

Athletic Directors Checklist

June:

_____ Order Bulldog Backer Cards

July:

_____ Prepare Fall Sport Schedules

- ❖ Coaches, Faculty, and Staff
- ❖ District and Building Administration
- ❖ School Maintenance Staff
- ❖ Local Print and Broadcast Media
- ❖ Opponents

_____ Fall Officials Mailing

_____ Inventory Awards

- ❖ Set Meeting with _____

_____ Create and mail Corn Belt Conference passes to all member schools

August:

_____ Fall Coaches Meeting

_____ Prepare for Fall Kick-off

_____ Fall Indoor Facility Preparation

_____ Fall Outdoor Facility Preparation

- ❖ Insurance and schedule information to Lake of the Woods

_____ Ambulance coverage for home Football games

September:

_____ Portable Restrooms for Bulldog Invitational

October:

_____ Prepare Winter Sport Schedules

- ❖ Coaches, Faculty, and Staff
- ❖ District and Building Administration
- ❖ School Maintenance Staff
- ❖ Local Print and Broadcast Media
- ❖ Opponents

_____ Plan Winter Kick-off

_____ Winter Officials Mailing

_____ Winter Coaches Meeting

_____ Fall Future Opponent Contracts

_____ Fall Future Officials Contracts

November:

_____ Winter Indoor Facility Preparation

December:

_____ Winter Future Opponents Contracts

_____ Winter Future Officials Contracts

January:

_____ Prepare Spring Sport Schedules

- ❖ Coaches, Faculty, and Staff
- ❖ District and Building Administration
- ❖ School Maintenance Staff
- ❖ Local Print and Broadcast Media
- ❖ Opponents

_____ Spring Officials Mailing

_____ Spring Coaches Meeting

February:

_____ Spring Sports Picture Day

March:

_____ Spring Future Opponents Contracts

_____ Spring Future Officials Contracts

_____ Spring Outdoor Facility Preparation

_____ Spring Indoor Facility Preparation

_____ Make arrangements for fences/portable toilets at 13 Acres Park

April:

_____ Budget Preparation

_____ Summer Camp and Open Gym Schedules

May:

_____ I.H.S.A. Entries (on-line)

_____ Finalize Schedules for Student Handbook

Athletic Directors Check List

August/September:

- _____ Finalize Schedules for Student Handbook - move to May
- _____ Illinois High School Association entries - move to May
- _____ Inventory and order Fall Sports Supplies
- _____ Fall Coaches Meeting
- _____ Prepare Fall Sport Schedules
 - ❖ Coaches, Faculty, and Staff
 - ❖ School Administration
 - ❖ School Maintenance Staff
 - ❖ Local Print and Broadcast Media
 - ❖ Opponents
- _____ Fall Officials Mailing
- _____ Fall Transportation Schedule
 - ❖ Coaches, Faculty, and Staff
 - ❖ School Administration
 - ❖ C.U.S.D. #40
- _____ Fall Vehicle Service ~~delete~~
- _____ Fall Indoor Facility Preparation
- _____ Fall Outdoor Facility Preparation
- _____ Coordinate NCAA Clearinghouse Meeting for students with Guidance Department ✓ w/Guidance
- _____ Inventory and Order Awards - move to July

• XC portable for letters

October:

- _____ Prepare Winter Sport Schedules
 - ❖ Coaches, Faculty, and Staff
 - ❖ School Administration
 - ❖ School Maintenance Staff
 - ❖ Local Print and Broadcast Media
 - ❖ Opponents
- _____ Winter Officials Mailing
- _____ Winter Transportation Schedule
 - ❖ Coaches, Faculty, and Staff
 - ❖ School Administration
 - ❖ C.U.S.D. #40
- _____ Winter Coaches Meeting

- _____ Fall Future Contracts
- _____ Fall Future Opponent Contracts
- _____ End of Season Field Maintenance - delete
- _____ Order Winter Sports Supplies - delete

November:

- _____ Begin Season-Ticket Sales - delete Bulldog Backer Cards
- _____ Winter Indoor Facility Preparation
- _____ Fall Athletic Banquet - ↓ date
- _____ Winter Sports Program - programs (Fall, Winter, Spring) Calendars
- _____ Winter Vehicle Maintenance

December:

- _____ Winter Future Contracts
- _____ Winter Future Officials Contracts
- _____ Snow Day Practice Schedule

January:

- _____ Order Spring Sports Supplies - delete

February:

- _____ Prepare Spring Sport Schedules
 - ❖ Coaches, Faculty, and Staff
 - ❖ School Administration
 - ❖ School Maintenance Staff
 - ❖ Local Print and Broadcast Media
 - ❖ Opponents
- _____ Spring Officials Mailing
- _____ Spring Transportation Schedule
 - ❖ Coaches, Faculty, and Staff
 - ❖ School Administration
 - ❖ C.U.S.D. #40
- _____ Spring Coaches Meeting

March:

- _____ Winter Athletic Banquet
- _____ Spring Vehicle Maintenance - delete
- _____ Spring Field Preparation - delete

April:

- _____ Spring Future Opponents Contracts
- _____ Spring Future Officials Contracts
- _____ Prepare Annual Budget
- _____ Summer Camp and Open Gym Schedule

May:

- _____ Order Fall Sports Supplies
- _____ Prepare Coaching Contracts and Annual Evaluations
- _____ Set Dates for Annual Sports Physicals - delete
- _____ Illinois Elementary School Association entries - delete
- _____ Spring Athletic Banquet

On-going monthly duties

- ❖ Monthly Meeting of the St. Anthony Booster Club
-2nd Wednesday of each month (7:30 p.m.)
- ❖ Monthly Board of Education Meetings
-3rd Monday of each month (7:00 p.m.)
- ❖ Monthly Parish Administrative Staff Meetings
-3rd Wednesday of each month (10:00 a.m.)
- ❖ Vehicle Service

↓ on dates & times

MONTH	ITEMS TO COMPLETE.....	DONE
August	Deadline for physicals, insurance, permission, etc. to office. The rest go to coaches. Get coach a list of all of the paperwork we have as of August 1 st .	/
August	Send out schedule verifications for fall seasons	/
August	Send out Bulldog Backer Passes to chain gang	/
August	Make and send out Cornbelt conference passes to each school	/
August	Confirm w/fire department for coverage of home football games	/
August	Pay all entry fees, officials wages, and league cost	/
August	Fall coaches meetings	/
August	Order awards for HS Soccer Inv	?
August	Prepare for Fall Kickoff	/
August	Make program arrangements	/
August	Set deadline for coaches for rosters and pictures	/
August	Confirm bus departure times with coaches and get a copy to trans. dept	/
August	Keep an updated list of all physicals	/
August	Double check all games for officials & send out officials verifications	/
August	Contract trainer for all varsity football games	?
August	Confirm x-country dates with Lake of the Woods	/
August	Call Insurance company for certificate for LOW and Parkland	/
August	Fax Rosters to opposition	/
August	Send in paper work to Parkland for use during XC	NO
August	Order Trophies for JH GBB Tournament	NO
September	Post Ticket Taker Sheet @ Jr. High	NO
September	Begin practice evaluations	
September	Finalize Jr. High Pancake and Sausage dinner	NO
September	Check awards for Jr. High XC Inv	?
September	Check awards for HS Volleyball Inv	?
September	Check awards for Jr. High XC Conference Meet	NO
September	Check awards for Jr. High Girls Basketball Inv.	NO
September	Set gym schedule and send to Lincoln Trail	?
September	Begin Weekly Eligibility Check	
September	Get Practice Schedule from Jr. High girls basketball	NO
September	Get Practice Schedule from Jr. High Boys basketball	NO
September	Order Plaques for Senior Night	?
September	Get Officials for Homecoming Powder puff game	/
September	Send out contracts for next season Jr. High girls basketball	NO
September	Order Awards for JH boys basketball tourney	NO
September	Begin sending out Coaches vs Cancer Information	?
October	Meet w/JH and HS Basketball Coaches/ Practice Schedule	NO
October	Renew contracts for HS boys basketball	/
October	Renew contracts for JH boys basketball	NO
October	Renew contracts for HS girls basketball	/
October		
October	Plan Winter Kickoff	/
November	Do JH & HS Cross Country evaluations	/

Coaches evaluations from

