



Changing of the Seasons – Smooth Transition Tips for AD's

“duties to finish from the previous season as well as items to get ready for the next season on the school agenda”

END OF EACH SEASON

- END OF SEASON REPORTS
 - RECORDS
 - AWARDS
 - PARTICIPATION REPORTS
 - INVENTORY
 - NEEDS, WANTS, WISHES FOR NEXT YEAR
- POST SEASON BANQUETS/RECOGNITION EVENTS
- END OF SEASON COACHES EVALUATIONS
- STUDENT SURVEYS
- FACILITIES & EQUIPMENT INVENTORIES

PREP FOR NEXT SEASON

- PRESEASON MEETINGS
 - COACHES
 - PARENTS
- ELIGIBILITY CHECKS
- FACILITIES CHECK
- SCHEDULING OF FACILITIES
- EQUIPMENT ORDERED AND READY
- UNIFORMS
- VISIT PRACTICES
- PREP FOR GAME DAYS
 - ROSTERS
 - CONTACT NUMBERS
 - GAME FACILITIES READY TO GO
 - GAME MANAGEMENT
- CHECKLIST FOR AWAY & HOME POSTPONEMENT OF EVENTS