

ATHLETIC DIRECTOR POST-SEASON CHECKLIST—The following represent typical post-season athletic director duties and responsibilities. With fall sports ending, review this list to insure that you have completed each of these.

1. **Equipment and Uniform Inventory.** Establish a standard form for pre and post-season inventory counts. Communicate with head coaches about the importance of thorough and accurate collection of equipment and uniform inventory and oversee the process to insure accuracy. Insure that all inventory items are properly stored. Take steps to replace lost or damaged uniforms and assess needs for the following year.
2. **Coach Evaluation.** With your HR Department establish evaluation standards and a tool and procedure for evaluation of all coaches. Perform evaluations within two weeks of the end of the athletic season. Establish a plan to replace coaches that will not be returning.
3. **Lettering and Post-season awards.** Establish a department-wide policy and procedure for lettering/awards for athletes and post-season ceremonies/banquets.
4. **Scheduling.** With your coaches input work on completion of your schedule for the following season. Ideally scheduling is accomplished on a two-year block basis. Review your contract file to insure that all two-year contracts are reflected on the schedule. Send contracts to opponents for which written agreement is not in place.
5. **District/Local Awards.** Meet with district coaches and athletic directors to determine post-season district and state awards and nominations. Compile seasonal stats to consider student-athletes for school based awards and recognition.
6. **Budgets/Fundraising.** Meet with your head coaches to review the balance in their activity account, discuss the following year budget, uniform rotation schedule and fundraising/booster club activities.
7. **De-brief the season.** Meet with all seasonal coaches to de-brief the season. Determine what changes need to occur to improve the athletic experience for the athletic department in general, and for their specific sport, in order to better serve student needs.