

JULY

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2 ORDER PIAA RULE BOOKS	3	4	5
6	7 Confirm Fall Bus needs & schedules released in rSchool	8	9 Fall Coaches—PIAA Rules Interp Meeting reminder & link for dates	10	11	12
13	14	15 Confirm Harmony EMS for all FB (V/JV/JH/MS) games	16	17	18 Practice plans reminder for Fall Coaches	19
20	21 Title IX PDE Report—due 8/31	22	23 Concussion & Sudden Cardiac Arrest reminder to coaches	24	25 PORTA -POTS upgraded for fall needs	26
27	28 UPDATE clubs/ activities sponsor list & email distribution list	29	30	31		CHECK AED's

AUGUST

Sun	Mon	Tue	Wed	Thu	Fri	Sat
COMP TICKETS for FB at Big 56 meeting (this month)		1 COACHES MEETINGS	2 	3 FALL GAME MGMT PERSONNEL + FB Sticks Confirmed	4 Home FALL EVENTS or tix	5 Home FALL EVENTS for ticket selling--rSchool report of non-conference events
6	7 Coaching Appointments to BOD	8 NexTier Ticket booths cleaned & ready for season	9 Update Activities/ Clubs websites with personnel changes	10 Contact BAND re: Press Box Food needs at halftime	11	12
13	14 Clubs/Activities Appointments to BOD	15	16 Are all pre-game announcements/ scripts done for facilities?	17	18	19
20	21 Set pay dates & info due for sports & clubs per contract	22	23	24	25	26
27	28	29	30	31 Coach & Club Sponsor list & Emergency Contact info to SRO		CHECK AED's

SEPTEMBER

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4	5
6	7	8 Winter Sport Coaches—BOD Approval	9	10 Coach & Club Sponsor list & Emergency Contact info to SRO	11	12
13	14 First-pay → FALL COACHES	15 SEND CLUB SPONSOR LIST TO RGMS, I HS & SHS SECRETARIES	16	17	18	19
20	21	22	23 PREP Winter Sport tryout handout—post on web, tweet, school msgr., boosters. Set dates for physicals & drug/conc testing	24	25 Address Band/Choral Trip concert conflicts	26
27	28	29	30 Send WINTER COACHES PIAA LINK for Rules Interp	31 Confirm Winter Bus needs & schedules released in rSchool		CHECK AED's

OCTOBER

Sun	Mon	Tue	Wed	Thu	Fri	Sat
Intramural Staff for BOD Approval	School msgr. for winter sport physicals, drug & concussion testing	1 Canvas Spring Coaches for Equipment Needs	2 	3	4	5
6	7 Prep for IM—contact building reps (CVE, ECM, ECE, HNM, HNE)	8	9 Address Band/Choral Trip concert conflicts	10	11 POST TITLE IX Report	12
13	14	15	16	17 Winter Coaches—Rules Interp Meeting attendance reminder	18	19
20	21	22	23	24	25	26
27	28	29	30	31 Final Pay → FALL COACHES		CHECK AED's

NOVEMBER

Sun	Mon	Tue	Wed	Thu	Fri	Sat
NCAA Early Signing Photo Ops		1 Spring Sport QUOTE Process	2	3 Run Honor Report for S- A's from previous year for Annual Report	4	5
6	7 Spring Sport HEAD COACHES → BOD Approval	8	9	10 BBALL comp tickets to sectional AD's— Boys & Girls	11	12
13	14	15 Sr. Class Play → FULL PAY	16	17 Home WINTER EVENTS to Cathy for tix (18 Home WINTER EVENTS for ticket sell- ing—rSchool report of non-conference events	19 UPDATED Coach & Club Sponsor list to SRO—Emergency List
20	21 Identify dates of I HS BB games + home swim meets = locker room	22	23 Swim/Dive VISITING TEAM letter sent	24	25	26
27	28 Band & MS Play → FULL PAY	29	30 Boys (V/JV) & Girls (V) Golf Course Rental Donation	31 PORT-A-POT Pick Up Plans	Final Pay → FALL COACHES	CHECK AED's

DECEMBER

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1 INTRAMURALS— ELEM (Prep)	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18 Thank You notes to bldg. FB ticket sellers	19
20	21 FB Headsets Reconditioned	22	23	24	25	26
27	28 CLEAN / SCRUB GYM FLOORS OVER BREAK	29	30	31		CHECK AED's

JANUARY

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2	3	4 First Pay → CLUBS, & ACTIVITIES	5
6	7	8 Confirm Spring Bus needs & schedules released in rSchool	9	10	11	12
13	14	15	16 Info released on springs port physicals, drug & concussion testing	17	18 Send SPRING COACHES PIAA LINK for Rules Interp Meetings	19
20	21 Summer camp dates from coaches	22	23	24 Fall Scheduling Begins Soon	25	26
27	28	29	30	31		CHECK AED's

FEBRUARY

Sun	Mon	Tue	Wed	Thu	Fri	Sat
NCAA Signing Photo Ops		1	2 Spring coaches— Rules Interp Meeting reminder	3	4	5
6	7	8	9	10	11 Status of Activity bus from now until Spring sports	12
13	14	15	16	17 Winter Scheduling Begins Soon	18	19
20	21 PORT-A-POT Delivery Plans	22	23 Home SPRING EVENTS for tix	24 Home SPRING EVENTS for ticket selling – rSchool report of non- conference events	25	26
27	28	29	30	31	Final Pay → WINTER COACHES	CHECK AED's

MARCH

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2 Finalize Summer physical/ concussion/drug	3	4	5
6	7 Send baseball/ softball letter re: turf rules to all V/ JV/JH/MS AD's	8	9	10 UPDATED Coach & Club Sponsor list to SRO—Emergency List	11	12
13	14	15 Play/Musical → FULL PAY	16	17 Spring Scheduling Begins Soon	18	19
20	21	22 Start QUOTE PROCESS for Fall/ Winter Sports	23	24	25	26
27	28	29	30 Senior awards memo out to coaches	31		CHECK AED's

APRIL

Sun	Mon	Tue	Wed	Thu	Fri	Sat
NCAA Signing Photo Ops		1	2	3	4	5
6	7 Band/Choral trip— chaperone clearance reminder	8	9	10 Sport Participation newsletter info & production	11	12
13	14 First Pay → SPRING COACHES	15	16	17 Summer conditioning plans for turf reservations	18	19
20	21	22 Tweet/School Msg about summer camps	23	24 Senior Award plaques for engraving	25	26
27	28	29	30	31		CHECK AED's

MAY

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	FB Season Tickets SOLD	1 Plans for last late Activity bus runs	2	3 Summer Away Camps (i.e., Cheer, FB, BSOC, GSOC, VB) for BOD Approval	4	5
6	7 Fall & Winter Head Coach—BOD Approval	8	9	10	11	12
13	14	15 I HS Play → FULL PAY	16	17	18	19
20	21 School messenger for fall sport physicals, drug & concussion testing	22	23	24	25 Spring Coaches → FINAL PAY	26
27	28 Process clubs/ activities + spring sport head coaches final pay	29	30 PORT-A-POT Summer Plans	31 Do Fall Assistants BOD approval for June meeting		CHECK AED's

JUNE

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1 Clubs/Activities → FINAL (2nd) PAY Thespian Play → FULL PAY	2 BOD approval/ sanction of all Booster Clubs	3 BOD approval of Small Games of Chance Resolution for Booster Groups	4	5
6	7 CONFIRM HUDL Sideline & School subscriptions are renewed	8	9	10 Confirm ImPACT bill paid for next year	11	12
13	14	15	16 Order FB Helmet decals	17	18	19
20	21 Begin Booster Club meetings this week	22	23	24	25	26
27	28	29	30 Annual Concussion & Cardiac Arrest reminder to all coaches w/ links	31		CHECK AED's

