

# **Athletic Department Summer Checklist**

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## **JUNE/JULY**

- Update Coach Manual
- Update all policies & procedures
- Review annual financial data
- Send out Coaches Manual
- Pre-Planning Coaches Meeting
- Check Pre-Participation Documentation
- Update School Roster (MIS-GHSA)
- Confirm GHSA Eligibility
- Football initial eligibility due 7/24
- Register for NADC-Austin
- Update school website
- Transportation requests Fall Sports
- Athletic Trainer Schedule and order supplies for Training Room
- All Coaches complete pre-coaching acknowledgements
- Schedule CPR class for initial and re-certification
- Renew Concussion Certification
- Rules Clinic Dates reminders
- Indoor/Outdoor Checklist completion and submit work orders
- Add games to event calendar
- Secure fall sports officials
- Oversight of all facilities for fall sports