

# ATHLETIC DIRECTOR SUMMER CHECKLIST

## PREPARING PERSONNEL

- New hires
- Coaches verification forms completed & submitted to state association
- Notify coaches of required rules meetings
- Join state and national associations
- Athletic Director conference registrations

## PREPARING FACILITIES

- Bleachers
- Paint
- Refinish floors
- Replace stadium lights
- Check fences
- Ensure irrigation system is functional
- Press box and PA system
- Restrooms and concession stands
- Scoreboards
- Prepare game fields that have natural surfaces
- Schedule summer cleaning

## ORDER STAFF AND BOOSTER CLUB APPAREL

- Logo shirts
- Pullovers
- Head Gear

## SCHEDULING

- Check all game contracts
- Schedule event staff
  - Gates
  - Security
  - Administration
  - Facilities
  - Officials
  - Gameday Operations

## FUNDRAISING

- Coordinate with booster club
- Thank local sponsors for their support

## PROFESSIONAL DEVELOPMENT & WORKSHOPS

- Concussion
- Heat Illness
- MRSA
- Sudden Cardiac Syndrome
- CPR
- AED Training
- Sport Specific Clinics
- Leadership Training
- School Law

## UPDATE POLICIES FOR ATHLETIC HANDBOOK

- Eligibility
- Drug Test Policies
- Discipline
- Evaluation Policies
- Emergency Action Plans

## STUDENT ATHLETES

- Schedule summer camps
- Summer workouts
- Fall sport rosters & schedules
- Athletic physicals up to date

## TICKETS AND PASSES/GAMEDAY ITEMS

- Sell tickets for reserved seating/season passes
- Gameday programs

## COLLABORATE WITH ADMINISTRATION

- Superintendent
- Principals
- Transportation Supervisors