

# Middle School Athletic Director Tool Box

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# MANAGING PAPERWORK

## Coaches Preseason Meeting Packet

Handbook policies and procedures

(hardcopy and electronic)

All forms for athlete packet

Progress Report

Transportation Approval/Emergency Contact Sheet

Misc (Code of Conduct, Coaches Hours)

# Student Athlete Packet


Reissue all forms each season

**White** – Parent Info to keep  
Letter/Calendar/Concussion Info

**Colored** – Return completed and signed  
Activity Agreement/Safety Guidelines/Insurance/Concussion/Letter  
(Copy machine staple then combine the two)  
(Different color for each sport)

**Student Wall**

7<sup>th</sup>/8<sup>th</sup> Grade Girls  
Track 

7<sup>th</sup>/8<sup>th</sup> Grade  
Baseball 

Athletic Progress Report

Student Name \_\_\_\_\_ Date \_\_\_\_\_

Teacher	Behavior	Leadership	Monthly Assignments	Comments

7<sup>th</sup>/8<sup>th</sup> Grade Boys  
Track 

Sports  
Physical Forms

Mentor  
Application

# Tracking Forms & Physicals

Master Physical Spreadsheet emailed to Coaches

Coaches create roster and collect colored paperwork – due to AD day 3

AD check in paperwork against roster

Alpha sorter for filing

Alpha file for physicals and alpha file for paperwork

Second roster check when uniforms issued (no uniform without ASB)

## Athlete Eligibility/Grades

Build a class roster for each sport

# Promoting Programs

## Students

Morning video/all call news

Announcements at lunches

Physicians Assistant for physicals

“Lead-in” units in Fitness & Health

(Mat Games/VB/BB/Cricket)

## Parents/Staff/Public

Pamphlet

Announcement at games/matches

School website

(Paperwork, schedules, directions to other schools/fields)

Staff Event Calendar

League Banner



## Greater Spokane Middle School Extra-Curricular Activities

Strengthening all students for life through participation in fair, safe and accessible activities.

**"Inspiring Leaders for Life"**



# Increasing Participation/Playing Time

## Practice

M, W "Blue" - T, Th "Silver" - Fri combined

## Volleyball

Play all 5 games with players in 1<sup>st</sup> game not eligible to play in 2<sup>nd</sup>

## Softball and Baseball

Split season game schedule - athlete plays all of 5 games vs. part of 10 - wood bat game

## Basketball

Add a 5<sup>th</sup> quarter

## Wrestling

Four schools at each event - 3 matches on 2 mats - varsity bye matched with JV

Add games and JV Jamborees

Play final season game at the feeder high school

Reduce officials fees

Staff/coaches/high school students/college students officiate

# Miscellaneous Time Savers

## Uniforms

- Coaches check in uniforms
- Uniform laundry – DI Class career/job training
- Clean uniform count by AD to reconcile
- DI sort by size before storage
- Store in clear tubs

## Athlete Transportation/Emergency

- Athlete Med Alert
- Completed forms in coaches travel binder
- Roster of athletes for parent signature at each event

## Wrestling Tournament Board

## Track Meet Race Finish Chute

- Timers line up runners in chute and return to finish line
- Runners hand numbered

# Fundraising

Yearbook team photo sales - \$5

Garry VB & BB Challenges

Athletics sponsored

Staff event volunteers

Tech teacher

Print Shop

Business Office

\$4 without ASB card - \$3 with ASB card (changing next year)

# Fundraising

## Chase - Smackdown

ASB Spirit Week finale

Ten Staff Committees for the weeks events

Contests and Prizes

Drill Team

Parents "Donate" Dozen Donuts

Permission Slip

Tee Shirt "tickets" (Art Department)

Parents pay - siblings free - all tickets \$3

All Student participants purchase tickets

Volleyball event - students released at 2:40 to play until 3:30

**Thank you!**

