

AD SUMMER CHECKLIST

The sweat continues – and it's not from the sun. Knock off these to-dos to maximize your summer months and go into the new school year primed and ready.

Facilities & Budget

- Facilities and equipment inventoried
- Facilities assessment
 - Sound system (good/fix/retire)
 - Bleachers (good/fix/retire)
 - Press box (good/fix/retire)
 - Sports equipment (good/fix/retire)
 - Sports gear (good/fix/retire)
 - Fences (good/fix/retire)
 - Lockers emptied and sanitized
 - Gym floor refinished
 - Other _____ (good/fix/retire)
- Reach out to District for financial assistance on facilities and equipment
- Send Principal budget request
- Share budget with coaches and staff
- Prepare purchase orders for fall equipment
- Contact vendors for replacements and upgrades
- Complete financial report for Board of Education

Personnel (staff, coaches, students, etc.)

- Coach evaluations completed and shared
- Hiring assessment
 - Review needs and determine openings
 - Write opening description and promote
 - Create pre-interview packet (timeline for hiring, interview questions, etc.)
 - Candidate(s) hired
- Schedule trainings for taking on new tasks and responsibilities
- Huddle team for reflection and goal setting (get their input/buy-in)
- Set goals for team members

AD SUMMER CHECKLIST

Personnel (continued)

- Sign up team members for PD opportunities, training, and certifications
 - CIC
 - CPR/First Aid
 - Other _____
- Schedule physical exams for fall

Promotion/Communication

- Write summer farewell letter
- Promotions assessment
 - Review social media engagement metrics
 - Reflect on equitable social media posting for all teams in program
 - Style/brand guidelines reviewed and submitted to team and stakeholders
 - Schedule social posts for summer activities
 - Plan out fall sports social media content and comms
- Update website
- Tools and technology assessment (e.g., ticketing, scheduling, website, etc.)
- Explore additional promotional opportunities (e.g., flyers, banners, etc.)
- Create or update sponsorship package
- Reach out to current sponsors
- Reach out to new sponsors
- Reviewed and complete [AD Comms Checklist](#)

Program Planning

- Complete scheduling for summer camps and activities
- Plan and confirm fall sports schedules
- Schedule fall sports media/picture days
- Schedule parent and coach meetings
- Completed Gender Equity in Sports report for Department of Education

AD SUMMER CHECKLIST

Personal Development

- Sign up for PD opportunities, training, certifications, conferences
- Career reflection
 - What was done well last year?
 - What could be better this year?
 - What are your overarching goals going into the new year?
 - What does your ideal position look like?
- Role transition reflection (*entering a new role or leaving their current one*)
 - Have you left your successor room to succeed?
 - Have you provided ample face time with principal, team, and stakeholders?
 - Set a game plan for first 30, 60, 90 days

Additional

- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____

Spend more time in the sun this summer

Gipper saves you time creating and posting eye-catching social media graphics.

[Book a demo to learn more!](#)