

JULY

Pre-Season

- Audit coaching staff for certification
- Contact doctor for football dates
- Check first aid certification and coaching permit forms
- Send coaching list to Director of Personnel for contracts
- Prepare fall sport schedules
- Information to town papers on when sports begin
- Purchase equipment and supplies for fall
- Arrange for use of school and athletic handbook
- Inspect and make recommendations on facilities and equipment

In-Season

- Work on financial sheets
- Arrange for use of swimming pool

Post-Season

- Input spring sports participation
- Work on percentage of sport participation for past school year
- Student college recommendations

AUGUST

Pre-Season

- Confirm fall sports schedules
- Schedules to media
- Fall coaches meeting
- Update first aid
- CHSCA membership
- Check on facilities
- Fall transportation and early dismissal schedule
- Schedule police
- Finalize school master schedule
- Organize game personnel
- Football program to printer
- Distribute faculty passes
- Send the officials association pre-game information sheets
- Interview for new coaching staff
- Send fall sports rosters to opponents
- Update security information
- Prepare weight room coverage schedule
- Confirm EMT and doctor coverage for football games
- Organize/implement student leadership conference
- Letters to all freshmen regarding pre-season and tryout schedules
- Order medical supplies for the fall
- Write P.O.'s for fall equipment
- Print season tickets for football
- Meet with varsity club moderator, officers and team captains
- Remind coaches regarding locker lists, rosters, eligibility lists, etc.
- Register coaches for CHSCA and NFICA
- Prepare fall cancellation list
- Check hockey situation at rink
- Set-up physicals with doctor and nurse
- Arrange pre-season camp for football
- Confirm officials
- Conduct pre-season parents meeting
- Conduct in-service for head/neck injury
- Arrange CPR and first aid recertification classes
- Fall newsletter to parents and athletes
- Order portable toilets.

SEPTEMBER

Pre-Season

- Request letters to spring sport rented facilities
- Winter sport scrimmage dates
- Schedule winter sports physicals
- Schedule winter sports coaches meeting
- Schedule winter sports first aid/CPR
- Review winter sports schedule
- Hire winter/spring coaches
- Check on hockey season tickets
- Schedule frosh basketball

In-Season

- Confirm fall sports schedules
- Confirm scheduling of officials and photographer
- Check on fall sports orders
- Schedule bus drivers
- Schedule timers/scorers for home game
- Check and schedule maintenance of fields/courts
- Distribute fall schedules/player rosters
- Conduct fall coaches meeting
- Submit various CIAC forms
- Schedule fall sports banquet
- Submit coaches list to Connecticut High School Coaches Association
- P.O. for rental vans
- Order tent for Thanksgiving Day
- A.V. requests for football/volleyball
- Football roster – copies to schools
- Send eligibility to CIAC
- Schedule team photos
- Budget memo to all coaches
- Fall sports captains meeting
- Order ambulance
- Complete fall awards certificates
- Inventory awards for fall sports
- Check participants – fall sports: physical exams, eligibility, permission slips, insurance
- Issue passes to eligible personnel
- Transportation schedule distributed
- Schedule band and half-time activities
- List home fall athletic dates for game workers
- Submit to head custodian weekend building needs
- Type early dismissals for fall sport team

September

In-Season

- Prepare for fall tournaments to be hosted
- Prepare payment sheets for all home football games
- Check in all new purchases
- Maintain athletic bulletin boards
- Prepare vouchers for officials
- Pay league dues
- Evaluations of sites for safety
- Evaluations of coaches
- Pre-season meeting with all team captains
- Schedule all substance abuse prevention meetings

OCTOBER

Pre-Season

- Submit winter schedules online via eligibility center
- Submit winter athletic equipment order
- Advertise for coaches
- Review coaching assignments – winter
- Interview coaching candidates
- Complete athletic department budget
- Publish winter physical dates (school/newspaper)
- Confirm winter sports schedules
- Send schedules to officials, newspapers, CIAC, etc.
- Schedule fall prep of baseball field
- Check certification and first aid
- Schedule police/security for winter sports contests
- Transportation schedule – winter sports
- Check delivery winter sports equipment
- Check details of winter sports banquet
- Notice to winter coaches as to date of coaches meeting
- Review winter budgets
- Prepare list of candidates for physicals for winter sports
- Order winter sports supplies
- Schedule frosh baseball
- Arrange for medical coverage for hockey

In-Season

- Submit various CIAC forms
- Order awards for fall sports banquet
- Submit payroll forms to official/payroll
- CIAC enrollment form
- Certificate of insurance for cross country meet
- Type tournament forms
- Prepare certificates, letters
- Evaluate coaches performance

Post-Season

- Send end of season packets to fall coaches
- Contact reconditioner
- End of season maintenance memo

NOVEMBER

Pre-Season

- Game information to home opponents and officials
- Winter sports coaches meeting
- Coaches packet – winter sports
- Faculty work assignments
- Schedule physical exams
- Transportation schedule
- Ready award certificates
- Schedule parents meeting
- Send out winter sports schedules
- Complete gym use schedule
- Submit next year's budget
- Obtain refs for scrimmages
- Hire frosh basketball officials
- Get hockey ice times
- Send hockey/basketball schedules to CIAC
- Season tickets for basketball / hockey

In-Season

- Fall sports banquet
- Organize senior, parent recognition for last football game
- Check on line for fall tournament pairings
- Thanksgiving Day football pep rally

Post-Season

- Final coaches report
- File fall sports participants
- Inventory fall uniform, equipment
- Jacket list for fall

DECEMBER

Pre-Season

- Post spring staff positions

In-Season

- Basketball rosters to opponents, media
- Schedule band and half-time activities
- Check winter sports participants (physical exams, eligibility, permission slips, insurance)
- Prepare for hosting winter tournament
- Schedule workers for basketball and hockey games
- Prepare "payment" sheet
- Overtime custodial needs for winter
- Return CIAC forms/winter sports
- NIAAA national conference
- Red Cross recertification – all coaches
- Pre-season meeting – athletes, parents
- Distribute winter uniforms, equipment
- Winter sports rosters
- Winter sport officials and workers vouchers
- Winter sports athletes to guidance
- Early dismissal for winter sports

Post-Season

- Fall sport budget requests to coaches
- Review fall sport coaches report
- Update file of equipment catalogs
- Complete fall coach evaluations

JANUARY

Pre-Season

- Transportation schedule – spring
- Review coaching assignments – spring sports
- Review spring schedule
- Interview applicants for spring coaching vacancies
- Send spring schedule to officials coordinator
- Send spring sport packet to coaches
- Order spring sports equipment

In-Season

- Plan winter banquet
- Submit bids for fall equipment order
- Prepare end of season forms for winter groups
- Mid-season meeting with winter coaches

Post-Season

- Review fall sports budget and equipment request
- Finalize athletic budget for next year
- Send out football equipment to reconditioner

FEBRUARY

Pre-Season

- Submit spring schedules via online eligibility center
- General meeting – spring sports coaches
- Coaches packet for spring sports
- Schedule physical exams – spring sports
- Spring sports transportation to school personnel
- Schedule officials for spring sports
- Confirm spring schedules
- Schedule gymnasium for spring sports teams
- Schedule CPR and first aid recertification
- Schedule spring parents meeting
- Send spring schedule to recreation department
- Maintenance request for spring season
- Set-up spring scrimmages
- Send out confirming schedules
- Prepare a composite of all spring schedules
- Review spring coaching certification forms

In-Season

- Ready award certificates
- Distribute winter budget requests
- Prepare CIAC tournament material
- Prepare awards for all winter athletic teams
- Schedule winter banquets
- Meet with winter coaches
- Submit financial report to superintendent
- Final arrangements for winter sports awards night

MARCH

In-Season

- Faculty work assignments for spring
- Distribute spring roster
- Eligibility check – spring sport participants
- Spring sports transportation to school personnel
- Confirm upcoming spring season athletic contests, fields, officials, busses, event personnel
- Attend CAAD Conference
- Validate eligibility lists
- Distribute spring sports schedule
- Overtime request form to Board of Education
- Order winter sports jackets

Post-Season

- Winter sports banquet
- Coaches reports – winter season
- Review recommendations from coaches of winter sports
- Send finalized budget to administration
- Call for bids on equipment
- Winter participation to sport file

APRIL

Pre-Season

- Review fall and winter schedules for next year
- Coaching assignments for next year
- Prepare equipment orders for next year

In-Season

- Check details for spring banquet
- Organize middle school visitation and orientation program
- Second check on spring eligibility
- Notice to coaches on when building is going to be open during spring break
- Review vouchers for umpires
- Arrange spring photos
- Spring eligibility list to CIAC
- Confirm staff for camps

MAY

Pre-Season

- Submit fall schedules via online eligibility center
- Prepare large master calendar for next year
- Prepare work orders for faculty improvements for next year
- Set up course for coaching certification and first aid / CPR renewals
- Fall JV and frosh scheduling
- Interview new candidates for coaching positions
- Send fall varsity schedule to officials
- Mail and confirm fall sports schedule
- Check in supplies arriving for the fall season
- Revise and print student / parent handbook
- Organize yearly physical exams for second week of June
- Send fall schedules to the printer
- Secure speakers for required substance abuse meeting

In-Season

- Spring sports banquet
- Ready award certificates – spring sports
- Prepare evaluations of spring sports coaches
- Coaches salaries – check budget salaries and codes
- League and CIAC entry fees and tournament organization
- Cleaners – stadium system pick-up date
- Complete all tournament entry forms for spring sports
- Request budget submissions from each sports coach
- Have coaches complete season record form

Post-Season

- Coaches reports – spring season results: letter winners, inventory, recommendations
- End of season packets to all coaches

JUNE

Pre-Season

- Review coaching assignments
- Set tentative banquet dates
- Order award certificates
- Complete fall sports transportation schedule
- Check with maintenance department for summer maintenance
- Athletic schedules to printer
- Plan for fall coaches meeting
- Line-up doctors, EMT's, and ambulances for football
- Officials for fall sports
- Bus schedules to bus company
- SAT dates for year
- Meet with 8th grade class and parents
- Send out fall schedules for confirmation
- Set-up fall practice dates and times for summer newspaper publication
- Post coaching assignments and list vacancies for newspaper
- Prepare coaching contracts
- Prepare fall equipment bid list
- Schedule fall physicals
- Check final grades for fall eligibility
- JV and frosh fall schedule to officials
- Place orders for all winter sports supplies
- Solicit athletic training needs from trainers and prepare requisitions
- Order family and faculty passes and banquet tickets for next year
- Order rule books for fall sports
- Print Thanksgiving Day game tickets, parking passes, etc.

In-Season

- Send spring coaches copy of their coaching evaluations
- Senior varsity banquet
- Spring athletic awards night
- Inventory check
- Pay all outstanding bills for the year
- Final report on athletic year
- Final spring disqualification list to CIAC
- Provide specifications for gym floor cleaning and sealing

Post-Season

- Total year's expenditures
- Send letters of appreciation to all volunteer helpers
- Review reports and recommendations from coaches of spring sports
- Do senior plaques
- Update athletic staff list
- Do state sheet for spring season
- Distribute final dollar amount to coaches for budget
- Meet with spring coaches for evaluations on season
- Have weight room cleaned and all equipment inspected and repaired