

A.D. REMINDERS FOR 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 requests to transportation department
Pre-Season	Finalize spring sports schedules
Pre-Season	Remind spring sports coaches of spring rules clinics dates
Pre-Season	Send spring sports schedules to officials
Pre-Season	Assign keys to spring sports coaches
Pre-Season	Prepare indoor gym schedule for spring sports in case of rain
Pre-Season	Make plan for cancelling sport events when rain occurs. What is the deadline for cancellation? Who needs to be notified? How is a contest rescheduled?
Pre-Season	Prepare spring sports season arrangements
Pre-Season	Empty and reassign lockers for spring
Pre-Season	Prepare parent night invitation and letter
Pre-Season	Prepare spring schedules to be handed out at league meeting – avoid testing week if possible
Program	Weekly administrative meeting
Program	Faculty meetings
Program	Send request for spring sports officials association with schedules
Program	Set winter sports banquet(s) and spring parents sports meeting
Program	Review spring sports contracts, send copies to administrators
Program	Send spring schedules to administrators for sports supervision scheduling
Program	Schedule and send out agenda for any athletic department meeting
Post-Season	Review basketball league, district and state playoff information, including picture, up-dated roster and team record. Send to local tournament manager and state tournament program printer

Have something to add? Send your feedback to ezine@allamericanpublishing.com

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

A.D. REMINDERS FOR FEBRUARY (CONT.)

Post-Season	Review league and district tournament sites and make transportation requests
Post-Season	Send district basketball tournament information to media
Post-Season	Prepare district and state paperwork due for swimming, basketball, wrestling, gymnastics and bowling
Post-Season	Prepare for hosting games in winter post-season competition
Post-Season	Attend district and state contests
Post-Season	Meet with winter coaches for season evaluations, inventory and storage of equipment
Post-Season	Review qualifying and state tournament information bulletins for winter sports
Post-Season	Inform administration and coaches on post-season plans
Post-Season	Inform student body of plays, procedures and rules for post-season
Post-Season	Meet deadlines and responsibilities for post-season competitions
Post-Season	Schedule winter sports banquets

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