

WESTERN MAINE CONFERENCE

Athletic Administrator's Business Calendar

(adopted 11/10/05) (revised 8/21/08) (revised 8/17/11) (revised 8/15/12) (revised 9/11/13) (revised 8/20/15) (revised 8/16/17)

- Aug.
- Introduction of new Athletic Administrators
 - Review liaison assignments for upcoming year
 - Review and update directory
 - Review and update WMC directions to facilities
 - Review meeting dates and location for upcoming year
 - Review spring sports
 - reports from spring liaisons / all stars / coach's recommendations
 - Set fall preseason and post season WMC coaches meetings
 - dates, times, location
 - Distribute updated WMC Directory and Directions
- Sept.
- Spring liaisons review assignor's performance and report to conference
 - baseball, softball, boys lacrosse, girls lacrosse
 - Confirm varsity & JV basketball schedule: dates, times, location
 - liaison to invite basketball assignor to meeting
 - review schedule date by date
 - Confirm schools with freshman basketball teams
 - Order fall awards and confirm due dates
 - golf, cross country
 - Fall team rosters due – Enter rosters into WMC Website
- Oct.
- In season progress, liaison update, play off information
 - Freshman basketball schedule presentation & approval
 - MIAAA Fall Conference information and dates
 - Independents register for indoor track
 - Recommend and approve spring assignors for next year
 - baseball, softball, boy's lacrosse, girl's lacrosse

	<p>Set winter preseason and post season WMC coaches meetings</p> <ul style="list-style-type: none"> - dates, times, location
Nov.	<p>Fall sports - end of season report by liaisons</p> <ul style="list-style-type: none"> - review / evaluate season / conference champions - all conference teams / recommendations for next year <p>Approval of ski schedules & guidelines – 1st reading</p> <p>Approval of spring schedules and guidelines – 2nd reading (except Lax)</p> <p>Order winter awards and confirm due dates</p> <ul style="list-style-type: none"> - alpine ski, nordic ski, indoor track <p>Finalize spring assignor's contract - signed by liaison and forward copy</p>
Dec	<p>Fall liaisons review assignor's performance and report to conference</p> <ul style="list-style-type: none"> - soccer, field hockey, football, volleyball <p>Approval of Ski schedules & guidelines presented – 2nd reading</p> <p>Spring schedules and guidelines presented – 1st reading (Except Tennis)</p> <p>In season progress and updates</p> <p>Cheering Championship information and update - draw to determine order</p> <p>Winter team rosters due – Enter rosters into WMC Website</p>
Jan	<p>Fall schedules and guidelines presented (except cross country) – 1st reading</p> <p>Approval of Spring schedules and guidelines – 2nd reading</p> <p>Recommend and approve fall assignors for next year</p> <ul style="list-style-type: none"> - soccer, field hockey, football, volleyball <p>In season progress and updates</p>
Feb.	<p>Approval of fall schedules and guidelines – 2nd reading</p> <p>Confirm spring schedules: dates, times, location</p> <ul style="list-style-type: none"> - liaison to invite assignor to meeting / review schedule date by date <p>Present Tennis Schedule – 1st reading</p> <p>Finalize fall assignor's contract - signed by liaison and forward copy</p> <p>Winter sports - end of season report by liaisons</p> <ul style="list-style-type: none"> - review / evaluate season / conference champions - all conference teams / recommendations for next year <p>Set spring preseason and post season WMC coaches meetings</p> <ul style="list-style-type: none"> - dates, times, location <p>MIAAA award nominations due</p>
March	<p>Winter liaisons review assignor's performance and report to conference</p>

- basketball, ice hockey, swimming, wrestling

Approval Tennis Schedule – 2nd reading

Cross Country schedules and guidelines presented – 1st reading

Confirm fall schedules (except): dates, times, location

- liaison to invite assignor to meeting / review schedule date by date

Order spring awards and confirm due dates

- track & field, tennis, retiring AD's

April

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

Recommend and approve winter assignors for next year

- basketball, ice hockey, swimming, wrestling

In season progress and updates

Spring team rosters due – Enter rosters into WMC Website

May

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

Finalize winter assignor's contract - signed by liaison and forward copy

Fall scheduled to MPA

June

Spring sports - end of season report by liaisons

- review / evaluate season / conference champions

- all conference teams / recommendations for next year

Review liaison assignments for next year

Review WMC officer rotation and duties for next year