



Athletic Director Checklist/Reminders for February

1. Schedule and disseminate agendas for upcoming athletic coaches meetings.
2. Recheck spring sports eligibility forms.
3. Attend scheduled region meeting.
4. Have completed academic and residency checks for upcoming spring sports for eligibility purposes.
5. Host spring sports picture day.
6. Schedule meetings with spring sports booster clubs.
7. Review and audit concessions receipts and revenues.
8. Attend weekly administrative meetings.
9. Inform faculty on upcoming athletic events. Talk about the positive things that are happening in the athletic program. Mention teams and students by name.
10. Update your athletic website.
11. Finalize fall sports schedules for next year.
12. Finalize wrestling weight class rosters for upcoming area traditional meet.
13. Update transportation of all scenarios with basketball region tournament travel schedules.
14. Begin paying outstanding invoices from winter sports.
15. Attend region basketball seeding meeting. Review region standings for seeding possibilities for upcoming basketball tournaments.
16. Review spring sports schedules and confirm all schedules.
17. Forward spring sports schedules and assignments to all school faculty and media outlets.
18. Secure medical personnel and ATC's at spring sports events.
19. Confirm necessary security at spring sports events.
20. Finalize plans for football equipment reconditioning.
21. Make plans to attend the GADA State Conference in Savannah in March!

You are in the stretch run now. Things will not slow down until June.
Keep your blinders on and keep working!

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