ELEVATE
BC SCHOOL SPORTS
ATHLETIC DIRECTORS
SUMMIT

October 23-24, 2026
Richmond, BC

Athletic Director 101: Your First Year Survival Guide

Presenters

October 23-24, 2026
Richmond, BC



Nicole McRae

WELLINGTON SECONDARY SCHOOL
15 YEARS as an Athletic Director

Contact:
nmcrae@sd68.bc.ca

ELEVATE
BC SCHOOL SPORTS
ATHLETIC DIRECTORS
SUMMIT

Presenters

October 23-24, 2026
Richmond, BC



Lindsay Brooke

ST MICHAELS UNIVERSITY SCHOOL
20 YEARS as an Athletic Director

Contact: lindsay.brooke@smus.ca

ELEVATE
BC SCHOOL SPORTS
ATHLETIC DIRECTORS
SUMMIT

August

- **Make sure school is opted in with BCSS Stars (your admin does this - but check)**
- **Confirm practice schedules with coaches**
- **Communication to athletes and parents**
  - Welcome email giving overview of year
  - Overview of fall sports and practice / tryout days and times
  - Include athletic handbook in the email for answers to many questions there may be
- **Coaches information - for the year (try)**
  - Criminal Record Checks - District
  - Concussion Protocols complete - one coach per team - BCSS
  - Coaching paperwork - Volunteer forms, Driver’s Abstract, Insurance paperwork - District

ELEVATE
BC SCHOOL SPORTS
ATHLETIC DIRECTORS
SUMMIT

September

- **Organize try-out dates and times with coaches**
  - Advertise tryouts - posters, instagram, announcements
  - Help with rosters - especially with community coaches

- **Prepare paperwork for teams**
  - Different for each district
  - Student and Parent Code of Conduct
  - Medical and Emergency Contact form that is given to coaches
  - Budgets and fees for each team
  - Lists of athletes with birthdates and grades

- **Uniforms, extras and Concussion Protocols**
  - Distribute uniforms to teams, first aid kits and ball bags
  - Medical and Emergency Contact form that is given to coaches
  - Budgets and fees for each team
  - Train, organize, manage minor officials for home games

ELEVATE
BC SCHOOL SPORTS
ATHLETIC DIRECTORS
SUMMIT

October

- **Yearbook photos / Team photos**
  - Work with yearbook for fall season photos - teams

- **Office/Paperwork/BCSS**
  - Rosters of schedules and teams in main office
  - Online field trip forms completed for each team
  - Complete rosters in STARS
  - Prepare any transfer paperwork for BCSS
  - Collect money from athletes and finalize rosters
  - Double check STARS rosters by deadline dates provided by BCSS

ELEVATE
BC SCHOOL SPORTS
ATHLETIC DIRECTORS
SUMMIT

November

- **Prepare for Playoffs**
  - If hosting a playoff, create scorekeeping schedule (community coach)
  - Collect BCSS rosters from teams at tournaments

- **Season Crossover organization**
  - Assist coaches with winter season crossover - no impact on athletes
  - Practice schedules
  - Season planning for winter teams - coaches, tournaments,
  - Prepare minor officials - scorekeepers and referees for grade 8’s

- **Collect and close fall season**
  - Collect fall season uniforms and equipment (balls, first aid kits, misc.)
  - Thank you cards for coaches
  - End of season meetings with coaches - looking towards next year

ELEVATE
BC SCHOOL SPORTS
ATHLETIC DIRECTORS
SUMMIT

December

- **Winter Season Schedules and Paperwork**
  - Student and Parent Code of Conduct
  - Medical and Emergency Contact form that is given to coaches
  - Budgets and fees for each team
  - Lists of athletes with birthdates and grades

- **Uniforms, extras and Concussion Protocols**
  - Distribute uniforms to winter season teams, first aid kits and ball bags
  - Medical and Emergency Contact form that is given to coaches
  - Budgets and fees for each team
  - Train, organize, manage minor officials for home games

- **Prepare for Winter Break**
  - Practice schedule for winter break

ELEVATE
BC SCHOOL SPORTS
ATHLETIC DIRECTORS
SUMMIT

January

- **Yearbook photos / Team photos**
  - Work with yearbook for winter season photos - teams

- **Office/Paperwork/BCSS**
  - Rosters of schedules and teams in main office
  - Online field trip forms completed for each team
  - Complete rosters in STARS
  - Prepare any transfer paperwork for BCSS
  - Collect money from athletes and finalize rosters
  - Double check STARS rosters by deadline dates provided by BCSS

ELEVATE
BC SCHOOL SPORTS
ATHLETIC DIRECTORS
SUMMIT

February

- **Prepare for Playoffs**
  - If hosting a playoff, create scorekeeping schedule (community coach)
  - Collect BCSS rosters from teams at tournaments

- **Season Crossover organization**
  - Assist coaches with spring season crossover - no impact on athletes
  - Practice schedules
  - Season planning for spring teams - coaches, tournaments,
  - Prepare minor officials

- **Collect and close winter season**
  - Collect winter season uniforms and equipment (balls, first aid kits, misc.)
  - Thank you cards for coaches
  - End of season meetings with coaches - looking towards next year

ELEVATE
BC SCHOOL SPORTS
ATHLETIC DIRECTORS
SUMMIT

March

- **Spring Break**
  - Different for many districts in your zone
  - Make sure everything is ready for after spring break - season play starts up right away

- **Spring Season Schedules and Paperwork**
  - Student and Parent Code of Conduct
  - Medical and Emergency Contact form that is given to coaches
  - Budgets and fees for each team
  - Lists of athletes with birthdates and grades

- **Uniforms, extras and Concussion Protocols**
  - Distribute uniforms to spring season teams, first aid kits and ball bags
  - Medical and Emergency Contact form that is given to coaches
  - Budgets and fees for each team
  - Train, organize, manage minor officials for home games

ELEVATE
BC SCHOOL SPORTS
ATHLETIC DIRECTORS
SUMMIT

April

Go on an overnight get away - you need it!

Just kidding, no time for that...

- **Yearbook photos / Team photos**
  - Work with yearbook for spring season photos - teams

- **Office/Paperwork/BCSS**
  - Rosters of schedules and teams in main office
  - Online field trip forms completed for each team
  - Complete rosters in STARS
  - Prepare any transfer paperwork for BCSS
  - Collect money from athletes and finalize rosters
  - Double check STARS rosters by deadline dates provided by BCSS

ELEVATE
BC SCHOOL SPORTS
ATHLETIC DIRECTORS
SUMMIT

May

- **Start to organize your Athletic Banquet**
  - Meeting with coaches to determine major award winners
  - Food planning
  - Ordering awards
  - Prizes
  - MC, slideshow, set up

- **Prepare for Playoffs**
  - If hosting a playoff, create volunteer schedule (community coach)
  - Collect BCSS rosters from teams at tournaments

ELEVATE
BC SCHOOL SPORTS
ATHLETIC DIRECTORS
SUMMIT

June

- **Awards Night / Coach Appreciation**

- **Collect and close spring season**
  - Collect spring season uniforms and equipment (balls, first aid kits, misc.)
  - Thank you cards for coaches
  - End of season meetings with coaches - looking towards next year

- **Prepare for the following year:**
  - Schedules for fall sports (practices)
  - Playoff, league and tournament schedules in a calendar
  - Confirm coaches (especially for fall sports)
  - Check this year’s budget and prepare a budget for the following year
  - Check team equipment (balls, jerseys, nets, etc) to order any that need to be replaced

ELEVATE
BC SCHOOL SPORTS
ATHLETIC DIRECTORS
SUMMIT

Throughout the year

- **Schedules for next season**
  - Many sports will email throughout the year (usually after their season finishes) with tournament invites for the following year. Record these somewhere

- **Coach/Teacher sponsor recruiting**
  - Always be looking out for new coaches - student teachers, community members
  - CRC’s, paperwork, ongoing.

- **Purchasing deals**
  - Many equipment providers will have sales. Emails will come and check out the sales for next year’s equipment upgrades

- **Communication with staff**
  - Getting staff on board can be easy - if you communicate well
  - Invite to come watch a game
  - Utilize staff - art department, technology, photography, textiles, etc

ELEVATE
BC SCHOOL SPORTS
ATHLETIC DIRECTORS
SUMMIT

Extra ways to help

- BAA course - Athletic Leadership

Fill this class with your District's minimum - I easily got 30+ kids
Runs outside the timetable, and you get a block of time in the day for AD organization

Athletic Leadership Course Outline

Athletic Leadership Duties

Brought an opportunity to increase volunteerism within the school, and athletes were looking for an opportunity to give back.

School community and school spirit increased.

Students came back to coach. Currently have 15 college aged alumni coaching at Wellington

ELEVATE
BC SCHOOL SPORTS
ATHLETIC DIRECTORS
SUMMIT

Extra ways to help

- Senior students as minor officials

Grade 8 Volleyball and Basketball games

Volleyball

- Senior athletes get trained and paid $15 per game.
- We host 4 teams and teams get 2 games in per play day.
- Officials get $30
- Scorekeepers are organized through Athletic Leadership

Basketball

- Refereeing basketball can be a little more challenging.
- Mentor referee - from the NBOA - comes in uniform and is paid to mentor and supervise
- Also increases capacity for new officials to be trained in real games
- Officials get $20 each per game, and mentor referee takes a lesser fee per game than they would officially make ($25 per game)
- Payments come out of team accounts that athletes pay

ELEVATE
BC SCHOOL SPORTS
ATHLETIC DIRECTORS
SUMMIT

Where to go for help

First stop: Each zone will have a President

- Some zones are split where there will be a president for each section if your zone is geographically large - example Vancouver Island

Second stop: BCSS website website

BCSS handbook handbook

Third stop: Email BCSS

- BCSS can receive hundreds of emails each day. It's helpful to familiarize yourself with the handbook and the website, as many questions can be answered there.
- If you are still stuck and are not sure how to proceed - send an email info@bcschoolsports.ca

ELEVATE
BC SCHOOL SPORTS
ATHLETIC DIRECTORS
SUMMIT