

ESSENTIAL ATHLETIC DIRECTOR CHECKLIST

POWERED BY



VNNSPORTS.NET



JULY

Summer Vacation



IN OFFICE

- Start one-on-one Fall Head Coaches Meetings
- Hold first Option for Fall Coaches to attend All Coaches meeting (All Fall Coaches must attend one meeting)
- Create Monthly Newsletter
- Prepare a welcome back letter to the community
- Remind Fall Coaches about Preseason Down Time
- Schedule opportunities for coaches to train in CPR and First Response
- Make sure Fall coaches are CPR/First Response Trained
- Make sure all HR paperwork is completed for fall sports



ONLINE

- Enter fall sports schedules
- Post Budget Update
- Update all contact information
- Open up online forms for the year
- Update and open up Pay to Participate
- Update Ticket Information
- Update Venue locations and maps to opponents
- Update Blog
- Update on-line store information for fall sports

 **AUGUST**

 **IN OFFICE**

- Hold second Option for Fall Coaches to attend All Coaches meeting (All Fall Coaches must attend one meeting)
- Monthly Newsletter
- Fall Coaches Tailgate
- Work with boosters on 'welcome to the year' statement for programs
- Update the Coaches contact information spreadsheet
- Sports physicals
- Make sure Coaches have completed state rules meetings
- Schedule fall transportation

 **ONLINE**

- Make sure all Fall Coaches are registered website users
- Post Welcome Back Letter
- Create Fall Coaches' Bios
- Secure Photographers for each Fall Sport
- Post Fall Sport Try-out Information
- Update Fall Rosters
- Help Coaches work with athletes to create player bio pages
- Inform Fall Coaches about score posting requirements on Pressbox
- Update Lead Parent for each team page
- Update team rules
- Update program calendar
- Connect Fall sports social media accounts
- Update information on Medical Staff

 **SEPTEMBER**

Homecoming



IN OFFICE

- Monthly Newsletter
- Invite Coaches to attend the Homecoming dance and other activities



ONLINE

- Update Blog
- Seasonal Content Review



OCTOBER

Alumni Night

Parent Night



IN OFFICE

- Hold Winter Coaches Meeting -
(All Winter Coaches, all levels must attend)
- Start Winter Head Coaches One-On-One Meetings
- Prep for Hosting Postseason Tournaments
- Wrap-up schedules for spring sports
- Monthly Newsletter
- Update the Coaches contact information spreadsheet
- Make Sure Winter Coaches have completed
state rules meetings
- Remind Winter Coaches about preseason down time
- Attend State update meeting
- Make sure Winter coaches are
CPR/First Responder Trained
- Make sure all HR paperwork is completed
for winter sports
- Schedule all winter transportation



ONLINE

- Update Coaches' Bios for Winter
- Secure Photographers for each Spring Sport
- Winter Sports Try-out information
- Fall Sports Playoff Information
- Update Winter Rosters
- Help Coaches work with athletes to
create player bio pages
- Inform Winter Coaches about score
reporting requirements and Pressbox
- Update Lead Parent for each Team Page
- Update Winter Team Rules on Team Pages
- Update Blog
- Remind Winter Coaches about the
Program Calendar
- Connect Fall sports social media accounts
- Update on-line store for winter sports

 **NOVEMBER**

Senior Night



IN OFFICE

- Fall Head Coaches evaluations
- Monthly newsletter
- Make Sure Fall Coaches have completed officials' ratings



ONLINE

- Update Fall Sports record boards on team pages
- Update Blog

● **DECEMBER**



IN OFFICE

- Monthly Newsletter



ONLINE

- Update Blog



JANUARY

Cancer Awareness Night



IN OFFICE

- Monthly Newsletter
- Begin planning Coaches Tailgate



ONLINE

- Update Blog
- Seasonal Content Review



FEBRUARY

Winter Dance

Teacher Appreciation Night



IN OFFICE

- Prep for hosting Winter Post Season Tournaments
- Monthly Newsletter
- Schedule Summer Retreat for Coaches
- Remind Spring Coaches about Pre-season Downtime
- Schedule Summer Camps
- Make sure spring coaches are CPR/First Response Trained
- Make sure all HR paperwork is completed for spring sports



ONLINE

- Update Blog
- Winter Sports Playoff Information



MARCH

Parent Night



IN OFFICE

- Hold Spring Coaches Meeting -
(All Spring Coaches, all levels must attend)
- Winter Head Coaches Evaluation
- Start Spring Head Coaches One-on-One Meetings
- Wrap-up schedules for Fall sports
- Monthly Newsletter
- Attend the State Association Conference
- Update the Coaches Contact Information Spreadsheet
- Make Sure Winter Coaches have completed Officials' Ratings
- Make Sure Spring Coaches have completed State Rules Meetings
- Schedule Spring Transportation



ONLINE

- Update Coaches' Bios for Spring
- Spring Sports Try-Out Information
- Secure Photographers for each Spring Sport
- Update Spring Rosters
- Help Coaches work with athletes to create player bio pages
- Inform Spring Coaches about scoring requirements and Pressbox
- Update Winter Sports Record Boards on Team Pages
- Update Lead Parent for each Team Page
- Update Team Rules for Spring Sports on Each Team Page
- Remind Spring Coaches - Program calendar
- Connect Spring sports social accounts
- Update on-line store for Spring sports
- Article about Sports Physicals



APRIL

Prom



IN OFFICE

- Monthly Newsletter
- Coaches Tailgate
- Invite coaches to attend prom



ONLINE

- Update Blog
- Seasonal Content Review

 **MAY**

 **IN OFFICE**

- First Option for Fall Coaches to attend fall coaches meeting (All Fall Coaches must attend one Fall Coaches Meeting)
- Prep for hosting Spring Post-Season Tournaments
- Update Website for next year
- Edit all forms for next year
- Monthly Newsletter
- Determine any changes to department procedures to communicate to coaches for the next school year
- Update all coaches forms for the next year
- Run Sports Physicals

 **ONLINE**

- Update Blog
- Spring Sports Playoff Information



JUNE

Summer Vacation



IN OFFICE

- Post Season Evaluations with Spring Head Coaches
- Monthly Newsletter
- Make Sure Spring Coaches have completed Officials' Ratings
- Remind Coaches about Dead Week



ONLINE

- Update all Forms for Fall Student-Athletes
- Update Spring Sports Record Boards on Team Pages
- Update Blog
- Yearly Online Content Review