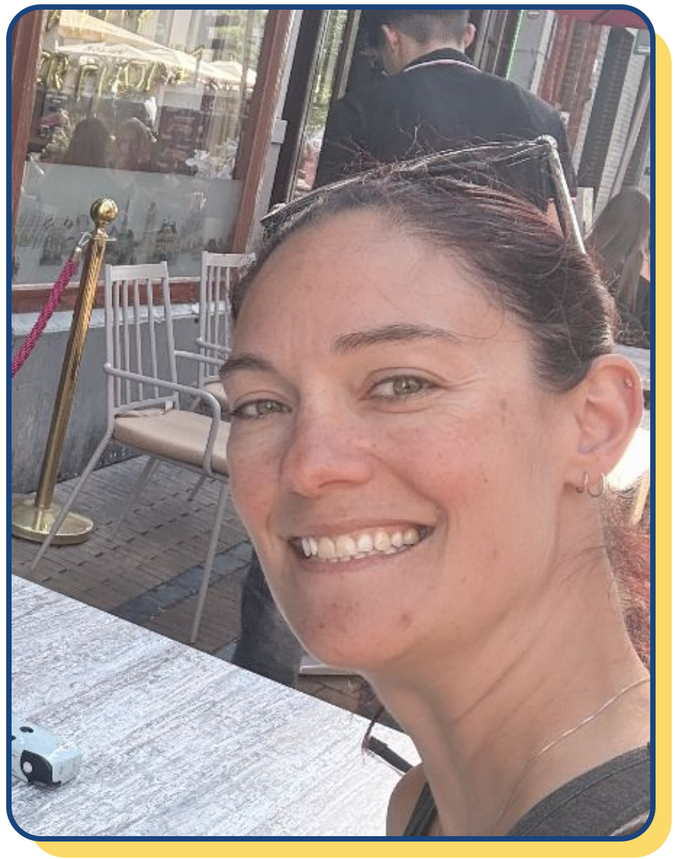
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ATHLETIC DIRECTORS
SUMMIT

October 23-24, 2026
Richmond, BC

The Athletic Year at a Glance: Planning for Success

Presenter

October 23-24, 2026
Richmond, BC



Bre Quist

NANAIMO CHRISTIAN SCHOOL

10 YEARS as an Athletic Director

CONTACT

breanne.quist@ncsnanaimo.com

Topics

A month-by-month breakdown & checklist to set your program up for success

01

Monthly Breakdown

Structured timeline covering essential tasks and milestones for each month of the school year.

02

Action Checklists

Clear, actionable check items for coaches, administrative tasks, and parent communication.

03

Program Success

Strategies to streamline operations, reduce stress, and elevate your athletic department.

Late August

Monthly Athletics Checklist & Action Items

01 / ADMIN & SCHEDULES

Administration

- ❑ Make sure school is opted in to BCSS Stars (head of school)
- ❑ Confirm practice schedules with coaches
- ❑ Do all coaches have updated CRCs, Concussion training, in STARS?
- ❑ Are all your tournaments set for the year?
- ❑ What AGMs are upcoming that you have to plan for to attend?

02 / OUTREACH

Communication

Communication to athletes and parents

- ❑ Welcome email giving overview of year
- ❑ Overview of fall sports and practice / tryout days and times
- ❑ Parents complete sign up for students to get initial idea of numbers for teams

*Include athletic handbook in the email for answers to many questions there may be

03 / INVENTORY

Equipment & Gear

- ❑ Make sure all equipment is purchased and in usable condition
- ❑ Do you have all the jerseys you will need for the winter season of play? Most jerseys are about a 5 - 6 week turn around from design to delivery.
- ❑ Do you have enough warm ups (we do warm ups for grade 8s and new athletes. Previous athletes can purchase a new one if old one needs replacing)

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September

Monthly Athletics Checklist & Action Items

01 / ATHLETES & ROSTERS

Rosters & Registration

- ❑ Import the grade 8s into Stars
- ❑ Host tryouts and select rosters (how do you communicate finalized rosters)
- ❑ Add new athletes into STARS and complete the correct transfer paperwork
- ❑ Print official rosters, team emergency lists, etc.
- ❑ Make sure that team rosters are complete and accurate in STARS before the deadline
- ❑ Host a Media Day?

02 / OPERATIONS & SCHEDULING

Leagues & Logistics

- ❑ Set up team schedules and communicate to families (we use TeamSnapOne)
- ❑ Collect team fees
- ❑ Be aware of deadlines
- ❑ Once leagues are set, check for conflicts of gym space and book referees
- ❑ If hosting and playoffs, book referees, gym time and order awards
- ❑ Update social media to include games / tournaments / team rosters
- ❑ Send out requests for support scorekeeping / refereeing / etc

03 / EQUIPMENT & STAFF

Gear & Alignment

- ❑ Handout and record jersey assignments (also take team photos for yearbook, etc)
- ❑ Host coaches meeting to make sure everyone is in alignment with expectations
- ❑ Restock first aid kits

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October

Monthly Athletics Checklist & Action Items

01 / FALL PLAYOFFS & AWARDS

Fall Season & Playoffs

- ❑ Check in with coaches about the season
- ❑ Begin planning for fall playoffs
- ❑ If teams are doing well and look like they might qualify for provincials, do you need to fundraise?
- ❑ Pick up awards for any tournaments that you ordered in September
- ❑ Update social media to include games / tournaments
- ❑ Send out requests for support scorekeeping / refereeing / etc

02 / WINTER PREPARATION

Winter Sports Transition

- ❑ Confirm coaches for winter sports
- ❑ Put out sign up for winter sports to start collecting numbers
- ❑ Make sure there is enough equipment for winter sports

03 / FINANCE & BUDGETING

Budget Management

- ❑ Update budget to make sure fall sports are within their assigned budgets

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November

Monthly Athletics Checklist & Action Items

01 / FALL FINALS & AWARDS

Playoffs & Recognition

- ❑ Complete fall playoffs
- ❑ If qualified, coordinate for provincial championships (if team is strong, pre-book accommodation)
- ❑ Collect award / recognition from the fall teams
- ❑ Connect with coaches about the season, where would they like to coach next, etc

02 / WINTER SPORTS LAUNCH

Tryouts & Scheduling

- ❑ Make sure coaches are all set for the winter season
- ❑ Set up tryouts for winter sports (making sure it does not conflict with fall sports still happening)
- ❑ Set up schedules for winter sport practices
- ❑ Coaches meeting for winter coaches
- ❑ Print official rosters, team emergency lists, etc.
- ❑ Make sure that team rosters are complete and accurate in STARS before the deadline
- ❑ Host a Media Day?

03 / ADMIN & MEDIA

Roster & Media Prep

- ❑ Set up winter teams in STARS
- ❑ Make sure you have photos of each team for yearbook, social media, etc

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December

Monthly Athletics Checklist & Action Items

01 / SCHEDULES & ROSTERS

Schedules & Game Prep

- ❑ Check league schedules to make sure there are no conflicts and communicate to athletes and families (we use TeamSnapOne)
- ❑ Check for game or event / practice conflicts and update schedules as needed
- ❑ Make sure team rosters are complete in STARS before the deadline
- ❑ Schedule referees for the games / tournaments you are assigned

02 / TEAM OPERATIONS

Operations & Media

- ❑ Confirm hotels for travelling teams
- ❑ Set rosters and communicate to athletes and parents
- ❑ Collect team fees
- ❑ Distribute jerseys and set up rosters (take team photos to be prepared)
- ❑ Host a Media Day?

03 / SPRING PREPARATION

Spring Transition

- ❑ Begin to check in with spring coaches
- ❑ Make sure spring jerseys are all there or if ordering needs to occur
- ❑ Begin spring planning

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January

Monthly Athletics Checklist & Action Items

01 / TEAM & DEADLINE CHECKS

Progress & Deadlines

- ❑ Check in with teams to see how it is going
- ❑ Make sure all deadlines have been met

02 / PLAYOFF PREPARATION

Logistics & Hosting

- ❑ Prepare for playoffs
- ❑ Booking hotels if necessary
- ❑ Book Referees and order awards if hosting a playoff tournament

03 / SPRING & COACH REVIEWS

Future Planning

- ❑ Collect information about interest for spring sport teams
- ❑ Check in with coaches from the current season

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February

Monthly Athletics Checklist & Action Items

01 / PROVINCIALS & CHAMPIONSHIPS

Championship Prep

- ❑ Review championship requirements
- ❑ Confirm provincial qualification requirements
- ❑ Book hotels for provincial championships

02 / SPRING TEAMS

Spring Transition

- ❑ Start setting up spring teams
- ❑ Sort out scheduling for spring teams
- ❑ Set up spring schedules to be communicated to parents and athletes
- ❑ Check in with local league to make sure teams are confirmed for league scheduling
- ❑ Host tryouts and select rosters (how do you communicate finalized rosters)
- ❑ Print official rosters, team emergency lists, etc.
- ❑ Make sure that team rosters are complete and accurate in STARS before the deadline
- ❑ Host a Media Day?

03 / SEASON WRAP-UP

Winter Wrap-Up / Spring Launch

- ❑ Wrap up winter seasons (those not moving onto provincials)
- ❑ Get award recognitions from coaches
- ❑ Coaches meeting

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March

Monthly Athletics Checklist & Action Items

01 / SPRING REGISTRATION & TEAMS

STARS & Practices

- ❑ Set up teams in STARS (make sure minimum numbers are met)
- ❑ Start spring practices and check league schedules for conflicts
- ❑ Collect team fees
- ❑ Distribute jerseys and set up rosters (take team photos to be prepared)
- ❑ Host a Media Day?

02 / WINTER WRAP-UP & EQUIPMENT

Jerseys & Coaches

- ❑ Collect all winter sports jerseys (as the teams wrap up their seasons)
- ❑ Check in with coaches about the winter season and what they need for future years

03 / GOVERNANCE & MEETINGS

AGM Preparation

- ❑ Review BCSS AGM information and proposed motions

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April

Monthly Athletics Checklist & Action Items

01 / AWARDS & GIFTS

Event & Recognition Prep

- ❑ Start planning for the awards night, coaches gifts ordered? Date chosen?
- ❑ Plan and start preparing graduating athlete gifts

02 / OPERATIONS & BUDGET

Finance & Logistics

- ❑ Build the budget for the following year
- ❑ Book referees / fields for any upcoming events

03 / ELIGIBILITY & ROSTERS

BCSS Deadline

- ❑ Confirm rosters are correct BEFORE the BCSS deadline

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May

Monthly Athletics Checklist & Action Items

01 / CHAMPIONSHIPS & PROVINCIALS

Zone & Provincial Prep

- ❑ Prepare for zone championships
- ❑ Book hotels for provincials

02 / AWARDS & RECOGNITION

Athletics Awards

- ❑ Collect spring sport team awards
- ❑ Get date set and communicated for athletics awards night

03 / FALL PREPARATION

Equipment & Uniforms

- ❑ Order uniforms for the fall season

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June

Monthly Athletics Checklist & Action Items

01 / RECOGNITION & EVALUATION

Wrap-Up & Review

- ❑ Awards Night / Coach Appreciation
- ❑ Coach check in from spring sports
- ❑ Program evaluation (how many teams, coaches, championships, etc)

02 / PLANNING & SCHEDULING

Fall Season Prep

- ❑ Schedules for fall sports (practices)
- ❑ Playoff, league and tournament schedules in a calendar
- ❑ Confirm coaches (especially for fall sports)

03 / BUDGET & EQUIPMENT

Operations & Logistics

- ❑ Check this year budget and prepare a budget for the following year
- ❑ Check team equipment (balls, jerseys, nets, etc) to order any that need to be replaced

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Ongoing

Year-Round Athletics Checklist & Responsibilities

01 / PROMOTION & MEDIA

Social & Outreach

- ❑ Take photos of teams / game play for social media & yearbook
- ❑ Post schedules on Social media / around school
- ❑ Coach appreciation posts

02 / GAME DAY OPERATIONS

Scores & Documentation

- ❑ Make sure enough scoresheets are printed and available
- ❑ Collect and report scores

03 / TRAINING & DEVELOPMENT

Officials & Staff

- ❑ Train referees and scorekeepers

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Questions?

BC School Sports Athletic Directors Summit

Any Questions, Thoughts, or Suggestions?