

MARIN MIDDLE SCHOOL ATHLETIC LEAGUE

Athletic Director Checklist

Before the Season

- ☐ Review MMAL Handbook, sport rules, policies, and deadlines
 - ☐ Attend AD meetings and complete required surveys
 - ☐ Confirm coaches, certifications, and contact information
 - ☐ Verify student-athlete eligibility requirements
 - ☐ Submit official team rosters to the MMAL Commissioner before the season begins
 - ☐ Confirm schedules, transportation, facilities, and game locations
 - ☐ Communicate expectations with coaches, families, and athletes
 - ☐ Review emergency procedures, safety protocols, and sportsmanship expectations
 - ☐ Confirm equipment and facility readiness
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During the Season

- ☐ Monitor eligibility and roster updates throughout the season
 - ☐ Support coaches with league procedures and scheduling needs
 - ☐ Communicate schedule changes promptly with all appropriate parties
 - ☐ Confirm officials and game details for home contests
 - ☐ Ensure facilities are safe, prepared, and properly supervised
 - ☐ Promote positive sportsmanship among athletes, coaches, and spectators
 - ☐ Address concerns using proper communication protocols
 - ☐ Report incidents, ejections, or safety concerns to the MMAL Commissioner
 - ☐ Share league highlights, photos, and accomplishments when requested
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End of Season

- ☐ Confirm final rosters and participation records
 - ☐ Verify playoff/championship eligibility when applicable
 - ☐ Support championship event preparation and responsibilities
 - ☐ Assist with awards and athlete recognition
 - ☐ Inventory equipment and address facility needs
 - ☐ Collect feedback from coaches and stakeholders
 - ☐ Complete required season-end reports and surveys
 - ☐ Identify improvements for future seasons
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Ongoing Responsibilities

- ☐ Maintain professional communication with schools, coaches, officials, and league leadership
- ☐ Promote educational athletics, teamwork, and sportsmanship
- ☐ Support equitable opportunities for all student-athletes
- ☐ Follow MMAL policies, timelines, and procedures
- ☐ Collaborate with Athletic Directors to strengthen league operations