



Athletic Director Checklist/Reminders for March

Insure that all invoices/bills are paid from winter sports
Attend region meeting
Have completed all spring sports eligibility
Preparation for parent night meeting (site, notification, handouts, a/v equipment, refreshments, etc.)
Attend weekly administrative meeting
Complete game event administrator schedule
Attend faculty meetings and prepare sport-specific announcements
Spring sports picture schedule
Update school athletics website
Schedule, make agenda for monthly athletic department meeting
Confirm all spring sports schedules with school calendar, check for conflicts
Confirm game event personnel (ticket takers, event manager, administrator on duty, security, officials, scorekeeper, etc.)
Complete winter sports equipment inventory
Prepare winter sports equipment order
Attend/advise booster club(s) on business matters
Confirm spring sports scheduling (at least two weeks in advance of contest)
Confirm schedule for team transportation

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

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