

Monthly Checklists

(Adapted from: "A Guide for Athletic Directors" by the Pennsylvania Interscholastic Athletic Association)

Monthly Checklists

July

- ___ 1. Check for delivery of ordered supplies for fall teams.
- ___ 2. All coaches are hired for fall sports.
- ___ 3. Important dates entered on the master calendar:
 - a. Athletic team schedules
 - b. Banquet dates
 - c. District dates
 - d. Guidance testing dates
 - e. Performing arts events, including plays and concerts
 - f. Other activities, such as fundraisers, dances, Parent/Teacher Association (PTA) meetings
- ___ 4. Supplies ordered.
 - a. Lime
 - b. Field marking paint
 - c. Athletic tape, medical supplies
 - d. Towels
 - e. Laundry soap
 - f. Team room locks
 - g. Coaching gear
 - h. Tickets

i. VCR tapes

- ___ 5. Football program ads checked.
- ___ 6. Schedule picture day for program pictures.
- ___ 7. Organize athletic boosters for beginning-of-school projects.
- ___ 8. Update team room locks.
- ___ 9. Send coaches summer news.
- ___ 10. Send state directory information.
- ___ 11. Repair field equipment:
 - a. Tractors
 - b. Marking stencils
 - c. Paint machine
 - d. Lime
 - e. Football coach checks sleds and field equipment
 - f. Team watering system for football and field hockey
- ___ 12. Update forms and duplicate:
 - a. End-of-season report
 - b. Budget requests
 - c. Banquet information
 - d. Emergency situation cards
- ___ 13. Send fall schedules to printer.
- ___ 14. Send fall student-athlete team contracts.
- ___ 15. Send copy of complimentary tickets list to all schools.
- ___ 16. Arrange outside building safety inspection.

- 17. Prepare building-use report.
- 18. Order faculty complimentary passes.
- 19. Review printing contracts for the upcoming school year.
- 20. Prepare work orders for field preparation.
- 21. Update coaches' handbook.
- 22. Update the student activities section of the faculty handbook.
- 23. Review keys and distribute to coaches.

August

- 1. Review July checklist for any carry-over items.
 - Tickets
 - Lime
 - Field marking paint
 - Locks
 - Towels
 - Training supplies
 - Bus departures
- 2. Review field marking requirements and specifications:
 - Secure lining personnel
 - Prepare lining schedule
 - Football practice/game field
 - Field hockey practice/game field
 - Cross country course/safety check
- 3. Send Coaches' Association membership forms.

___ 4. Football stadium preseason check (ample time before first game).

- ___ Check fence lines/submit appropriate work orders
- ___ Mow field, adjacent areas, and weed-whack fence lines
- ___ Scoreboard working properly
- ___ Stadium lights working properly, bulbs replaced
- ___ Benches repaired, painted and in place
- ___ Check goal post specifications
- ___ Reserved seats painted
- ___ Senior class spirit section painted
- ___ PA system operational
- ___ Bleacher boards inspected/repared/replaced

(NOTE: Bleachers must be checked prior to every game)

- ___ Concession buildings operational

___ 5. Review fall transportation schedule.

___ 6. Prepare school-year transportation budget and submit to area office.

___ 7. Check athletic schedules:

- ___ Enter additional contests
- ___ Send to opposing schools
- ___ Send to printer
- ___ Send to newspapers
- ___ Send to officials association

___ 8. Scrimmages entered and confirmed on calendar.

___ 9. Conduct fall coaches meetings.

- Sportsmanship expectations
 - Leadership expectations
 - Lettering
 - Prepare coaches information card
 - Prepare coaches address and telephone sheet
 - Review district policies
 - Review state policies
 - Review school policies
 - Brief coaches regarding heat and conditioning concerns
10. Police requested for home games/dances.
11. Finalize school master calendar:
- School dances in September
 - Back-to-school night
 - Pep rallies
 - Parents meetings for individual sports
 - Administrative coverage assignments
12. Ticket personnel organized.
13. Activities calendar and handbook prepared for printer.
14. Coordinate fall booster activities.
15. Brief football administration:
- Game manager
 - Chain crew personnel
 - Timer

- Announcer
- Game security personnel
- Ticket personnel
- Field equipment: yard markers, pylons, goal post pads, down markers, order portable toilets

- 16. Pre-sale tickets distributed.
- 17. Contact pre-sale ticket persons.
- 18. Field hockey preparation.
- 19. Fall coaches: supplement paperwork, per diem forms.
- 20. Football program sent to printer.
- 21. Order concession items: candy, soda, etc.
- 22. Compile and distribute faculty complimentary passes.
- 23. Review regional compensated ticket policy with faculty.
- 24. Order regional passes.
- 25. Order state administrative passes.
- 26. Send visiting varsity football teams information sheet.
- 27. Send officials association pre-game information sheet with times, dressing area, map, etc.
- 28. Send athletic trainers' emergency information to visiting team trainers.
- 29. Complimentary tickets mailed to regional schools.
- 30. Conduct finance seminar with all sponsors/coaches.
- 31. Secure sports information director (stringers) for sports scores.
- 32. Send football team rosters to opponents.
- 33. Send fall sports rosters to opponents.
- 34. Update security information/update alpha codes.
- 35. Prepare weight room schedule and coverage of supervision

- 36. Organize stadium cleanup after football games.
- 37. Ensure fall practices begins in accordance with state association calendar.
- 38. Monitor heat and humidity for August practices.
- 39. Contact fire/rescue to confirm EMT coverage for football games.
- 40. Organize student leadership conference attendance.
- 41. Organize fall sports picture day.
- 42. Update building-use calendar.
- 43. Coordinate custodial coverage for weekend practices and events.
- 44. Hold orientation for new coaches.

September

- 1. Check and update sports schedules.
- 2. Review and confirm:
 - Bus departures
 - Schedules sent to printer, opponents, newspapers, officials
 - Eligibility
 - Scrimmages
 - Officials confirmed
 - Ticket collection
- 3. Advertise any winter coaching vacancies.
- 4. Eligibility lists sent to state association and opposing schools.
- 5. Start preparation of fall athletic banquet mailing.
- 6. Request student mailing labels.
- 7. Review trophy/plaque order for school year.

- 8. Review additional fundraising requests.
- 9. Contact local groups that present school awards.
- 10. Distribute bus departure date and times to coaches/sponsors.
- 11. Submit team rosters for football insurance (before first game).
- 12. Organize snack bar and drink machines.
- 13. Coordinate booster activities.
- 14. Prepare winter tournament formats.
- 15. Prepare winter recreation gym-use schedule.
- 16. Submit school enrollment numbers.
- 17. Request school-wide printout of schedules for students.
- 18. Complete approved student activity and club forms.
- 19. Meet with appropriate personnel to coordinate grade-monitoring procedures.
- 20. Submit administrative league request for coaches.
- 22. Schedule and organize fall sports assembly.
- 23. Prepare building-use monthly report.
- 24. Attend necessary district and regional meetings.
- 25. Assign administrative coverage for school events.
- 26. Formulate and submit steroid awareness plan to principal.
- 27. Arrange for fall sports pictures.
- 28. Review and revise all club constitutions.
- 29. Join/renew professional associations:
 - National Federation
 - State Athletic Directors Association
 - Other local groups

___ Northern Region Athletic Directors Association

October

- ___ 1. Update winter schedules.
- ___ 2. Book scrimmages for winter sports.
- ___ 3. Schedule bus departures for winter sports.
- ___ 4. Organize and conduct winter coaches' meeting.
- ___ 5. Prepare winter gym-use practice schedules.
- ___ 6. Submit recreation gym practice schedule.
- ___ 7. Organize winter custodial coverage for weekend events.
- ___ 8. Distribute bus departures to winter coaches.
- ___ 9. Finalize winter holiday invitational tournaments.
- ___ 10. Mail fall banquet letters.
- ___ 11. Check monogram delivery:
 - ___ Certificates
 - ___ Sport insignias
 - ___ Letters
- ___ 12. Attend state legislative meetings.
- ___ 13. Submit building-use report.
- ___ 14. Attend district and regional meetings.
- ___ 15. Remind coaches of regional meetings.
- ___ 16. Arrange travel accommodations for stat-culminating events.
- ___ 17. Remind coaches to attend state officials meeting.
- ___ 18. Coordinate homecoming activities.

- 19. Prepare winter sport cancellation checklist.
- 20. Review district/regional time line.
- 21. Request police for winter sporting events and dances.
- 22. Review Halloween security precautions.
- 23. Prepare fall tournament entry forms for team advancement.
- 24. Organize winter cheerleading tryouts.
- 25. Monitor first quarter interim grades.
- 26. Assign administrative coverage for school events.

November

- 1. Check and revise winter sports schedules.
- 2. Double check/confirm:
 - Bus departure schedule
 - Scrimmages
 - Officials' confirmation
 - Ticket collection schedule
- 3. Organize winter Pep rally.
- 4. File administrative-leave request for national convention.
- 5. Winter holiday tournament preparation:
 - Tournament program
 - Schedule volunteers
 - Hospitality arrangements
- 6. Winter concessions ordered and organized.
- 7. Fall banquets completed.

- 8. Locker rooms and locks reassigned.
- 9. Distribute and review end-of-season reports.
- 10. Obtain next year's budget requests from fall sports.
- 11. Prepare and submit format for winter and spring tournaments.
- 12. Submit eligibility lists for winter sports teams.
- 13. Compile team address and phone lists.
- 14. Update coaches' address and phone lists.
- 15. Prepare next fiscal year ledger for budget information.
- 16. Send rosters to opponents.
- 17. Review game management procedures:
 - Clock operator
 - Scorekeeper
 - Facility setup
 - Name board preparation
 - Pep bands
 - Stringer
- 18. Brief custodial staff regarding winter cleaning.
- 19. Submit building-use report.
- 20. Recondition football equipment.
- 21. Review religious holidays for scheduling.
- 22. Critique district fall sports/non-sports tournaments.
- 23. Secure sports information director or stringers for winter sports.
- 24. Conduct evaluations of fall sports head coaches.
- 25. Send winter schedules to newspaper.

- 26. Send winter schedules to Officials Association.
- 27. Solicit teams for spring invitational tournament.
- 28. Submit reimbursement forms for state culminating events.
- 29. Prepare winter cancellation list.
- 30. Assign administrative coverage for activities.
- 31. Attend district and regional meetings.
- 32. Winter coaches: supplement paperwork.
- 33. Prepare system for efficient management of winter event name-boards:
 - Basketball
 - Wrestling
 - Other winter sports
- 34. Postseason evaluation of head coaches.
- 35. Remind wrestling coach of nutrition and weight loss clinic.
- 36. Review police/fire and rescue requests for winter.
- 37. Expedite payment of fall officials to Financial Services.
- 38. Monitor first-quarter grades.

December

- 1. Double check/confirm:
 - Schedules/officials confirmation
 - Bus departures
 - Recreation gym-use schedule
 - Review school building-use schedule
- 2. Prepare for national convention.

- 3. Finalize all details for winter invitational tournament.
- 4. Coordinate booster activities.
- 5. Administer winter tournaments.
- 6. Complete building-use report.
- 7. Prepare holiday security schedules.
- 8. Review snow removal plan with custodians.
- 9. Attend district and regional meetings.
- 10. Approve all regional winter sports/non-sport budgets.
- 11. Critique regional fall sports/non-sport activities.
- 12. Review inclement-weather policies with coaches.
- 13. Store and secure fall field equipment.
- 14. Water turned off in outside facilities.
- 15. Assign administrative coverage for activities.
- 16. Arrange for winter sports pictures.
- 17. Submit meal/mileage reimbursement forms.
- 18. Monitor second-quarter interim grades.

January

- 1. Advertise any spring coaching vacancies.
- 2. Double check/confirm:
 - Schedules/officials confirmation
 - Bus departures, especially for postseason tournaments
 - Gym-use schedule for athletic teams
 - Recreation gym-use schedule for non-sport activities

- 3. Finalize personnel requirements for district/regional tournaments hosted.
- 4. Prepare winter mailings for awards banquet.
- 5. Prepare format for spring district tournaments to be hosted.
- 6. Place order for fall sports next year.
- 7. Make room reservations for State Association meeting.
- 8. Attend district and regional meetings.
- 9. Submit building-use report.
- 10. Evaluate fundraising procedures to include finance officer, club presidents, etc.
- 11. Mid-year review of district, regional and local activities calendar/handbook.
- 12. Assign administrative coverage for activities.
- 13. Monitor second-quarter grades.
- 14. Review entire athletic teams' grades to establish second-semester eligibility.

February

- 1. Double-check/Confirm:
 - Bus departures for tournaments
- 2. Finalize spring schedules.
- 3. Conduct coaches' meeting for spring sports.
- 4. Mail winter banquet letters.
- 5. Administrate culminating tournaments.
- 6. Check awards for banquet:
 - Monograms
 - Insignia
 - Certificates
 - Banquet supplies

___ Trophies/plaques engraving

___ Letters

- ___ 7. Prepare bus departures for spring events.
- ___ 8. Send spring sports schedules to officials.
- ___ 9. Submit work orders for field preparation (if pending).
- ___ 10. Organize game management personnel for spring.
- ___ 11. Order portable toilets.
- ___ 12. Coordinate field lining schedule.
- ___ 13. Check condition of paint machine, field limer.
- ___ 14. Submit building-use report.
- ___ 15. Develop inclement weather indoor practice plan.
- ___ 16. Arrange travel plans for state culminating events.
- ___ 17. Organize parents meetings for spring sports.
- ___ 18. Notify coaches of spring sport officials meetings.
- ___ 19. Notify new/out-of-country coaches of coaches' seminar.
- ___ 20. Contact recreation department regarding availability (date/time) of high school fields.
- ___ 21. Conduct field safety checks.
- ___ 22. Send local golf pro letter outlining fall-use expectations.
- ___ 23. Spring coaches supplement paperwork.
- ___ 24. Prepare forms and order for next year.
- ___ 25. Prepare winter tournament entry forms for team advancement.
- ___ 26. Review police and fire and rescue requests for spring.
- ___ 27. Explain activities program to rising ninth-graders during scheduling process.
- ___ 28. Attend district and regional meetings.

- 29. Assign administrative coverage for school events.
- 30. Advise basketball coaches to solicit summer league sponsors.

March

- 1. Double-check/confirm:
 - Spring schedules reviewed and updated
 - Spring bus departures
 - Scrimmages booked
 - Confirm officials' schedule
- 2. Coordinate booster activities.
- 3. Organize ticket collection/announcers/scorekeepers for:
 - Baseball
 - Soccer
 - Lacrosse
 - Other spring sports
- 4. Finalize winter sports banquet plans.
- 5. Fields organized and set up for spring use:
 - Tennis nets set up
 - Portable bleachers relocated
 - Water turned on to outside facilities
- 6. Attend legislative meetings.
- 7. Begin soliciting teams for next year's winter tournaments.
- 8. Organize custodial staff for trash removal after spring contests:
 - Baseball

- Soccer
- Softball
- Lacrosse
- Track

- 9. Submit building-use report.
- 10. Prepare spring rosters and send to opponents.
- 11. Prepare spring team address and phone lists.
- 12. Submit reimbursement request for state events.
- 13. Critique district/regional winter sports and non-sport tournaments.
- 14. Prepare coaches address and phone lists.
- 15. Prepare spring event cancellation list.
- 16. Prepare custodial weekend supervision schedule.
- 17. Prepare spring break security schedule.
- 18. Evaluate winter head coaches.
- 19. Assign administrative coverage of events.
- 20. Monitor third-quarter interim grades.
- 21. Prepare supply orders for next year.
- 22. Secure sports information director (stringers) for sports scores.
- 23. Arrange for spring sports pictures.
- 24. Start preparation of cheerleading tryouts.
- 25. Submit meal/mileage reimbursement requests.
- 26. Expedite payment of winter officials.
- 27. Check scoreboard operation for repairs.

April

___ 1. Double-check and confirm:

___ Bus departures, especially over spring break

___ Spring schedules

___ Ticket collection

_____ 2. Finalize details for any spring tournaments you are hosting.

_____ 3. Complete team selection for winter holiday tournaments.

_____ 4. Begin to prepare next year's athletic schedules.

_____ 5. Prepare master calendar for next school year.

_____ 6. Place orders for next year's winter sports.

_____ 7. Contact doctors and set date for physicals.

_____ 8. Attend state athletic directors' conference.

_____ 9. Prepare spring break security schedule.

_____ 10. Review ticket prices and pass policies for next year.

_____ 11. Sprinkler system and hoses checked for proper working order.

_____ 12. Submit building-use report.

_____ 13. Assign administrative coverage of events.

_____ 14. Attend district and regional meetings.

_____ 15. Monitor third-quarter final grades.

May

_____ 1. Double-check and confirm:

_____ Bus departures for tournaments

_____ Officials' assignments

_____ 2. Send confirmation letter for winter holiday tournaments.

- _____ 3. Compile team schedules for next year.
- _____ 4. Set deadline to have individual financial accounts stabilized.
- _____ 5. Prepare master calendar for next year.
- _____ Begin entering events on calendar
- _____ 6. Collect all budget requests not yet submitted.
- _____ 7. Complete and finalize ordering for winter sports.
- _____ 8. Schedule end-of-year coaches' meeting.
- _____ 9. Close out all concession inventories.
- _____ 10. Hold spring athletic awards program.
- _____ 11. Require coaches to submit inventory of equipment.
- _____ 12. Begin preparing bus departure schedules for next year.
- _____ 13. Prepare work orders for summer repairs and field maintenance.
- _____ 14. Secure personnel to assist with physicals in June.
- _____ 15. Make state culminating event arrangements.
- _____ 16. Circulate statement of intentions for club sponsors/coaches.
- _____ 17. Advertise all coaching vacancies for next year.
- _____ 18. Provide recognition for all support staff.
- _____ 19. Present regional fall sports formats/budgets.
- _____ 20. Critique district spring sport and non-sport tournaments.
- _____ 21. Submit reimbursements for state events.
- _____ 22. Prepare summer field watering schedule.
- _____ 23. Organize graduation responsibilities.
- _____ 24. Circulate requests for building-use among faculty for next year.
- _____ 25. Begin collecting fundraising requests for next year.

- _____ 26. Monitor fourth-quarter interim grades.
- _____ 27. Prepare spring tournament entry forms for team advancement.
- _____ 28. Submit meal/mileage reimbursements requests.
- _____ 29. Expedite payment of spring officials.
- _____ 30. Assign administrative coverage for school events.
- _____ 31. Submit building-use monthly report.
- _____ 32. Attend district and regional meetings.

June

- _____ 1. Close financial accounts:
 - _____ Transfer appropriate money
 - _____ Report sellable inventory
- _____ 2. Continue working on master calendar.
- _____ 3. Complete orders for next year:
 - _____ Tickets
 - _____ Laundry soap
 - _____ Towels
 - _____ Field marking paint
 - _____ Training supplies
 - _____ Team orders
- _____ 4. Submit field maintenance work requests.
- _____ 5. Complete bus transportation forms.
- _____ 6. Secure personnel for inside/outside message marquee assignments.
- _____ 7. Monitor final grades of returning athletes.

- _____ 8. Solicit personnel to research and complete scholar-athlete certificates.
- _____ 9. Have coaches schedule meetings to determine fall sports team interest.
- _____ 10. Travel to feeder junior high and talk about activities program (schedule for early spring).
- _____ 11. Offer physical exams for upcoming year.
- _____ 12. Submit reimbursement request for state events.
- _____ 13. Submit activities forms/catastrophic insurance information.
- _____ 14. Approval of all regional fall sports budget.
- _____ 15. Critique regional spring sport and non-sport tournaments.
- _____ 16. Postseason evaluation of coaches.
- _____ 18. Coordinate booster club activities/requests for upcoming year.
- _____ 19. Review any special summer program requirements.
- _____ 20. Distribute and collect State Coaches Association applications.
- _____ 21. Send handbook and directory request.
- _____ 22. Order National Federation rulebooks for all sports.
- _____ 23. Verify summer recreation gym use/field use schedule.
- _____ 24. Review any special summer program requirements.
- _____ 25. Secure all towels/locks.
- _____ 26. Retrieve all training room equipment from individual sports teams.
- _____ 27. Meet with new student government officers to highlight responsibilities/expectations.
- _____ 28. Submit end-of-year building use report.