☐ Timers ☐ Judges ☐ Tickets ☐

- Ames All-American Requisition ☐
- Inspect shot and discus area ☐
- Distribute schedules locally ☐
- Send out information concerning our home track meets ☐
- Send out officials' lists and reminders ☐
- Prepare with Track Coaches for hosting home track meets ☐
- Send out thank you for the help provided during winter sports season ☐
- Set date for spring awards program ☐
- Eligibility check: Track (G) ☐ Track (B) ☐ ☐
- Update Office Calendar ☐
- Enter computer schedules next year - spring sports ☐
- MAY**
- File season end reports for track as season is completed ☐
- Evaluations and meet with head coaches to review spring programs ☐
- Spring sports award program ☐
- Spring sports inventories filed: ☐
 - Track (G) ☐ Track (B) ☐
- Orders for spring sports: ☐
 - Track (G) ☐ Track (B) ☐
- Season Summary Packet ☐
- Spring sports records revised and filed: ☐
 - Track (G) ☐ Track (B) ☐
- Entry fee reminders: Track ☐ ☐

Renew Contracts: Track ☐ Officials ☐ ☐

Fine Arts Calendar: Vocal ☐ Instrumental ☐ ☐

Write thank you note to everyone who aided in spring sports ☐

Meet with superintendent on summer maintenance work ☐

Update Office calendar ☐

Review next two years: ☐

Fall ☐ Winter ☐ Spring ☐ Summer ☐ Year _____

Fall ☐ Winter ☐ Spring ☐ Summer ☐ Year _____

Workers next year ☐

Fundraisers - Next school year ☐

JUNE

Revise Middle School manual ☐

Order letters and certificates ☐

Order medals, ribbons and trophies for next year ☐

Order first aid supplies for upcoming year ☐

Rebuild files and update office records ☐

Check all association records to see if any filing is needed with the offices ☐

Order activity calendar ☐

Print activity passes ☐

Print fall and winter schedules ☐

Print fine arts calendar ☐

Join National Athletic Directors' Association ☐