

For an athletic director in his or her first year on the job, the number of things to take care of prior to each season can seem overwhelming. Here's a handy list of the 10 most important areas to button up.

- 1** All schedules have been reviewed and finalized. They are ready to be distributed and posted around your school and on the web.
- 2** Your officials have received schedules and have responded with their confirmations.
- 3** Transportation has been arranged for all away contests.
- 4** Eligibility of each student-athlete has been checked and cleared.
- 5** Game management needs are arranged for.
- 6** Facility improvements or repairs have been requested and scheduled.
- 7** You have attended any meetings that cover new rules.
- 8** You have fulfilled your league duties, such as responsibilities for overseeing a particular sport.
- 9** Parent nights have been scheduled and publicized.
- 10** Coaches meetings are scheduled and planned out.

TOP TEN