

HIGH SCHOOL ATHLETIC DIRECTOR

SEASONAL CHECKLIST

Organized by season and month, focusing on specific preparations and operational tasks.

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, and 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.

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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.

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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.

HIGH SCHOOL ATHLETIC DIRECTOR OVERALL PREPAREDNESS CHECKLIST

Coach Onboarding & Compliance

- Conduct 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, GPA status, 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.

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OVERALL PREPAREDNESS CHECKLIST

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

- Organize award ceremonies, ensure all trophies and certificates are ready, and distribute them to coaches for presentation.
- 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.

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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.