



Athletic Director Checklist/Reminders for January

Unfortunately, your last opportunity to catch your breath has come and gone! We hope you all had a wonderful holiday season!

1. Schedule and disseminate agendas for upcoming athletic coaches meetings.
2. Check, check and double check winter sports eligibility forms.
3. Attend scheduled region meeting.
4. Begin academic and residency checks for upcoming spring sports for eligibility purposes.
5. Schedule spring sports picture day.
6. Meet with current winter sports booster clubs.
7. Review and audit concessions receipts and revenues.
8. Review and adjust if necessary all basketball, wrestling and swimming game day preparation as needed.
9. Check spring sports scoreboards to insure that they are operational.
10. Attend weekly administrative meetings.
11. Inform faculty on upcoming athletic events. Talk about the positive things that are happening in the athletic program.
12. Update your athletic website.
13. Finalize fall sports schedules for next year.
14. Finalize wrestling weight class rosters for upcoming area duals.
15. Update transportation of any changes or adjustments to winter team travel schedules.
16. Pay outstanding invoices from fall sports.
17. Review region standings for seeding possibilities for upcoming basketball tournaments.
18. Review spring sports officiating schedules and associations. Give association President or booking secretary a phone call to confirm all schedules.
19. Forward spring sports schedules and assignments to all gate workers.

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

Jeff Beggs
Director of Athletics
Atlanta Public Schools