

Athletic Director Checklist/Reminders for December

1. Coaches _ Distribute Clinic brochures to coaches
2. Pre Season _ Winter event preparation:
 - a. Announcer
 - b. Timer
 - c. Ticket sellers
 - d. Event Manager
 - e. Security
 - f. Gate cash
 - g. Signage
 - h. Police
3. Program _ Wrestling: Weight permit forms (W-1) must be signed by physician and kept on file
4. Wrestling: Copy of Doctors Minimum Weight Recommendation (W-2A) kept on file at the school
5. Observe at winter sports contests and practices – all levels
6. Weekly administrative meeting
7. Faculty meetings
8. Update website
9. Concession stand – Who is responsible? Schedule, order process
10. Make necessary preparations for Holiday competitions
11. Obtain emergency numbers for Holiday break opponents in case of snow
12. Obtain emergency numbers for weekend contests where bad weather could cause problems
13. Review all winter schedules for conflicts
14. Confirm all transportation request and review for conflicts
15. Schedule, send out agenda for any Athletic Department Meeting
16. Equipment requests for fall sports
17. Post Season _ Review all winter tourney room reservations
18. NIAA _ Attend the National Athletic Directors Conference

