**Off-Season Session One (January to March)**

* Strength Program (Volt Athletics)
* Athletic Director meeting
* Equipment and supplies
* Weight Room
* Budget and Fundraiser activities
* Recruiting within the school and feeders
* Plan for Off-season, Pre-season, and season
* Weight room hours
* Assembly of coaching staff, Assistants, managers, and trainers,
* Finalize offensive, defensive, special teams and player handbooks.
* Publicity and community support
* Develop detail plan for Off-season session two
* Develop depth chart for spring
* Attendance of coaching clinics
* Check for coaches’ spring clinics at local colleges
* Review academic progress for student athletes
* Establish written goals for program
* Review goals for Defense/Offense
* January Total Defense
* Feb. Passing Game
* Feb. Run Game
* March, Review WIAA regulation

**Off-season Session (Two April – June)**

* Finalize Spring practice schedule
* Supervise Session Two & Three Weight Program
* Prepare and present football youth clinics and tournament
* Hold team meetings to explain upcoming events and policies
* Wind up school recruiting and academic eligibility
* New equipment orders
* Review pass defense, and running game
* Post-Spring player conferences
* staff Scouting meeting

**Pre-Season (June to August)**

* Review Kicking Game
* Check final grades of Student athletes
* Finalize depth Chart
* Prepare summer assignments for coaches, vacations.
* Prepare for football youth camps, team camps and fall camp
* Supervise summer weight program
* Finalize practice schedule details
* Scouting expectation finalized for coaches

**Season (August – November)**

* Establish weekly practice routine
* Establish weekly scouting procedure
* Check on game day preparations and rehearsals
* Obtain players schedule
* Establish grading procedures for all coaches
* Check travel plans
* Establish procedure for providing information to media
* Establish a daft playoff plan

**Post Season (November – December)**

* All-Star recognition and league meetings
* Team banquet and recognition
* Equipment collection and repair inventory
* Prepare final statistics
* Send recruiting information to college head coaches
* Produce highlight films