



Athletic Director Checklist/Reminders for November

1. Insure that all winter sports coaches have completed required rules clinics.
2. Have submitted all GHSA eligibility forms for winter sports.
3. Schedule and disseminate agenda for upcoming athletic department meetings
4. Pay bills.
5. Insure that fall sports coaches have made nominations and attended appropriate meetings for all region and all-state nominations
6. Have collected and filed all appropriate winter sports forms, to include proof of insurance, emergency medical treatment, emergency contact information, etc.
7. Schedule winter sports parents meetings.
8. Finalize gymnasium use practice schedules.
9. Review all winter sports schedules for possible conflicts.
10. With assistance from fall sports coaches, clean out and sanitize all multi-use locker rooms for use by winter sports team members.
11. Pre-season meetings with winter sport coaches.
12. Confirm all winter sports officiating schedules with time, dates and locations.
13. Collect rosters from all opponents.
14. Review winter sports season guidelines.
15. Prepare winter sports game event managers schedules.
16. Highlight and communicate all deadlines.
17. Send all winter sports schedules to appropriate media.
18. Arrange all home event gate workers. Cover necessary protocol and procedures.
19. Update athletic website.
20. Schedule winter sports booster club meetings.
21. Complete and mail all booster club meeting agendas.
22. Prepare for winter sport parent night.
23. Disseminate all winter sports schedules to school administrators for sign up of administration game duties.
24. Winter sports team picture schedule.
25. Have completed all fall sports inventories for sports that are finished with their seasons.
26. Speak with and/or inform student body on good sportsmanship and proper behaviors for winter sports events.
27. Begin fall sports coaches end of season evaluations and conferences.
28. Send thank you notes to all fall sports seasons coaches spouses.

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

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