

A.D. REMINDERS FOR MAY

Coaches	End of year coaches meetings
Coaches	Complete coaching clock hours or certification hours forms
Coaches	Coaches review changes for student athletic handbook
Fiscal	Pay bills
Fiscal	Confirm officials' bills
League	Attend league meeting
Program	Update "social athletic code"
Program	Weekly administrative meeting
Program	Faculty meetings
Program	Update website
Program	Set "end of year" board presentation
Program	Load next year's schedules onto website and school calendar
Program	Schedule and send out agenda for athletic department meeting
Program	Confer with administration regarding enrollment plans for next year
Program	Schedule date for spring sports all-league meeting
Post-Season	State tournament preparations
Post-Season	Review qualifying and state tournament information bulletins for spring sports
Post-Season	Inform administration and coaches of post-season information
Post-Season	Inform student body of plans, procedures and rules regarding post-season play
Post-Season	Meet deadlines and responsibilities in regard to post-season participation
Post-Season	Prepare thank you letters for spring sports coaches' spouses
Post-Season	Prepare and schedule end of year coaches' breakfast, dinner or meeting; show you appreciation
Post-Season	Notify parents of physical date, site , cost, etc. for the coming year
Post-Season	Confirm fall sports scheduling
Post-Season	Confirm district playoff information, gate lists, supervisors, rosters
Post-Season	Schedule spring sports banquet(s)
Post-Season	Prepare for spring sports state tournaments

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

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