

Athletic Director Monthly Checklist

July - June

- Ozark Conference Athletic Director Meeting
- Community Recreational Board Meeting
- Observe practices and camps
- Officials and worker pay

July

- Prepare directions for all seasons.
- Schedule CPR/AED/First Aid for August re-certification.
- Assemble coaches' notebooks for district coaches meeting.
- Plan district coaches meeting.
- Notify all coaches of the date, location, and time for the district coaches meeting.
- Revise athletic handbook.
- Plan parent meetings.
- Inspect and clean up training room and concession storage area at high school.
- Meet with fall sport head coaches.
- Schedule fall activity and shuttle buses.
- Reserve location for coaches meeting.
- Join MIAAA and NIAAA.
- Establish fall supervision schedule with other administrators.
- Order rules books.
- Media notification of the start date, time, and location for all fall sports.
- Notify coaches of fall sport rules meetings.
- Inventory and order W's, inserts, and bars.

August

- Inspect and clean up soccer/baseball complex.
- Inspect and clean up football stadium.
- Inspect and clean up metal building.
- Inspect all indoor playing areas for safety concerns.
- Schedule workers for fall home events.
- Prepare all fall tournament information and send to participating schools.
- Determine security needs for all seasons.

Athletic Director Monthly Checklist

- Order trophies/plaques for all fall tournaments.
- Check scoreboards, control boxes, and lights.
- Prepare fall eligibility lists and send all fall transfer of eligibility forms.
- Input all fall varsity schedules on MSHSAA website.
- Conduct parent meetings.
- Conduct coaches meeting.
- Contact (email or phone) officials for home events (weekly).
- Check transportation schedule for away events (weekly).
- Check all physicals for fall sport athletes.
- Check commitment forms and participation fees for fall sport athletes.
- Send Ozark Conference dues.
- Order equipment for all winter sports.
- Reserve cafeteria for senior awards banquet in April.
- Email worker reminders (weekly).

September

- Order trophies/plaques for all winter tournaments.
- Contract fall middle school opponents for next two-year cycle (on second year of cycle).
- Contract fall high school opponents for next two-year cycle (on second year of cycle).
- Contact (email or phone) officials for home events (weekly).
- Check transportation schedule for away events (weekly).
- MIAAA South Central meeting.
- Begin scheduling of fall officials for next year.
- Pay tournament entry fees for fall.
- Schedule workers for winter home events.
- Email worker reminders (weekly).

October

- Re-check winter game and officials' contracts.
- Contact (email or phone) officials for home events (weekly).
- Check transportation schedule for away events (weekly).
- Establish winter supervision schedule with other administrators.
- Meet with winter sport head coaches.
- Finalize district entry forms.

Athletic Director Monthly Checklist

- Prepare weekly contest lists for winter.
- Reserve locations for fall sport awards ceremonies or banquets.
- Remind coaches to complete officials' ratings on MSHSAA website.
- Media notification of the start date, time, and location for all winter sports.
- Complete scheduling of fall officials for next year.
- Prepare locker room assignments for visiting winter sport teams.
- Schedule wrestling certification date with Cheryl Cawley and Jeff Davis.
- Schedule winter activity and shuttle buses.
- Notify coaches of winter sport rules meetings.
- Prepare all winter tournament information and send to participating schools.
- Email worker reminders (weekly).

November

- Collect end of season reports and inventories from fall coaches.
- Fall coaching evaluations.
- Prepare winter eligibility lists and send all winter transfer of eligibility forms.

Athletic Director Monthly Checklist

- Input all winter varsity schedules on MSHSAA website.
- Check all physicals for winter sport athletes.
- Check commitment forms and participation fees for winter sport athletes.
- Contact (email or phone) officials for home events (weekly).
- Check transportation schedule for away events (weekly).
- Compile fall letter winner list.
- Send tournament contracts for next fall.
- Fall sports report to school board.
- Email worker reminders (weekly).

December

Athletic Director Monthly Checklist

- Order trophies/plaques for all spring tournaments.
- Order equipment for all spring sports.
- Contact (email or phone) officials for home events (weekly).
- Check transportation schedule for away events (weekly).
- Begin scheduling of winter officials for next year.
- Email worker reminders (weekly).

Athletic Director Monthly Checklist

January

- Re-check spring game and officials contracts.
- Finalize winter district entry forms.
- Contact (email or phone) officials for home events (weekly).
- Check transportation schedule for away events (weekly).
- Pay entry fees for winter tournaments.
- Schedule CPR/AED/First Aid for February re-certification.
- Complete scheduling of winter officials for next year.
- Prepare athletic budget for next year.
- Schedule workers for spring home events.
- Email worker reminders (weekly).

Athletic Director Monthly Checklist

February

- Contact (email or phone) officials for home events (weekly).
- Check transportation schedule for away events (weekly).
- Contract winter middle school opponents for next two-year cycle (on second year of cycle).
- Contract winter high school opponents for next two-year cycle (on second year of cycle).
- Prepare weekly contest lists for spring.
- Reserve locations for winter sport awards ceremonies or banquets.
- Remind coaches to complete officials ratings on MSHSAA website.
- Meet with spring sport head coaches.
- Send tournament contracts for next winter.
- Media notification of the start date, time, and location for all spring sports.
- Establish spring supervision schedule with other administrators.
- Schedule fall activity and shuttle buses.
- Notify coaches of fall rules meetings.
- Prepare all spring tournament information and send to participating schools.
- Email worker reminders (weekly).

Athletic Director Monthly Checklist

March

- Collect end of season reports and inventories from winter coaches.
- Winter coaching evaluations.
- Prepare spring eligibility lists and send all spring transfer of eligibility forms.
- Input all spring varsity schedules on MSHSAA website.
- Check all physicals for spring sport athletes.
- Check commitment forms and participation fees for spring sport athletes.
- Contact (email or phone) officials for home events (weekly).
- Check transportation schedule for away events (weekly).
- Compile winter letter winner list.
- Pay entry fees for spring tournaments.
- Make arrangements for senior athletic banquet with cafeteria staff.
- Winter Sports report to school board.
- Email worker reminders (weekly).

Athletic Director Monthly Checklist

April

- Senior Athletic Banquet.
- Schedule free physicals.
- Contact (email or phone) officials for home events (weekly).
- Check transportation schedule for away events (weekly).
- Contract spring middle school opponents for next two-year cycle (on second year of cycle).
- Contract spring high school opponents for next two-year cycle (on second year of cycle).
- MIAAA spring meeting.
- Remind coaches to complete officials ratings on MSHSAA website.
- Begin scheduling of spring officials for next year.
- Frisco League Conference Track Meet.
- Finalize district entry forms.
- Reserve locations for winter sport awards ceremonies or banquets.
- Begin hiring of new coaches.
- Email worker reminders (weekly).

Athletic Director Monthly Checklist

May

- Complete MSHSAA membership and activity registrations.
- Complete hiring of new coaches.
- Order uniforms as per rotation.
- Prepare work duty composite and season lists.
- Collect end of season reports and inventories from spring coaches.
- Spring coaching evaluations.
- Contact (email or phone) officials for home events (weekly).
- Check transportation schedule for away events (weekly).
- Send tournament contracts for next spring.
- Compile list of spring sport letter winners.
- Complete scheduling of spring officials for next year.
- Email worker reminders (weekly).

Athletic Director Monthly Checklist

June

- Check all game contracts.
- Check all official's contracts.
- Order paint, first aid, and equipment for all fall sports.
- Prepare officials and workers fee schedules for all sports.
- Complete all schedules.
- Prepare weekly contest lists for fall.
- Update MSHSAA website (coaches, directors, administrators, and school information).
- Register non-certified coaches with MSHSAA.
- Contact ambulance service and direct them to send a contract for their services to the central office.
- Order season and annual passes.
- Spring sports report to school board.