

Southwestern Maine Activities Association

Athletic Administrator's Business Calendar

(August 2021)

July:	Annual IRS Tax filing preparation
August	Introduction of new Athletic Administrators Review and finalize liaison assignments for upcoming year Review and update SMAA directory Review and finalize meeting dates and location/s for upcoming year Review spring sports - spring liaison reports Set fall preseason and postseason SMAA coaches' meetings-dates, times, and locations <i>First Reading of Ice Hockey Opponents schedule and wrestling schedule if not available in June.</i>
September	Distribute updated SMAA directory Spring liaisons review assignor's performance report to the Association - baseball, boys lacrosse, girls lacrosse, softball Ski schedules & guidelines presented – 1st reading Confirm varsity and JV basketball schedule: dates, times, location Reminder of Fall team rosters due, email to webmaster for posting to web site <i>First reading of: Indoor Track, Nordic and Alpine Ski schedules</i> <i>Approval of Ice Hockey Opponents schedule. Basketball and Wrestling schedules.</i>
October	Fall in-season progress, liaison update, playoff information Approval of ski schedules & guidelines – 2nd reading <i>Approval of: Indoor Track, Nordic and Alpine Ski Schedules</i> Spring schedules and guidelines presented – 1st reading (except lacrosse) MIAAA Fall Conference information and dates Recommend and approve spring assignors for next year - baseball, boys lacrosse, girls lacrosse, softball Set winter preseason and postseason SMAA coaches meeting - dates, times, location
November	Fall sports – end of season report by liaisons

Fall All Star confirmations.....

- review season, conference champions

- All-Conference Teams (for acceptance and release)

Approval of Spring guidelines – 2nd reading (except Lacrosse) Order winter awards

Finalize League Assessments for next year

First Standing Committee Reports for: Sportsmanship and Culture Committees

December

Fall Sports end of the season reports,

Fall liaisons review assignor's performance and report to Association soccer, field hockey, football, volleyball

Winter in-season progress and updates

Cheering Championship information and update – draw to determine order

Winter team rosters due, email to webmaster for posting to web site

*First Reading of: Baseball, Softball, Outdoor Track and Tennis schedules
Competitive Cheering Championship Draw*

First Report for Citizenship Committee

January

First Reading of: Unified Basketball schedule and Boys and Girls Lacrosse

Approval of: Baseball, Softball, Outdoor Track and Tennis Schedules, and Competitive Cheering Championship Draw

Fall schedules and guidelines presented – 1st Approval of l

Recommend and approve fall assignors for next year

- soccer, field hockey, football, volleyball

Winter in-season progress and updates

February

Approval of fall schedule and guidelines – 2nd reading

Confirm spring schedule: dates, times, location

First Reading of: Soccer, Field Hockey and Cross Country schedules

Approval of: Unified Basketball schedule and Boys and Girls Lacrosse

Second Standing Committee Reports for: Sportsmanship and Culture Committees

Set spring preseason and postseason SMAA coaches meeting

- dates, times, location

MIAAA award nominations due (special achievement award – league)

March

Winter sports – end of season report by liaisons

- review season, conference champions
- All-Conference Teams (for acceptance, post to web site)

Winter liaisons review assignor's performance and report to Association

- basketball, ice hockey, swimming, wrestling

First Reading: Football and Volleyball schedules

Approval of; Boys and Girls Lacrosse, Soccer, Field Hockey and Cross-Country schedules

Second Report for Citizenship Committee

March II

Confirm fall

Winter schedules and guidelines (except skiing) presented – 1st reading

Recommend and approve winter assignors for next year

- basketball, ice hockey, swimming, wrestling

Spring team rosters due, email to webmaster for posting to web site

May

In-season Spring progress and updates

Approval of winter schedules and guidelines (except skiing) – 2nd reading

Approval of: Football and Volleyball schedules.

Final yearly reports for Sportsmanship, Culture and Citizenship Committees

June

First Reading of Basketball, Wrestling and Ice Hockey schedules

Spring sports – end of season report by liaisons

- review season, conference champions
- All-Conference Teams (for acceptance, post to web site)

Begin the process of Reviewing liaison assignments for next year

Review SMAA officer rotation and duties for next year

Presidential transition.

Additions and changes 2021-2022

Southwestern Maine Activities Association

Liaison Assignments

Fall

Cross Country -Westbrook
Field Hockey- Cheverus
Football -Thornton and Marshwood
Golf -Gorham
Soccer -Thornton Academy and Noble
Volleyball-Falmouth

Winter

Basketball boys- Windham
Basketball girls- Thornton Academy and Sanford
Cheering Biddeford
Ice Hockey-South Portland
Indoor Track- Westbrook
Skiing, Alpine-Gorham
Skiing, Nordic- Deering
Swimming Deering
Unified Basketball-Massabesic
Wrestling-Massabesic

Spring

Baseball South Portland
Lacrosse, Boys-Portland
Lacrosse, Girls- Kennebunk
Softball Scarborough
Tennis- Bonny Eagle and Biddeford
Track & Field- Westbrook

Misc. Archives

Web Site South Portland
Certificates/Passes Thornton Academy