

Here's a template for a weekly department email for athletic administrators, with sections to help structure your communication:

Subject: Weekly Athletics Update - [Date]

Body:

1. Introduction & Overview:

Briefly greet the team and set the tone for the week's update.

Provide a quick summary of the previous week's highlights and the overall focus for the upcoming week.

2. Accomplishments & Highlights (Last Week):

Key Wins and Team Successes: Highlight important wins, team achievements, or strong performances.

Athlete Spotlights: Recognize individual athlete accomplishments, milestones, or personal bests.

Departmental Progress: Report on key departmental accomplishments, milestones reached, or successful initiatives.

3. Priorities & Upcoming Schedule (This Week):

Upcoming Games and Events: Provide a clear schedule of upcoming competitions, meets, or events for all teams.

Important Deadlines: Remind administrators of any relevant deadlines or important dates.

Key Departmental Tasks: Outline the main focus areas for the department in the coming week.

4. Challenges & Solutions (If applicable):

Address any significant challenges faced in the previous week and detail the proposed solutions or strategies to overcome them.

5. Important Announcements & Reminders:

Share updates on policies, procedures, or any crucial information for the department.

Provide reminders for upcoming meetings, training sessions, or important deadlines.

6. Call to Action (If needed):

Request any necessary input, feedback, or actions from department members.

7. Recognitions & Appreciation:

Acknowledge and thank specific team members for their outstanding contributions and efforts.

8. Conclusion:

Express enthusiasm for the upcoming week and reiterate the shared goals of the department.

Provide contact information for questions or further discussion.

Example Template:

Subject: Weekly Athletics Update - June 23, 2025

Body:

Hi Team,

The soccer team won the conference championship, and Sarah Miller from the track and field team set a new school record in the long jump last week.

Accomplishments & Highlights:

Soccer team won the conference championship.

Sarah Miller set a new school record in the long jump.

The budget proposal for the upcoming fiscal year was successfully finalized.

Priorities & Upcoming Schedule:

Monday, June 23:

Basketball team vs. [Opponent] @ [Time]

Tuesday, June 24:

Volleyball team practice @ [Time]

Wednesday, June 25:

Department meeting @ [Time]

Thursday, June 26:

Baseball team vs. [Opponent] @ [Time]

Friday, June 27:

Review sponsorship proposals.

Challenges & Solutions:

Scheduling conflicts for facility usage: A new online scheduling system is being implemented to streamline the process.

Important Announcements & Reminders:

Departmental reports are due by the end of Friday.

Mandatory compliance training will be held on Wednesday at 10 AM.

Recognitions & Appreciation:

Special thanks to [Team Member's Name] for their diligent work on the budget proposal, ensuring its successful submission.