



# Athletic Director Checklist/Reminders for October

1. Acquire and bills weekly.
2. Prepare winter sports gym and facility use schedules for practices and contests.
3. Advise winter sports coaches of rules clinics and online GHSA clinics.
4. Complete coaching contracts (if applicable).
5. Inform and schedule event security.
6. Have completed officials and referee's contracts. Review schedule of games and matches (just to make sure).again.
7. Attend weekly administrative meetings.
8. Update athletic website of current fall sports pictures, articles, statistics and results.
9. Attend ALL faculty meetings.
10. Assist in ways of promoting upcoming athletic events.
11. Make a plan for dealing with all items in Lost and Found. This can include items from events, locker rooms, etc.
12. Have scheduled and send out agenda for upcoming Athletic Department meetings.
13. Complete rosters and have sent all to region secretaries and GHSA for region and state tournament games and events.
14. Review all region and contest tie-breaking procedures.
15. Order all letter awards and pictures as needed for fall post season award banquets.
16. Disseminate all state tournament information to coaches.
17. Attend contests and practices at least once a week for all fall sports.
18. Bill (if necessary) and thank all advertisers for sports program support.
19. Check state tournament dates for fall sports. Make hotel reservations and meal accommodations.
20. Double check transportation dates, pick up and game times for remainder of fall sports events.
21. Schedule end of season coaches meeting for all fall sports.
22. Schedule fall sports awards banquets.

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

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