

**Athletic Director**

**General Duties & Responsibilities**

**January**

**Collect & Proof all IHSAA entry list**

**SIAC Basketball Week Jan 9-14**

**Wrestling SIAC, Sectional, Regionals, Semi State & State information**

**Reitz is the HOST of Semi State held on Feb 11 @ Ford Center (5:30 am-8:30 pm)**

**SEMI STATE CHECK LIST –ORDER MATS/SECURE WORKERS**

**Swimming SIAC, Sectional, Regionals, & State information**

**IHSAA Boys Basketball Forms**

**IHSAA Girls Basketball Forms**

**Check all Spring OFFICIALS**

**Work to secure all Winter Officials**

**Kiwanis awards**

**Start Spring Bus and Worker Schedules**

**Double check all Spring sports schedules**

**February**

**Boys & Girls Sectional Meetings**

**Tickets for BBB & GBB Sectionals**

**Let all Spring Coaches know practice dates and schedules**

**Bus Schedules Spring Coaches**

**Spring Workers Set**

**Complete paperwork on Winter Tournaments**

**Check Spring Schedule and officials**