

# FALL SPORTS CHECKLIST

|                  | PRE-SEASON     |              |            |        |           |             |          |               |             | POST-SEASON  |              |              |                |             |                 |            |
|------------------|----------------|--------------|------------|--------|-----------|-------------|----------|---------------|-------------|--------------|--------------|--------------|----------------|-------------|-----------------|------------|
|                  | Reminder email | Bus Requests | Google Cal | Roster | Physicals | Eligibility | Schedule | Rules Clinics | Intro Email | Banquet Date | Thanks email | Final Roster | Printed Awards | Survey sent | Survey complete | Meet w/ AD |
| HS Football      |                |              |            |        |           |             |          |               |             |              |              |              |                |             |                 |            |
| MS Football      |                |              |            |        |           |             |          |               |             |              |              |              |                |             |                 |            |
| HS Cross Country |                |              |            |        |           |             |          |               |             |              |              |              |                |             |                 |            |
| MS Cross Country |                |              |            |        |           |             |          |               |             |              |              |              |                |             |                 |            |
| HS Softball      |                |              |            |        |           |             |          |               |             |              |              |              |                |             |                 |            |
| MS Softball      |                |              |            |        |           |             |          |               |             |              |              |              |                |             |                 |            |
| HS Volleyball    |                |              |            |        |           |             |          |               |             |              |              |              |                |             |                 |            |
| MS Volleyball    |                |              |            |        |           |             |          |               |             |              |              |              |                |             |                 |            |
| HS Cheerleading  |                |              |            |        |           |             |          |               |             |              |              |              |                |             |                 |            |
| MS Cheerleading  |                |              |            |        |           |             |          |               |             |              |              |              |                |             |                 |            |

| <i>Student Athletic Council</i> |      |           | <i>Community &amp; Booster Councils</i> |      |           | <i>Athletic Director Responsibilities</i> |
|---------------------------------|------|-----------|---|------|-----------|---|
| MONTH                           | DATE | COMPLETE? | MONTH                                   | DATE | COMPLETE? |   |
| August                          |      |           | Community (Sept)                        |      |           | •   |
| September                       |      |           | Booster (Oct)                           |      |           |   |
| October                         |      |           |   |      |           |   |

# WINTER SPORTS CHECKLIST

|                     | PRE-SEASON     |              |            |        |           |             |          |               |             | POST-SEASON  |              |              |                |             |                 |            |
|---------------------|----------------|--------------|------------|--------|-----------|-------------|----------|---------------|-------------|--------------|--------------|--------------|----------------|-------------|-----------------|------------|
|                     | Reminder email | Bus Requests | Google Cal | Roster | Physicals | Eligibility | Schedule | Rules Clinics | Intro Email | Banquet Date | Thanks email | Final Roster | Printed Awards | Survey sent | Survey complete | Meet w/ AD |
| HS Boys Basketball  |                |              |            |        |           |             |          |               |             |              |              |              |                |             |                 |            |
| HS Girls Basketball |                |              |            |        |           |             |          |               |             |              |              |              |                |             |                 |            |
| MS Boys Basketball  |                |              |            |        |           |             |          |               |             |              |              |              |                |             |                 |            |
| MS Girls Basketball |                |              |            |        |           |             |          |               |             |              |              |              |                |             |                 |            |
| HS Wrestling        |                |              |            |        |           |             |          |               |             |              |              |              |                |             |                 |            |
| MS Wrestling        |                |              |            |        |           |             |          |               |             |              |              |              |                |             |                 |            |
| HS Cheerleading     |                |              |            |        |           |             |          |               |             |              |              |              |                |             |                 |            |
| MS Cheerleading     |                |              |            |        |           |             |          |               |             |              |              |              |                |             |                 |            |

| <i>Student Athletic Council</i> |      |           | <i>Community &amp; Booster Councils</i> |      |           | <i>Athletic Director Responsibilities</i> |
|---------------------------------|------|-----------|---|------|-----------|---|
| MONTH                           | DATE | COMPLETE? | MONTH                                   | DATE | COMPLETE? |   |
| November                        |      |           | Community (Jan)                         |      |           | •   |
| December                        |      |           | Booster (Jan)                           |      |           |   |
| January                         |      |           |   |      |           |   |

# SPRING SPORTS CHECKLIST

|                 | PRE-SEASON     |              |            |        |           |             |          |               |             | POST-SEASON  |              |              |                |             |                 |            |
|-----------------|----------------|--------------|------------|--------|-----------|-------------|----------|---------------|-------------|--------------|--------------|--------------|----------------|-------------|-----------------|------------|
|                 | Reminder email | Bus Requests | Google Cal | Roster | Physicals | Eligibility | Schedule | Rules Clinics | Intro Email | Banquet Date | Thanks email | Final Roster | Printed Awards | Survey sent | Survey complete | Meet w/ AD |
| HS Baseball     |                |              |            |        |           |             |          |               |             |              |              |              |                |             |                 |            |
| MS Baseball     |                |              |            |        |           |             |          |               |             |              |              |              |                |             |                 |            |
| HS Boys Soccer  |                |              |            |        |           |             |          |               |             |              |              |              |                |             |                 |            |
| HS Girls Soccer |                |              |            |        |           |             |          |               |             |              |              |              |                |             |                 |            |
| MS Boys Soccer  |                |              |            |        |           |             |          |               |             |              |              |              |                |             |                 |            |
| MS Girls Soccer |                |              |            |        |           |             |          |               |             |              |              |              |                |             |                 |            |
| HS Golf         |                |              |            |        |           |             |          |               |             |              |              |              |                |             |                 |            |
| MS Golf         |                |              |            |        |           |             |          |               |             |              |              |              |                |             |                 |            |
| HS Tennis       |                |              |            |        |           |             |          |               |             |              |              |              |                |             |                 |            |
| MS Tennis       |                |              |            |        |           |             |          |               |             |              |              |              |                |             |                 |            |
| Track & Field   |                |              |            |        |           |             |          |               |             |              |              |              |                |             |                 |            |

| <i>Student Athletic Council</i> |             |                  | <i>Community &amp; Booster Councils</i> |             |                  | <i>Athletic Director Responsibilities</i> |
|---------------------------------|-------------|------------------|---|-------------|------------------|---|
| <u>MONTH</u>                    | <u>DATE</u> | <u>COMPLETE?</u> | <u>MONTH</u>                            | <u>DATE</u> | <u>COMPLETE?</u> |   |
| February                        |             |                  | Community (April)                       |             |                  | •   |
| March                           |             |                  | Booster (May)                           |             |                  |   |
| April                           |             |                  |   |             |                  |   |