

ATHLETIC DIRECTOR PRE-SEASON CHECKLIST. The following represents an outline of the typical pre-season duties and responsibilities of athletic directors in advance of a season.

1. Conduct a pre-season meeting of coaches to review.
 - A. School District Rules including discipline, tardies/absences, early dismissal, hazing, bus policy, scholastic issues, etc.
 - B. NMAA Handbook Rules including Section 6 (eligibility) and Section 7 (sports specific rules).
 - C. Athletic District Handbook policies.
 - D. Equipment/Uniform inventory requirements
 - E. Scholastic Eligibility of student athletes, including periodic progress checking
 - F. Coach requirement to complete the NMAA rules clinic
 - G. Conducting a pre-season parent meeting
 - H. Fundraising/Booster Clubs/budgets
 - I. Review and approve sport specific rules and lettering policies
 - J. Communicate all athletic policies including plans in-season to observe and evaluate coaches and programs.
2. Confirm all schedules by verifying the existing of game contracts with opponents.
3. Insure that MaxPreps schedules are properly posted, and verify that they match game contracts.
4. Confirm the Arbiter assignment of officials for each sport and verify dates and times.
5. Verify that all athletes, parents and coaches have completed the required concussion compliance.
6. Verify that all athletes have a physical, parental permission form and proof of insurance on file.
7. Check scholastic eligibility for all participating athletes, and file all necessary eligibility petition forms with the NMAA.
8. Verify transportation schedules.
9. Schedule game personnel/workers for all home contests.
10. Establish practice schedules including locations and times for all in-season and out-of-season programs.