



**WASHINGTON INTERSCHOLASTIC  
ACTIVITIES ASSOCIATION**

# **Athletic Director Checklist**



# AUGUST

- Coaches
  - Register for a MyWIAA account as AD if new AD
  - Contact Head coaches to poll their assistants about attendance for CPR/First Aid
  - Update coaches education records and notify coaches of their current status
- Pre Season
  - Find out eligibility hearing dates for Fall season
  - Review current WIAA Handbook, noting changes (shaded sections)
  - Rules Clinics for Fall Coaches
    - Concussion mgmt.
    - Sudden cardiac arrest
    - Additional coaches certifications (swim, cheer, dance/drill, football)
  - Arrange for First Aid/CPR classes
  - Remind Head Coaches about fall League coaches meetings
  - Contact police and Ambulance for home football games
  - Contact announcer/timer/chain crew for home football games
  - Contact event manager for home football, soccer, volleyball contests
  - Contact Team doctor for home football games and make sure they have schedules
  - Prepare Parent night presentation
  - Prepare and/or complete JV and C schedules
  - Prepare "Season Arrangements" for coaches and schedule Pre-Season Coaches Meeting
  - Confirm picture dates with team photographer
  - Attend Freshman Parent Orientations
  - Process all fall athletic participants paperwork – check eligibility concerns
  - Prepare coaches contracts for out-of-building coaches
  - Discuss theft and facility "etiquette" with coaches
  - Discuss etiquette with spirit team(s)
  - Football home games – Who will clean up stadium? If team, get a commitment from them
  - Check with Athletic Secretary or consult paperwork and coaches to see if any eligibility appeals are necessary for any of our transfer students
  - Make sure to arrange for transportation for away events
  - Send schedules to administrators and meet regarding game supervision
  - Review schedules and give athletic secretary the dates reservations are needed for overnight trips or ferries
  - Keys to coaches
  - Make sure lockers are ready to go with locks and paperwork for coaches
  - Contact insurance company Certificate of insurance for field use
  - Arrange for jamboree
- Fiscal
  - Pay Bills
- Program
  - Schedule meeting with ASB and Business Manager to review purchasing process
  - Report to school board the school's interscholastic program for the year
  - Prepare Booster Club board meeting agenda
  - Update Website; review web pages maintained by non-school personnel
  - Check with student government for promo events
  - Schedule and send out agenda for any Athletic Department meetings
  - Prepare yearly calendar, note scheduled games, league and district meetings, SAT and ACT dates
  - Send roster of all head, assistant and volunteer coaches to district office making sure that volunteer coaches are registered and cleared
  - Send maps to league members for game sites
  - Schedule picture day for local media
  - Review eligibility clearance – resident and academic rule prior to first competition
- WIAA
  - Send WIAA form for foreign exchange students to your District Eligibility Secretary
  - Enter varsity schedules, rosters and team photos on MaxPreps or MyWIAA (depends on sport)
  - Update WIAA Directory Information
  - Verify coach rules on MyWIAA
  - Verify sports/activities offered on MyWIAA
- WSSAAA/NIAA
  - Join WSSAAA



- Review social media policy w/coaches, athletes, parents
- Confirm officials via Arbiter
- Submit forms needed for co-op and/or combined programs



# SEPTEMBER

- Coaches
  - Review w/coaches WIAA and local eligibility rules.
  - Review coaches clock hours - Include those who attended August CPR/First aid classes
  - Review "Out-of Season" regulations at first coaches meeting
- Fiscal
  - Pay bills
- League
  - League AD meeting
- Program
  - Fall Sports Eligibility List on File
  - Individual Practice Rules met prior to competition
  - Review Fall Sports season regulations: Share information with administration and coaches, Note Deadlines
  - Review eligibility clearance- ie: resident and academic rule PRIOR to first competition
  - Finalize Fall sport team rosters, take team picture (if not already done)
  - Send rosters to opponents
  - Make sure visitor locker rooms are clean and ready for use
  - Request gate money and police checks for home contests
  - Write article for school newsletter or program
  - Eligibility paperwork deadline
  - Secure any off site gym space that might be needed for sports practice for winter
  - Weekly meeting with administrators
  - Prepare JV and C team roster and send with coach to contests to hand out to parents
  - Confirm with transportation director all fall events and departures
  - Submit forms needed for co-op and combined programs (if not already done)
  - Review school and WIAA calendar and look for scheduling conflicts
- Post Season
  - Selection of Qualifying play-off format, sites, managers and dates
  - Review state tournament allocation and tournament pairings/draws (submit info. to League Contact/Dist. Director)
- WIAA
  - State Amendment Process begins-check with your district director
  - Complete WIAA membership forms Review Coaching Standards regulations
  - WIAA Classification count (odd years)

# OCTOBER

- Fiscal  Pay bills
- Pre Season  Prepare winter gym schedule for practices and contests
- Advise winter coaches of Winter Rules Clinic dates
- Winter contract to coaches
- Inform police of basketball and wrestling home dates
- Request officials for winter sports (Arbiter)
- Program  Weekly administrative meeting
- Update website; review web pages maintained by non-school personnel
- Faculty Meetings
- Help promote events
- Lost/Found – How are these items being processed?
- Schedule, send out agenda for any Athletic Department meeting
- Post Season  Rosters and updated picture for all potential district/state tournament team sent to tournament manager and program printer (uploaded to MaxPreps or MyWIAA if not done in Aug./Sept.)
- Review League Standings for possible ties for play-offs and sites
- Check with Athletic Secretary – order letter awards and pictures as needed for post season awards banquets
- State Tourney info to coaches
- Submit district and regional roster (via MyWIAA or MaxPreps) in timely fashion
- Attend contests and practices at least once for each team at each level
- Bill and thank advertiser for sports program support
- Check Tournament Dates and confirm room reservations for state tourney
- Set end of season coaches meeting for the league coaches
- Schedule Fall Sports Banquets
- WIAA  Apply for Academic Achievements Awards – Deadline 3rd Friday in October
- Pay WIAA membership and labor and industry fees
- WIAA website for roster and schedule information for state tourneys, pictures
- WIAA  Amendment procedure should be in progress
- WSSAAA/NIAA  National AD Conference registration and reservations hotel/plane



# NOVEMBER

- Coaches
  - Online Rules Clinics
  - Eligibility Online Rules Clinic
  - Schedule, send out agenda for any Athletic Department Meeting
- Fiscal
  - Pay bills
  - Bill advertisers for winter program
- League
  - All-League fall coaches meeting and pre-season for winter coaches
- Pre Season
  - Collect all eligibility information from winter sport athletes
  - Winter Sports Eligibility List on File
  - Announce first practice dates (winter)
  - Schedule Winter sports parents meeting
  - Finalize gym practice schedules for winter sports
  - Finalize C schedules
  - Review all winter schedules for conflicts
  - Empty lockers, reassign for winter sports
  - Pre-season meetings with winter sport coaches
  - Send Winter schedules to officials
  - Submit winter schedules/rosters to MaxPreps for team sports
  - Review Winter Sports Season guidelines
  - Share finalized winter sports season information (schedules, guidelines, etc.) with administration and coaches
  - Note deadlines for winter sports season (academic awards, roster and photo submissions, etc.)
  - Post all winter schedules, send to media and winter sports assigners
  - Contact ticket sellers
- Program
  - Update website
  - Arrange Wrestling Weight Management Assessments
  - Mail Booster Club meeting agenda
  - Order Academic Awards and Sportsmanship Awards through wiaa.com
  - Check winter tournament dates and look for school calendar conflicts
  - Winter sport night invitation
  - Winter sport parent night preparation
  - Prepare agenda/program for winter sports parent night
  - Arrange for AV equipment for parent night
  - Winter schedules to administrators for sign up of administration duties
  - Winter sports season arrangements
  - Winter Team Pictures – contact coaches and photographer for dates
  - Sports Program Prep – coach letters, rosters, schedules
  - Submit eligibility appeal paperwork to district eligibility chair
  - Arrange for event management for winter home contests
- Post Season
  - Arrange supervision for District/State events
  - Inventory fall sports equipment
  - Review qualifying and state tournament information bulletins for fall sports
  - Inform administration and coaches of Bound for State Regulations for fall sports
  - Inform student body and media of plans, procedures and rules for Fall State Championships
  - Selection of qualifying play-off sites and managers (league and districts), finalize for winter sports
  - Meet with fall coaches for season evaluation, inventory and storage of equipment
- WIAA
  - Amendment proposals due second Friday in January
  - Pay WIAA membership and labor and industry fees
  - Input winter sport varsity schedules into MaxPreps
- WSSAAA/NIAA
  - Hall of Fame nominees

# DECEMBER

- Coaches  Distribute Clinic brochures to coaches
- Pre Season  Winter event preparation:
  - Announcer
  - Timer
  - Ticket sellers
  - Event Manager
  - Security
  - Gate cash
  - Signage
  - Police
- Program  Observe at winter sports contests and practices – all levels
- Weekly administrative meeting
- Faculty meetings
- Update website
- Concession stand – Who is responsible? Schedule, order process
- Make necessary preparations for Holiday competitions
- Obtain emergency numbers for Holiday break opponents in case of snow
- Obtain emergency numbers for weekend contests where bad weather could cause problems
- Review all winter schedules for conflicts
- Confirm all transportation request and review for conflicts
- Schedule, send out agenda for any Athletic Department Meeting
- Equipment requests for fall sports
- Post Season  Review all winter tourney room reservations
- WIAA  Check for date of WIAA Winter Coalition Meeting
- WSSAAA/NIAA  Attend the National Athletic Directors Conference
- WSSAAA Board Representatives hand out State Award and Scholarship Applications



# JANUARY

- Coaches  Update coaches standards file
- Schedule, send out agenda for any Athletic Department Meeting
- Fiscal  Pay bills
- Review League Standings for possible ties, play-off format, procedures and sites
- Attend league meeting
- Program  Finalize team rosters
- Basketball, Wrestling, Gymnastics, Swimming game day preparation
- Take State pictures
- Weekly administrative meeting
- Faculty meetings
- Check on purchases for concession stand
- Update website
- Local School Board presentation on National AD Conference (if attended) and thank you note to the board for allowing you to attend
- Finalize fall sports schedules for next year
- Post Season  Wrestling (High School) complete Summary Record on Wrestling Participation of the season. Submit copy to first qualifying tournament manager
- Review winter post season reservations
- WIAA  Apply for Winter Academic Achievement Awards – Deadline First Friday in February
- Submit Amendments by second Friday in January
- WSSAAA/NIAA  WSSAAA Conference Information:
- Each league should present to their WSSAAA Rep the following
- District AD of the Year candidates
- Honor Awards
- Scholarship Applications
- Commendation Award Nominees: This should be completed at the January League meeting





# FEBRUARY

- Coaches  Set all-league coaches meeting and spring pre-season league coaches meeting
- League  Attend league meeting
- Pre Season  Review all spring schedules and send transportation request to transportation department
- Remind spring sports coaches of spring coach rules clinic dates
- Spring schedules to officials
- Finalize spring sports schedules
- Keys to spring sport coaches
- Prepare indoor gym schedule for spring sports – rain
- Make plan for canceling sport events when rain occurs. What is deadline for cancellation? Who needs to be notified? How is a contest rescheduled
- Prepare spring sports season arrangements
- Empty and reassign lockers for spring
- Prepare Parent night invitation and letter
- Prepare spring schedules to be handed out at Feb. League meeting/avoid WASL testing week if possible
- Program  Weekly administrative meeting
- Faculty meetings
- Send request for Spring Sports officials associations with schedules
- Set winter sports banquets and spring parents sports meeting
- Spring sports contracts – copies to administrators
- Spring schedules to administrators for sports supervision
- Schedule, send out agenda for any Athletic Department meeting
- Post Season  Basketball (boys and girls) league, district and state play-off information; including picture, up-dated roster and team record. Send to local tournament manager and state tournament program printer
- Review league and district tourney sites and make transportation requests
- Send district basketball tourney information to press
- State swimming, basketball, wrestling, gymnastics, bowling paperwork due
- District swimming, basketball, wrestling, gymnastics paperwork due – see district website
- Basketball wrestling, gymnastics, swimming game preparation
- Post Season Attend district and state contests/events
- Post Season Meet with winter coaches for season evaluation, inventory and storage of equipment
- Review qualifying and state tourney information bulletins for winter sports:
- Inform administration and coaches
- Inform student body of plans, procedures and rules
- Meet deadlines and responsibilities
- Schedule Winter sports banquets
- WIAA  District/WIAA tournament supervisor pass lists
- Input Spring Sport varsity schedules to ADCenter at WIAA.com
- WSSAAA/NIAA  Register for State AD Conference including hotel reservations

# MARCH

- Pay bills
- Fiscal  Attend league meeting
- League  Spring sports eligibility lists on file
- Pre Season  Parent night preparation – Schedules and other handouts
- Contact appropriate person for needed AV equipment for parent night
- Weekly administrative meeting
- Program  Faculty meetings
- Prepare Eligibility paperwork (if needed)
- Spring sports team pictures
- Spring sports program – pictures, articles, rosters, schedules
- Update website
- Schedule, send out agenda for any Athletic Department meeting
- Individual practice rules met prior to first contest
- Spring eligibility hearings?
- Confirm all spring schedules with school calendar and review for conflicts: ie-junior/senior prom
- Winter sports inventory, storage of equipment. Equipment order for Winter sports
- Post Season  Winter sport spouse thank you letters
- Selection of qualifying playoff sites, managers, play-off format and dates for spring tournaments
- Review proposed amendments for spring representative assembly. Inform coaches, administration and school board
- WIAA  Make arrangements for WSSAAA conference
- WSSAAA/NIAA



# APRIL

- Coaches  Schedule coaches meeting to review your athletic handbook make needed changes for upcoming year
- Fiscal  Coaches' salaries/budget to proposals for next year to administrative team
- Program  Physical date with team physician for summer or call local clinic
- Handle rainout and weekly schedule
- Order flowers or gift for National Secretaries Day
- Set date for summer maintenance work in gym
- Basketball, wrestling, gymnastics scheduling for next year
- Park department – request for fields for next year
- Review/set date maintenance work on scoreboards over the summer
- Post Season  State tournament info – fill out online teams going to state
- For late April, early May League, District, Regional and State Tournament information sent to qualifying manager and state tournament program printer
- Finalize rosters, up-date scores and send picture for state tournaments programs
- Review league standings for possible ties for play-offs to qualifying events
- Check for tournament dates and confirm motel reservations for state events
- WIAA  Representative Assembly Voting to act on proposed amendments
- State academic championship applications due
- Apply to academic achievements awards – Deadline 4th Friday in April
- WSSAAA/NIAA  State AD conference
- Attend the WSSAAA State Athletic Directors Conference

# MAY

- Coaches
  - End of the year coaches meeting
  - Coaches review changes for student athletic handbook
  - Pay bills
- Fiscal
  - Officials bills
  - Attend league meeting
- League
  - League playoff information, gate lists, supervisors
  - Update School Athletic Code
- Program
  - Weekly administrative meeting
  - Faculty meetings
  - Update website
  - Set "End of the Year" Board presentation
  - Load next year's schedules onto website or school calendar
  - Schedule, send out agenda for any Athletic Department meeting
  - Confer with administration regarding enrollment plans for next school year
  - Schedule date for spring sports all-league meeting
  - State tournament preparations
- Post Season
  - Review qualifying and State Tournament information bulletins for Spring Sports:
  - Inform administration and coaches
  - Inform student body of plans, procedures, and rules
  - Meet deadlines and responsibilities
  - Spring sports spouse thank you letters
  - Prepare and schedule end of the year coaches' breakfast, dinner or meeting. Show your appreciation
  - Notify parents of physical date, site, cost, etc for the coming year
  - Fall sports scheduling
  - District playoff information, gate lists, supervisors, roster
  - Schedule Spring Sports banquet
  - Prepare for spring sports state tournaments
  - Schedule Spring Sports Banquet
  - Review actions of Representative Assembly
- WIAA
  - WIAA Insurance
  - Complete necessary forms and send to WIAA – Membership,

# JUNE

- Coaches
  - Meet with spring coaches for season evaluation, Inventory and storage
  - Make arrangements for WIAA Coaches school
  - Remind coaches if they need coaching cock hours
- Fiscal
  - Schedule end of the year meeting with ASB and District Business Manager to review budgeting and fiscal stability
  - Turn in ASB budget to high school ASB Secretary for next year's budget
  - Notify all coaches of their budgets for next school year
  - Check with vendors regarding outstanding Purchase orders
- League
  - Attend league meeting
- Pre Season
  - Send requests for Fall Sports Officials Association, with schedules
- Program
  - Weekly administrative meeting
  - Schedule Fall Parents Meeting
  - Update School Athletic Code
  - Faculty meetings
  - Confirm all fall schedules
  - Contact photographer for team pictures
  - Check for fall eligibility dates Send letter to athletes not meeting eligibility in academics
  - Contact sports program advertiser for fall commitment
  - See that openings are posted, interviews scheduled and hire coaches for the following year
  - Get the end of the year report ready for board/administrators
  - Take list of coaches for the following year to the board for approval
  - Coaches summer letters prepared and reviewed
  - Write to all motels for next year tournaments reservations and confirm dates
  - Confirm/Schedule school physicals
  - Send Athletic Code Books to be printed for fall handout
  - Prepare date for fall coaches and parent meetings
  - Schedule summer activities and facilities use: ie-summer camps
  - Review date for District summer meeting dates
  - Check with building administration and review dates for summer student activities
  - Schedule meeting with maintenance personnel and review needs for fall facilities
  - Review summer camps with coaches and use of school equipment, transportation and facilities
- Post Season
  - Lockers emptied
- WIAA
  - Check on WIAA Membership forms
  - Email Varsity Football, Volleyball and Soccer schedules to [schedules@wiaa.com](mailto:schedules@wiaa.com)

# JULY

- Family Program  Take family/vacation time or you will not get through the next school year.
- Have packets for registration on line or send out
- Check dates for fall rules and mark on calendar
- WIAA  Email Varsity Football, Volleyball and Soccer schedules to [schedules@wiaa.com](mailto:schedules@wiaa.com)

