

ONONDAGA HIGH SCHOOL LEAGUE ATHLETIC DIRECTOR'S MONTHLY CHECKLIST

JULY/AUGUST

- ☐ Order supplies & equipment for fall sports
 - ☐ Lead time on uniforms for future seasons
- ☐ Inventory supplies and equipment delivered
- ☐ Review and update athletics website
 - ☐ Starts dates
 - ☐ Practice Locations
 - ☐ Fall sports offered
 - ☐ Online registration dates
- ☐ Submit facility usage forms with the town if applicable
- ☐ Review and update if necessary: ALL EAP's [emergency action plans] for all sites within the school district
- ☐ Review and update PE Plan
- ☐ Review and update if necessary: student athlete/parent/coaches handbooks
- ☐ Review and update if necessary: Code of Conduct
- ☐ Review and finalize all fall game schedules [Modified, JV and Varsity]
 - ☐ Schedule Non-League games if needed
- ☐ Review tournament schedule [if applicable]; if hosting:
 - ☐ Confirm with participating teams
 - ☐ Update tournament schedule and packet to send out to participating teams
 - ☐ Order trophies/awards
 - ☐ If not hosting, ensure transportation is scheduled; if needed lodging
- ☐ Confirm Fall coaching positions & roster [Sample Template](#)

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- ☐ Submit Fall coaching roster/recommendations to the superintendent for BOE approval
 - ☐ Prepare Coaches Folders/Handouts for Fall Coaches Meeting
 - ☐ Schedule Pre-season Coaches meeting
 - ☐ Agenda [Sample](#)
 - ☐ Send Coaches Pre-Season memo [Sample](#)
 - ☐ Send Volunteer Coaches memo [Sample](#)
 - ☐ Copies of game schedule/practice schedule [Sample](#)
 - ☐ Med Kits/Water Coolers/AED's [distribute at meeting]
 - ☐ Coaching contracts via mailing from the district office
 - ☐ Notify coaches of certification needed or expiring prior to the start of the season
 - ☐ Athletic Placement Process - schedule testing
 - ☐ Administrative Approval
 - ☐ Medical Approval [school physician]
 - ☐ Review coach recommendations [Coach Questionnaire](#)
 - ☐ Email student candidates documents needed in order to participate [Sample Email](#)
 - ☐ Review completed documentation [parent permission form, physical maturity form/medical approval].
 - ☐ Schedule physical fitness testing date
 - ☐ Submit notification of successful 7th and/or 8th grade student athlete candidates on the Section 3 website
 - ☐ Schedule facilities walk throughs with Director of Facilities and/or Head of Grounds
 - ☐ Review maintenance needed [provide list]
 - ☐ XC Trails groomed [frequency]
 - ☐ Nets hung on goals and courts
 - ☐ Goals for fields - provide date needed by
 - ☐ Fields to be lined
 - ☐ Football sleds & equipment for fields
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- ☐ Pool/Tennis Courts
 - ☐ Record any maintenance issues and schedule repair
 - ☐ Note any special projects
 - ☐ Review all emergency access points [check padlocks, gates, etc]
 - ☐ Update banners/trophy case, spreadsheets [Sample spreadsheets](#)
 - ☐ Schedule Fall Media Day for team pictures and senior banners
 - ☐ Inspect all athletic AED's for proper working order, dates on pads, etc
 - ☐ Open online registration platform 30 days prior to the start of the season per NYS regulations
 - ☐ Communicate registration open and closing dates with community
 - ☐ Schedule/arrange for ATC/EMT coverage for fall season
 - ☐ Enter transportation requests
 - ☐ Contests
 - ☐ Shuttles
 - ☐ Create Fall master practice/game schedule [Sample](#)
 - ☐ Communicate registration open and closing dates with community
 - ☐ Develop home game day personnel schedule [event supervision, SRO's, announcers, clock operators]
 - ☐ Inform/remind coaches of Syracuse.com Media Day
 - ☐ Schedule meeting dates for student leadership group
 - ☐ Confirm calendar of meetings for League and Section
 - ☐ Schedule meetings dates for HPE Department meetings
 - ☐ Inform coaches of fall coaches league meeting and rules interpretation
 - ☐ Complete and submit transfer and foreign exchange student forms [if applicable]
 - ☐ [Foreign Exchange Form](#)
 - ☐ [Transfer Form](#)
 - ☐ Complete and submit [Dual Sport Athlete Reporting Form](#) to League members [if applicable]
 - ☐ Complete and submit [Mixed Competition](#) paperwork [if applicable]
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- ☐ Complete and submit [Combination Form](#) to the section office after league approval [if applicable]
 - ☐ Fall game coverage schedule [clock, announcer/music, security, chaperone's]

September/October

- ☐ Plan and prepare for Pep Rally/Homecoming
- ☐ Collaborate with Varsity coaches - Senior Night Celebration
- ☐ Order Senior Banners for the stadium, gym, tennis courts, golf course, etc
- ☐ Organize PE/Health Superintendent's Day Professional Development for staff
- ☐ Register for NYSAHPERD Conference
- ☐ Review and confirm winter schedules
 - ☐ Due to assignors by October 15th
- ☐ Order winter supplies and equipment
- ☐ Confirm winter coaching positions and roster [Sample](#)
- ☐ Submit winter coaching roster/recommendations to the superintendent for BOE approval
- ☐ Send coaches pre-season memo
- ☐ Send volunteer coaches memo
- ☐ Send contracts out to winter coaches [or confirm with business office]
- ☐ Notify coaches of expiring certifications, updates needed, etc
- ☐ Athletic Placement Process - schedule testing
 - ☐ Administrative Approval
 - ☐ Medical Approval [school physician]
 - ☐ Review coach recommendations [Coach Questionnaire](#)
 - ☐ Email student candidates documents needed in order to participate [Sample Email](#)
 - ☐ Review completed documentation [parent permission form, physical maturity form/medical approval].
 - ☐ Schedule physical fitness testing date

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- ☐ Submit notification of successful 7th and/or 8th grade student athlete candidates on the Section 3 website
 - ☐ Schedule End of Season meetings with fall coaches
 - ☐ End of Season Reports [Sample](#)
 - ☐ Fall Coaching Evaluations [Sample](#)
 - ☐ Enter transportation requests
 - ☐ Contests
 - ☐ Shuttles
 - ☐ Create Winter Online Sport Registrations [Ex. Family ID]
 - ☐ Open registration platform [Family ID] 30 days prior to the start of the winter season]
 - ☐ Communicate registration deadlines to parents [social media posts, Parent Square, email]
 - ☐ Schedule Winter Coaches Meeting [Sample Agenda](#)
 - ☐ Inform coaches of winter coaches league meeting and rules interpretation
 - ☐ Schedule Winter Media Day for team pictures and senior banners
 - ☐ Winter game coverage schedule [clock, shot clock, announcer, security, chaperone's]
 - ☐ Distribute med kits to winter coaches
 - ☐ Update winter contact lists
 - ☐ Winter parent meeting [Sample 1](#); [Sample 2](#)
 - ☐ Fall End of Season Student Athlete survey [Sample](#)
 - ☐ OHSL Awards Nominations [AD Dashboard]
 - ☐ Close stadium after last home contest
 - ☐ Power/electronics in the pressbox
 - ☐ Camera's
 - ☐ Scoreboard
 - ☐ Lights
 - ☐ Winterize concession stand
 - ☐ Winterize gator/golf cart; remove battery and store for winter months
 - ☐ Create Winter practice schedule [Sample](#)
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November/December

- ☐ Attend NYSAHPERD Conference
- ☐ Conduct 1:1 postseason meeting with Varsity coaches
 - ☐ Conduct postseason meetings with JV and Modified coaches to review evaluations
- ☐ Begin to develop and build next year's budgets [Sample 1](#); [Sample 2](#)
- ☐ Facility walk through for winter sports with Director of Facilities/Custodians/Grounds
- ☐ Collect bids for Football reconditioning
 - ☐ Helmets
 - ☐ Shoulder Pads
 - ☐ Miscellaneous
- ☐ Collaborate with building administrators regarding 10 week eligibility
- ☐ Review tournament schedule [if applicable]; if hosting:
 - ☐ Confirm with participating teams
 - ☐ Update tournament schedule and packet to send out to participating teams
 - ☐ Order trophies/awards
 - ☐ If not hosting, ensure transportation is scheduled; if needed lodging
- ☐ Remind coaches of Winter Media Day for the school/yearbook pics
- ☐ Remind coaches of Syr.com Media Day
- ☐ Remind coaches to attend the winter league coaches meeting & rules interpretation
- ☐ Submit OHSL Dual Sport Athlete paperwork if applicable [AD Dashboard]
- ☐ Register for NYSAAA Conference
- ☐ Register for NIAAA Conference [pending budget]

January/February

- ☐ Attend Section 3 AD in-service meeting
- ☐ Tenure reviews for BOE [PE/Health]
 - ☐ Discuss any concerns with Superintendent/Building Principal/HR
- ☐ JV/Varsity Fall and Winter Alignment
- ☐ Request Fall/Winter program relief request to the league [if applicable]
- ☐ Spring alignment and scheduling for JV and Modified
- ☐ Confirm final budget proposal for submission
- ☐ Spring schedules due to assignors per contract by February 15th
- ☐ Develop spring practice schedules
- ☐ Review tournament schedule for Spring [if applicable]; if hosting:
 - ☐ Confirm with participating teams
 - ☐ Update tournament schedule and packet to send out to participating teams
 - ☐ Order trophies/awards
 - ☐ If not hosting, ensure transportation is scheduled; if needed lodging
- ☐ Collaborate with building administrators regarding 1st Quarter eligibility
- ☐ Schedule End of Season meetings with fall coaches
 - ☐ End of Season Reports [Sample](#)
- ☐ Winter Coaching Evaluations [Sample](#)
- ☐ Enter transportation requests for spring
 - ☐ Contests
 - ☐ Shuttles
- ☐ Create Spring Online Sport Registrations [Ex. Family ID]
 - ☐ Open registration platform [Family ID] 30 days prior to the start of the Spring season]
 - ☐ Communicate registration deadlines to parents [social media posts, Parent Square, email]
- ☐ Schedule Spring Coaches Meeting [Sample Agenda](#)

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- ☐ Inform coaches of Spring coaches league meeting and rules interpretation
 - ☐ Schedule Spring Media Day for team pictures and senior banners
 - ☐ Spring game coverage schedule [clock, shot clock, announcer, security, chaperone's]
 - ☐ Distribute med kits to Spring coaches
 - ☐ Update Spring contact lists
 - ☐ Confirm Spring Coaches Roster [Sample](#)
 - ☐ Organize football recon return
 - ☐ Budget for replacements helmets & pads
 - ☐ Send APP and volunteer coaches memo
 - ☐ Order spring supplies/equipment
 - ☐ Athletic Placement Process - schedule testing
 - ☐ Administrative Approval
 - ☐ Medical Approval [school physician]
 - ☐ Review coach recommendations [Coach Questionnaire](#)
 - ☐ Email student candidates documents needed in order to participate [Sample Email](#)
 - ☐ Review completed documentation [parent permission form, physical maturity form/medical approval].
 - ☐ Schedule physical fitness testing date
 - ☐ Submit notification of successful 7th and/or 8th grade student athlete candidates on the Section 3 website
 - ☐ Send contracts out to spring coaches [or confirm with business office]
 - ☐ Notify coaches of expiring certifications, updates needed, etc
 - ☐ Schedule Spring Parent Meeting
 - ☐ Schedule Spring Coaches Meeting [Sample Agenda](#)
 - ☐ Spring game coverage schedule [clocks, shot clock [lax], announcers, security, chaperone's]
 - ☐ Winter End of Season Student Athlete survey
 - ☐ Organize PE/Health Superintendent's Day Professional Development for staff
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March/April

- ☐ Facility walk through for spring sports with Director of Facilities/Custodians/Grounds
- ☐ Open Concession stand
- ☐ Open Pressbox
 - ☐ Stadium lights
 - ☐ Camera's
 - ☐ Electronics
- ☐ Schedule End of Season meetings with winter coaches
 - ☐ End of Season Reports
- ☐ Collaborate with building administration regarding student eligibility
- ☐ Attend NYSAAA Conference
- ☐ Plan and schedule end of year athletic banquet with coaches and booster club
 - ☐ Determine list of awards and nominations
 - ☐ Collect votes from coaches to determine award winners
- ☐ Request next year's calendar and access for conflicts among all buildings in the district
- ☐ Complete and submit the NYSPHSAA Participation Survey
- ☐ Review/update combined sports
- ☐ Compile End of Season Report Equipment/Supply needs
- ☐ Organize summer programming and facility usage requests
- ☐ Submit OHSL Dual Sport Athlete paperwork if applicable [AD Dashboard]
- ☐ Petitions due for Spring sport relief
- ☐ Review Section 3 Championship packet
- ☐ JV/V Spring Alignments
- ☐ JV/V Fall and Winter scheduling
- ☐ Modified Fall and Winter scheduling

May/June

- ☐ Prepare for end of year athletic banquet
 - ☐ Order awards
 - ☐ Venue
 - ☐ Menu
- ☐ Spring Coaching Evaluations
- ☐ Conduct 1:1 postseason meeting with Varsity coaches
 - ☐ Conduct postseason meetings with JV and Modified coaches to review evaluations
- ☐ Organize middle school recruiting day for JV and Varsity coaches to attend and meet the students
- ☐ Request field needs to the Town [if applicable]
- ☐ Determine a date for the fall preseason coaches meeting
- ☐ Determine a date for the fall parents meeting
- ☐ Determine dates for HPE meetings for next school year
- ☐ Determine dates for student leadership meetings for next school year
- ☐ Spring Student Athlete End of Season Surveys
- ☐ Share/send Important Dates memo to coaches and community
- ☐ Send fall schedules to assignors by June 15th per contract
- ☐ Equipment/Supplies for fall
- ☐ Post coaching openings
- ☐ Collaborate with the school physician to schedule physical dates for next school year
- ☐ Section 3 SAAC nominations due
- ☐ Complete and submit paperwork for Section 3 Scholar Athlete Dinner and attend
- ☐ Finalize OHSL nominations with nomination/awards committee
- ☐ OHSL award presentations [last meeting in June]