



## **Athletic Director Checklist/Reminders for April**

<b>Begin preparations for budget proposals for next fiscal year.</b>
<b>Schedule physical exam dates for fall sports athletes</b>
<b>Handle spring sports rainouts/cancellations and weekly schedules as needed.</b>
<b>Don't forget National Secretaries Day!</b>
<b>Set dates for summer gymnasium maintenance.</b>
<b>Set schedules for teams throughout the summer.</b>
<b>Send out school sponsored summer camps brochures and information to media.</b>
<b>Winter sports schedules should be finalized and contracts completed for next year.</b>
<b>Winter sports inventories should be completed and all equipment stored and secured.</b>
<b>Review and schedule maintenance on all scoreboards.</b>
<b>Prepare for spring sports region tournaments to include scheduling, traveling, lodging and meals.</b>
<b>Monthly athletic department meetings.</b>
<b>Have scheduled end of the year team banquets and prepare to order awards.</b>
<b>Meet with Athletic Trainer (ATC) to receive monthly injury updates.</b>
<b>Prepare sites to host region events (if applicable).</b>
<b>Check for scheduling for officials, umpires and referees.</b>
<b>Communicate with Region Secretary for area/Region information and updates.</b>
<b>Check the GHSA website for pertinent information.</b>

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

Jeff Beggs CMAA  
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