

## A.D. REMINDERS FOR APRIL

|             |   |
|-------------|---|
| Coaches     | Schedule coaches meetings to review athletic handbook, make needed changes for upcoming year  |
| Fiscal      | Review coaches' salaries/budget for proposals for next year and forward to administrative team  |
| Program     | Schedule physical dates with team physician for summer or call local clinics  |
| Program     | Handle rainout and weekly schedule  |
| Program     | Order flowers or gift for Administrative Day  |
| Program     | Set dates for summer maintenance work in gym  |
| Program     | Review basketball, wrestling, gymnastics scheduling for next year   |
| Program     | Contact park department with requests for fields for next year  |
| Program     | Review and set date for maintenance work on scoreboards over the summer   |
| Post-Season | Submit state tournament information online for potential state participants   |
| Post-Season | Prepare for late April or early May district, regional and state tournament information to be sent to qualifying manager and state tournament program printer |
| Post-Season | Finalize rosters, update scores and send picture for state tournament programs  |
| Post-Season | Review league standings for possible ties for playoffs to qualifying events   |
| Post-Season | Check for tournament dates and confirm motel reservations for state events  |

Have something to add? Send your feedback to [ezine@allamericanpublishing.com](mailto:ezine@allamericanpublishing.com)

COURTESY OF  
**ALL-AMERICAN**  **SPORTS POSTERS**<sup>®</sup>  
WWW.WEHELPSCHOOLS.COM *On time, on the money... every time!*

A special thank you to the Washington Secondary School Athletic Administrators Association (WSSAAA) for providing template for the monthly A.D. Reminder list.