

Athletic Director Checklist/Reminders for August

- Contact Head coaches to poll their assistants about attendance for CPR/First Aid
- Update coaches education records and notify coaches of their current status
- Find out eligibility dates for Fall season
- Review current GHSA Handbook, noting changes.
- Rules Clinics for Fall Coaches
- Arrange for First Aid/CPR classes
- Remind Head Coaches about fall League coaches meetings
- Contact police and Ambulance for home football games
- Contact announcer/timer/chain crew for home football games
- Contact event manager for home football, soccer, volleyball contests
- Contact Team doctor for home football games and make sure they have schedules
- Prepare Parent night presentation
- Prepare and/or complete JV and Freshman schedules
- Prepare "Season Arrangements" for coaches and schedule Pre-Season Coaches Meeting
- Confirm picture dates with team photographer
- Attend Freshman Parent Orientations
- Process all fall athletic participants paperwork - check eligibility concerns
- Prepare coaches contracts for out-of-building coaches
- Discuss theft and facility "etiquette" with coaches
- Discuss etiquette with spirit team(s)



Football home games

Who will clean up stadium? If team, get commitment from them

- Check with Athletic Secretary or consult paperwork and coaches to see if any eligibility appeals are necessary for any of our transfer students
- Make sure to arrange for transportation for away events
- Send schedules to administrators and meet regarding game supervision
- Review schedules and give athletic secretary the dates reservations are needed for overnight trips
- Keys to coaches
- Review current casebook
- Look for GHSA Membership forms
- Make sure lockers are ready to go with locks and paperwork for coaches
- Contact insurance company Certificate of Insurance for field use

Fiscal

- Pay Bills
- Report to school board the school's interscholastic program for the year
- Prepare Booster Club board meeting agenda
- Update Website
- Arrange for AV needed for parent night
- Check with student government for promo events
- Schedule and send out agenda for any Athletic Department meetings
- Prepare yearly calendar, note scheduled games, league and district meetings, SAT and ACT dates
- Send roster of all head, assistant and volunteer coaches to district office making sure that volunteer coaches are registered and cleared
- Send maps to league members for game sites
- Schedule picture day for local media
- Review eligibility clearance - resident and academic rule prior to first competition
- Schedule Team Picture Day
- Join GADA-NIAAA