

ATHLETIC DEPARTMENT SEASON PLANNING

Annual Strategic Roadmap

Academic Year: 2024 - 2025

Administrator: _____

	PRE-SEASON (PREPARATION)	IN-SEASON (EXECUTION)	POST-SEASON (REVIEW)
	• Physicals & Eligibility Clearance • Coaching Certifications Audit • Facility Safety Inspections • Parent/Athlete Meetings	• Weekly Logistics & Travel • Game Management/Security • Social Media/Score Updates • Mid-season Coach Check-ins	• Uniform Collection & Inventory • Award Banquet Planning • Program Evaluation Meetings • Final Budget Reconciliation
WINTER	• Indoor Facility Scheduling • Winter Sport Registration • Equipment Procurement • Transportation Confirmation	• Holiday Tournament Logistics • Gate/Concession Management • Inclement Weather Protocols • Senior Night Coordination	• Coach Performance Reviews • Equipment Reconditioning • State Tournament Paperwork • Winter Award Processing
SPRING	• Field Maintenance & Prep • Final Eligibility Round • Officials Scheduling Review • Spring Coaching Contracts	• Event Staffing Schedules • Post-Season Seeding Mtgs • Summer Camp Registration • Daily Field Status Updates	• Annual Department Audit • Year-End Athlete Survey • Next Year Calendar Draft • Final Facility Shutdown

PLANNING NOTES & KEY DATES: