



## **Athletic Director Checklist/Reminders for May**

<b>1. End of the school year coaches meeting</b>
<b>2. Coaches review changes and adjustments to student-athlete handbook</b>
<b>3. Pay all invoices</b>
<b>4. Pay all spring sports officials/umpires invoices</b>
<b>5. Attend region meeting for completion of business for current year, or to prepare for next year</b>
<b>6. Updated school athletic code of conduct</b>
<b>7. Weekly administrative meeting</b>
<b>8. Attend end of the year faculty meetings</b>
<b>9. Prepare for end of the year post planning meetings</b>
<b>10. Update school and/or sport specific websites with past results and future schedules and pertinent information</b>
<b>11. Complete/re-confirm contracts for fall and winter sports</b>
<b>12. Prepare for end of the year athletic awards banquets</b>
<b>13. Have completed all coaching staff hires</b>
<b>14. Have scheduled all lay/community coach GHSA mandated workshops</b>
<b>15. Address any immediate state tournament preparations.</b>
<b>16. Inform student body and community of all plans and procedures for state tournament games/matches, to include site, time and transportation.</b>
<b>17. Announce/post all sports summer plans, to include strength and conditioning, workouts, summer leagues and camps.</b>
<b>18. Confirm all summer maintenance repairs, or capital projects schedules.</b>

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

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