

# Athletic Director Checklist/Reminders for September

- Review w/coaches GHSA and local eligibility rules.
- Review coaches clock hours - Include those who attended August CPR/First aid classes
- Review "Out-of Season" regulations at first coaches meeting
- Pay bills
- Fall Sports Eligibility List on File
- Individual Practice Rules met prior to competition
- Review Fall Sports season guidelines, bulletins: Share information with administration and coaches, Note Deadlines
- Review eligibility clearance- ie: resident and academic rule PRIOR to first competition
- Finalize Fall sport team rosters
- Schedule team pictures
- Send team rosters to opponents
- Make sure visitor locker rooms are clean and ready for use
- Request gate money and police checks for home contests
- Write article for school newsletter or program
- Eligibility paperwork deadline
- Secure any off site gym space that might be needed for basketball practice for winter
- Weekly meeting with administrators
- Prepare JV and Freshman team rosters and send with coach to contests to hand out to parents
- Confirm with transportation director all fall conflicts and departures
- Submit forms needed for co-op and combined programs
- Review school calendar and look for scheduling conflicts
- Selection of Qualifying play-off format, sites, managers and dates
- Review state tournament allocation and tournament pairings/draws
- Complete GHSA membership forms Review Coaching Standards regulations

