

Overall Preparedness Checklist

Coach Onboarding & Compliance

Verify background checks, compliance with athletic regulations, and gather emergency contacts.
Confirm training for managing diversity and inclusion in sports.

Certification & Training for Coaches

Ensure completion of district and state certifications, including CPR and first aid.
Track renewal dates for certifications to proactively schedule recertification as needed.

Athlete Eligibility Verification

Verify academic eligibility, attendance records, and state requirements for each athlete.
Confirm that all transfer students meet district eligibility requirements.

Medical & Physical Clearance for Athletes

Collect physical examination forms, and document concussion/cardiac screenings.
Implement a tracking system for re-checks on medical conditions that need monitoring.

Policy & Guidelines for Coaches, Parents, and Athletes

Update and communicate policies on substance use, conduct, and social media.
Establish a process for handling policy violations and set clear consequences.

Parent & Community Engagement

Share preseason program guidelines, communicate behavior expectations, and organize mid-season feedback sessions.
Host a pre-season parent orientation to go over expectations and answer questions.

Facility Maintenance & Game-Day Readiness

Preseason: Inspect and maintain fields, lighting, scoreboards, etc.
In-Season: Schedule routine cleaning and check emergency equipment.
Ensure backup equipment (e.g., extra nets, balls) is available for game days.

Equipment & Inventory Management

Track inventory, order sports equipment, and organize uniform collection.
Perform a preseason equipment inspection to ensure all items are in good condition.

Emergency Protocols & Safety

Review on/off-campus crisis response plans and train staff in emergency protocols.
Organize regular drills for coaches and staff on emergency response procedures.

Compliance & Reporting

Submit required forms, monitor Title IX compliance, and maintain audit records.
Regularly review compliance records to address any potential issues before audits.

Communication & Digital Responsibility

Monitor approved communication channels and educate staff on secure use.
Establish a guideline on appropriate times and topics for digital communication with students.

Awards, Recognition & Events

Set criteria and organize ceremonies for awards, exceptional sportsmanship, and leadership.
Develop a nomination process for sportsmanship and leadership awards, allowing staff and peers to participate.

Athlete Wellness & Support Resources

Provide access to mental health services and implement return-to-play protocols for injuries.
Establish regular mental health check-ins or surveys to assess athlete well-being.

Staff Professional Development

Schedule training in sports regulations, safety, and leadership.
Encourage participation in workshops focused on diversity, equity, and inclusion in sports.

Seasonal Task Schedule

Organize preseason, in-season, and postseason activities, budget submissions, and reporting.
Plan and communicate important deadlines for each season to coaches and staff.

Administrative & Reporting Responsibilities

Submit eligibility documents, team rosters, and end-of-year reports for compliance with state regulations.
Compile an annual review report with key metrics, challenges, and future goals for the program.

The comprehensive checklist will help the directors of high school athletics manage a well-rounded, compliant, and enriching program in sports. The proactive approach of the directors balances the daily operations with seasonal demands while ensuring a quality experience for student-athletes as the school's athletic mission gets responsibly and effectively met.



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