

DIRECTOR OF OPERATIONS

# PROGRAM TIMELINE

# Overview

- ⦿ Annual Timeline
  - July – June
  
- ⦿ Questions / Input

# July

- ⦿ Competition schedule
- ⦿ Booking hotels (as schedule is finalized)
  - Conference / NCAA may be done earlier
- ⦿ Gear arrival / inventory
- ⦿ Organize roster (across all platforms)
  - Contact info from incoming SA's
- ⦿ Update team handbook / policy

# July (Cont.)

- ⦿ Invitation for home meets
- ⦿ Begin contact with officials
- ⦿ Cross Country
  - Headshots
  - Plan pre-season camp
  - Soft gear hand out
  - Schedule buses/flights/hotels
- ⦿ Compliance Forms / Cleared
- ⦿ Finalize on-campus housing

# August

- ⦿ Continue booking hotels
  - Begin processing contracts
  - Begin creating rooming list due date calendar
- ⦿ Cross Country
  - Physicals
  - Compliance/cleared to come to campus
  - Pre-Season camp
  - Shorts travel roster (flights)
  - Vacation period checks / meals
- ⦿ Welcome email (important dates)

# August (Cont.)

- ⦿ Move in / orientation
- ⦿ First team meeting
  - Get flight info
- ⦿ Life skills (plan development)
- ⦿ Late-signee shoe order
- ⦿ Managers
  - Process contracts
  - Create schedule

# August (Cont.)

- ⦿ Schedule track buses
  - Schedule permitting
- ⦿ Order bag tags
- ⦿ Gear issue
- ⦿ General clean up
  - Office
  - Computer Files
- ⦿ Begin planning for home meet (XC)

# September

- ⦿ Continue hotels & contracts
- ⦿ Nike order (next season)
- ⦿ Home XC meet planning
- ⦿ Home TRK meet invitations & officials
  - Second round / follow up
- ⦿ XC team travel
  - (rooming list, itinerary, per diem, etc.)
- ⦿ Register for convention



# October

- XC team travel
- TRK flights
- Nike order for next season
- TRK head shots
- Marketable athletes – photo shoot / media day
- Initial scholarship approval forms
- High School meet invitations

# November

- XC team travel
- TRK flights
- Update TFRRS
- Cash advances
- Nike footwear & bags order
- Plan pre-break dinner / meeting
- Thanksgiving baskets
- NLI (info & graphics)

# November (Cont.)

- ⦿ Plan pre-season camp
  - Meals / per diem / activities
- ⦿ Schedule indoor facility
  - Intercession / spring
- ⦿ Reserve dorm rooms for next school year
- ⦿ Order NCAA XC gifts
- ⦿ High School meet info
  - Mile Split, social media blast

# December

- ⦿ USTFCCCA Convention
- ⦿ Pre-season camp planning
- ⦿ Finalizing updates
  - TFRRS
  - Shorts
  - Teamworks
  - Direct Athletics
- ⦿ Collect indoor meet information

# January

- ⦿ Pre-Season camp
- ⦿ Issue competition gear
- ⦿ TRK team travel
- ⦿ TRK flights
- ⦿ Home meet planning
- ⦿ Post home meet information
  - Send to coaches
- ⦿ Coordinate external travel
  - Media, administration
- ⦿ Put meets on Direct Athletics

# February

- ◎ TRK team travel & TRK flights
- ◎ Home meet planning
  - Inventory / order home meet equipment
- ◎ Order senior awards
- ◎ USATF Officials recert. (as needed)
- ◎ Budget meetings
- ◎ Hotels for home meet staff
- ◎ Reserve recruit hotels (next season - home FB weekends)

# March

- ⦿ TRK team travel
- ⦿ Home meet planning
- ⦿ Spring break
  - Meals / per diem
- ⦿ Order Indoor NCAA gifts
- ⦿ Budget meetings

# April

- TRK team travel
- Home meet planning
- Senior recognition
- Early signing
- Begin awards banquet planning



# May

- ⦿ TRK team travel
- ⦿ Athletics graduation ceremony
- ⦿ Gear return
- ⦿ USATF memberships
  - Coaches and athletes for USA's
- ⦿ End of year awards banquet
- ⦿ Order Outdoor NCAA gifts

# June

- TRK team travel
- Recruiting exam

**VACATION!**

# Questions?

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