

# Sport AD Annual Calendar

A month-by-month reference for SVHE Eagles Sport Athletic Directors — July through June.

**Color key:** Board = Athletic Board meeting or vote — Finance = financial deadline — Season = competition milestone — Admin = administrative action required — Cross Country / Basketball / Baseball = sport-specific

July	
<b>Board</b>	Annual planning meeting — review prior season, set goals, confirm Sport AD assignments for coming year
<b>Finance</b>	Annual financial summary due to SVHE Treasurer by June 30; verify completion
<b>Admin</b>	Confirm KSHSAA annual approval renewal is on track for coming competitive year
<b>Calendar</b>	Publish fall sport registration windows and season calendars at svhe.com

August	
<b>Board</b>	Pre-season board check-in — confirm all fall sport coaches are approved and background checks current
<b>Admin</b>	Confirm all fall sport coaches have completed Coach Application Form and background check before first practice
<b>Admin</b>	Ensure all fall sport families have signed Master Handbook and Sport Supplement before first practice
<b>Cross Country</b>	August team camp — before competitive season opens

September	
<b>Season</b>	Cross Country competitive season underway
<b>Season</b>	Volleyball competitive season underway
<b>Finance</b>	Fall sport season-opening financial reports due to Sport ADs within 30 days of first practice
<b>Admin</b>	Confirm tournament rosters meet NDIICHA eligibility requirements (51% homeschool, 40% private school cap) before submitting

October	
<b>Season</b>	Cross Country state and national championship competition (KASC State, National Homeschool XC Championships — late October)
<b>Season</b>	Volleyball postseason / tournament competition
<b>Board</b>	Fall season midpoint check-in; address any conduct or eligibility issues before postseason

## November

<b>Season</b>	Fall sports conclude; end-of-season reviews
<b>Season</b>	Basketball season begins — confirm all basketball coaches approved before first practice
<b>Finance</b>	Fall sport season-closing financial reports due to Sport ADs within 30 days of last game
<b>Admin</b>	Basketball: confirm all families signed Master Handbook and Sport Supplement before first practice

## December

<b>Season</b>	Basketball season underway
<b>Finance</b>	Basketball mid-season financial check-in due to Basketball Sport AD (given program size)
<b>Board</b>	Year-end board meeting — review fall season, preview spring, confirm spring sport timelines

## January

<b>Season</b>	Basketball season continues
<b>Admin</b>	Open spring sport registration (Baseball); publish registration at svhe.com
<b>Admin</b>	Confirm spring sport coaches for Baseball; begin recruitment if needed

## February

<b>Season</b>	Basketball postseason / tournament competition
<b>Finance</b>	Spring sport budget proposals due from Sport Treasurers to Sport ADs for Athletic Board approval before season
<b>Board</b>	Athletic Board approves spring sport budgets

## March

<b>Season</b>	Baseball spring season begins
<b>Admin</b>	Confirm all baseball coaches approved; background checks current; families signed before first practice
<b>Finance</b>	Baseball season-opening financial report due to Sport AD within 30 days of first practice

## April

<b>Season</b>	Baseball season continues
<b>Board</b>	Begin annual review process — Sport AD performance reviews
<b>Admin</b>	Begin recruiting and confirming Sport ADs for following year; any vacancies reported to Advisory Council

May	
<b>Board</b>	Annual meeting — full SVHE membership vote on governance matters as applicable; board presents program report
<b>Season</b>	Baseball postseason
<b>Finance</b>	Baseball season-closing report due to Sport AD within 30 days of last game
<b>Admin</b>	Confirm fall sport Sport AD appointments and coach recruitment plans for coming year

June	
<b>Finance</b>	All sport annual financial summaries due to SVHE Treasurer by June 30
<b>Board</b>	May/June planning meeting — review \$750 Chairperson spending threshold and other conservative starting-point decisions; vote to adjust if warranted
<b>Admin</b>	Review and update all documents for coming year as needed; Athletic Board votes on any policy changes
<b>Admin</b>	Publish fall registration windows and season information at svhe.com

## Recurring Responsibilities

Every Sport AD must complete the following before the first practice of each season:

- Coach Application Forms must be collected from all coaches no later than three (3) weeks before the first practice; this allows time to review applications and initiate background checks before the season opens
- All coaches have a completed Coach Application Form on file
- All coaches have a current background check (renewed within 2 years)
- All players and parents have signed the Master Handbook and Sport Supplement
- Season budget approved by Athletic Board before first practice
- NDIICHA tournament roster eligibility confirmed if applicable

Within 30 days of the last game:

- Season-closing financial report submitted to Sport AD
- End-of-season coach performance notes submitted for board review at annual planning meeting
- Facilities, equipment, and any outstanding obligations closed out