



Annual Checklist for High School Athletic Directors

By Srimi

Seasonal Checklist

May - End of Academic Year Preparation

Fall Schedules: Submit schedules for fall sports to assignment secretaries.

Physicals: Arrange and announce dates for fall sports physicals; notify coaches and students.

Contracts & Budget: Confirm fall sports contracts, update participation lists, & submit next year's athletic budget.

Recognition & Awards: Plan year-end thank-you notes for media, staff, boosters, and coaches; organize spring sports award ceremonies.

June - July - Summer Maintenance and Preparations

Facility Checks: Inspect and repair athletic facilities (bleachers, restrooms, scoreboards, locker rooms).

Scheduling: Print fall sports schedules and update directory information for state associations.

Equipment Orders: Place orders for fall sports supplies and develop transportation schedules.

Admission Policies: Set protocols for ticketing, passes, and spectator admission.

August - Preseason Setup

Eligibility & Compliance: Verify athlete eligibility, complete necessary insurance and fee forms.

Team Preparation: Distribute rosters, arrange transportation, and schedule team photos.

Game-Day Staff: Arrange security, ticket takers, scoreboard operators, and concession staff.

Coaching Compliance: Ensure all coaches complete required training and attend preseason meetings.

September - Start of Fall Season

Community Engagement: Host meetings to set expectations for parent and fan behavior.

Winter Sports Prep: Schedule physicals and organize winter sports schedules.

Facility & Safety Checks: Conduct weekly checks for game readiness, officials, and transportation.

October - Mid-Fall Season Tasks

Scheduling: Arrange practice sessions, finalize gym and facility availability.

Winter Sports Contracts: Secure contracts for winter sports.

Equipment Readiness: Order equipment for spring sports and ensure winter sports facilities are prepared.

November - Transition to Winter Season

Eligibility Checks: Confirm winter sports eligibility; distribute rosters and schedules.

Winterizing Facilities: Prepare outdoor facilities for winter conditions.

Team Recognition: Plan senior recognition events for fall athletes.

December - Mid-Season and Holiday Planning

Tournament Schedules: Prepare team rosters and photos for tournaments.

Holiday Plans: Develop schedules for holiday practices and games.

Annual Conferences: Attend the National Athletic Directors Conference for professional development.

January - Winter Season Management

Eligibility Compliance: Confirm eligibility for second-semester athletes.

Tournament Planning: Submit winter sports tournament paperwork.

Staff Meetings: Hold regular updates and check-ins with staff and coaches.

February - Spring Preparation

Spring Physicals: Schedule spring sports physicals and assign locker rooms.

Parent Permissions: Collect necessary signatures for state regulations and insurance.

Pre-Season Setup: Finalize contracts, schedules, and scrimmages for spring sports.

March - Spring Season Setup

Facility Preparation: Ready outdoor facilities for spring sports; check fields and equipment.

Awards & Recognition: Organize winter sports awards; conduct season reviews with coaches.

Compliance Checks: Review and update all contracts and compliance requirements.

April - Final Spring Preparations

Tournament Schedules: Distribute schedules for spring tournaments.

Facility Maintenance: Perform weekly checks on games, officials, and transportation.

Budget Planning: Begin discussions for the upcoming athletic year.