

A.D. REMINDERS FOR MARCH

Coaches	Make sure tests for coaches who did not attend pre-season rules clinics are completed
Fiscal	Pay bills
League	Attend league meeting
Pre-Season	Make sure spring sports eligibility lists are completed and on file
Pre-Season	Prepare schedules and handouts for parents' night meeting
Pre-Season	Arrange for audio/video needs for parents' night
Program	Weekly administrative meeting
Program	Faculty meetings
Program	Prepare eligibility paperwork
Program	Schedule spring sport team pictures
Program	Prepare spring sport programs, pictures, rosters, schedules, articles
Program	Update website
Program	Schedule and send out agenda for athletic department meeting
Program	Confirm that individual practice rules have been met prior to first competition
Program	Hold any spring eligibility hearings if necessary
Program	Confirm all spring schedules with school calendar and review for conflicts
Post-Season	Complete winter sports inventory, storage of equipment; order equipment
Post-Season	Prepare thank you letters to winter sports coach spouses
Post-Season	Review selection of qualifying playoff sites, managers, play-off formats and dates for spring tournaments

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

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