



Athletic Director Checklist/Reminders for June

1. Meet with spring sports coaches for season evaluations, equipment inventory and storage.
2. Make preparations/arrangements for community coach classes as needed.
3. Schedule end of the year meeting with Principal to review budgeting and fiscal responsibilities.
4. Turn in budget requests to Principal.
5. Notify all coaches of their budget for the upcoming school year.
6. Check with vendors regarding outstanding purchase orders.
7. Send requests and verify fall sports officials, with schedules.
8. Attend weekly administrative meeting.
9. Schedule fall sports parents meetings.
10. Update school athletic code.
11. Confirm all fall schedules.
12. Schedule fall sports picture/media day(s).
13. Begin fall sports eligibility process.
14. Notify coaches/parents/student-athletes of needed remediation from 2nd semester grades reports.
15. Contact fall sports program publication advertisers.
16. Have completed all faculty/coaching position(s) hires for the upcoming year.
17. Have completed the end of the year financial report for the Board of Education.
18. Have completed the Gender Equity in Sports Act report for the Department of Education.
19. Confirm/schedule school/district wide physical exams for the fall.
20. Send Athletic student-athlete handbooks to be printed for fall handout.
21. Schedule date for fall coaches and parent meetings.
22. Complete scheduling for all summer activities (summer camps), team and individual camps.
23. Schedule meeting with maintenance personnel and review needs for fall sports.
24. Review summer camps with coaches and use of school equipment, transportation and facilities.
25. All lockers emptied, sanitized and disinfected.

This should give you a start in your preparation for the month of June. Good luck!

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