AUGUST

IMPORTANT DATES

- August 4 – Last day of allowable Sunday contact (Boys’ Golf)
- August 5 – First Practice (Boys’ Golf)
- August 8 – First Scrimmage/Contest (Boys’ Golf)
- August 11 – Last day of allowable Sunday contact (All other sports)
- August 12 – First Practice (Remaining fall sports)
- August 12-14 – Shoes, Jersey, Helmets ONLY (Football)
- August 15 – First Scrimmage/Contest (Boys’ Tennis, Softball)
- August 15-16 – Full uniform, No player contact (Football)
- August 17 – First Scrimmage (Gymnastics, Field Hockey, Volleyball, Boys’ Soccer, Cross Country)
- August 17 – Full uniform, player to player contact (Football)
- August 22 – First Contest (Gymnastics, Field Hockey, Volleyball, Boys’ Soccer, Cross Country)
- August 22 – First Scrimmage (Football)
- August 23 – Directory Information Due
- August 23-24 – Speech Coaches Conference (Cherry Creek HS)
- August 29 – First Contest (Football)

- Make sure all coaches have completed all paperwork and are registered in the CHSAA Digital Platform
- Make sure all hiring steps have been completed at your school/district level
- Make sure all fall coaches are aware of and planning to attend their district/league sports meetings
- Have a preseason coach meeting with all fall coaches (ensure they have access to their fall CHSAA bulletins)
- Review and practice Emergency action plans for all locations and activities
- Review lettering for sports
- Review discipline book and handbook with coaches and parents at the beginning of the year meetings
- Set up booster club meetings
- Have coaches check all their equipment and uniforms and turn in a starting inventory
- Make sure each coach has a “contract” that students and parents sign regarding expectations, practices, etc.
- Conduct a fall parent meeting with coaches
- Make sure a system is set up for paperwork/athlete registration: parent permission, emergency info., physical forms, participation fees, eligibility check (Golden Ticket)
- Ensure all athletes have created an athlete account in the CHSAA Digital Platform
- Interview all students new to your school about the reasons they transferred and ensure the transfer paperwork process has been started in the CHSAA Digital Platform
- Load students into the school/district eligibility computer system (IC), complete eligibility for all students before first contest/scrimmage
- Present any waivers for fall sports at the first League Meeting or waiver meeting
- Update information in CHSAA directory

Updated 3/6/2020
• Develop fall supervision schedule for administrators and security
• Make sure your game manager is lined up and understands job description
• Double check game and practice times and locations with custodians (set up procedure for late night returns)
• Reconfirm all fall games (including transportation/officials/opponents)
• Confirm all fall transportation
• Make sure fields are ready to go
• Make sure the gym (floor, lights, sound system, scoreboard, bleachers) is ready
• Make sure all sports have med kits and that they are stocked, and emergency plans are completed, uploaded and practiced
• Double check permits for off campus practices and games
• Have a system in place for pictures for each sport
• Finalize eligibility to turn into CHSAA

SEPTEMBER

IMPORTANT DATES
• September 2 – Regain Date (Boys’ Golf)
• September 10 – IBM Hero Week 1 Nominations Due
• September 16 – Eligibility Due Date (Fall Sports)
• September 17 – IBM Hero Week 2 Nominations Due
• September 18 – 5A Boys’ Golf League Results Due
• September 23 – No JV transfers regain date
• September 23 – Regain Date (Boys’ Tennis, Gymnastics, Spirit)
• September 23-27 – Boys’ Golf Regionals
• September 24 – IBM Hero Week 3 Nominations Due
• September 30 – Regain Date (Softball, Field Hockey, Cross Country)

• Double check eligibility of all fall athletes and make sure they are recorded as eligible in the CHSAA Digital Platform
• Begin turning in weekly eligibility to the District Athletic Office
• Complete your 1st Semester eligibility certification
• Add recertification for fall athletes as appropriate
• Organize and finalize details for pack the house nights, events, homecoming (submit appropriate paperwork/documentation)
• Organize Student Leadership Programs, Captains Councils
• Complete observations of coaches at practices and games
• Update rosters as necessary, ensure rosters are entered into IC for eligibility and entered into the CHSAA Digital Platform
• Double check transportation requests to make sure all busses are ordered, pick up and return times are correct, and whether or not teams are sharing a bus
• Begin thinking about arrangements for fall sports playoffs – busses, supervision, etc.
• Finalize winter schedules
• Begin making sure all winter coaching paperwork is completed and winter coaches have their information updated and current in the CHSAA Digital Platform
• Winter Non-Leagues scheduled/confirmed and contracts have been secured
• Winter transportation requests

Updated 3/6/2020
OCTOBER

IMPORTANT DATES

• October 1 – Boys’ Golf Qualifier Substitutions Due
• October 1 – First Contest (Speech Festival/Novice)
• October 1 – IBM Hero Week 4 Nominations Due
• October 1 – Participation and Service Fees Due (Fall)
• October 3 – 5A Boys’ Tennis Regular Season Completed
• October 4 – 5A Boys’ Tennis League Results Due
• October 7 – Regain Date (Volleyball, Boys’ Soccer, Football)
• October 7 & 8 – 3A (Air Force Academy), 4A (Montrose), 5A (Lakewood) Boys’ Golf Championships
• October 8 – IBM Hero Week 5 Nominations Due
• October 12 – Boys’ Tennis Regional Completed
• October 12 – Softball Regular Season Ends
• October 15 – IBM Hero Week 6 Nominations Due
• October 17-19 – 4A (Pueblo City Park) & 5A (Gates Tennis Center) State Boys’ Tennis Championships
• October 18 – State Spirit Entries Due
• October 18 & 19 – Fall Student Leadership Conference (Manitou Springs HS)
• October 19 – Cross Country Regionals Completed
• October 19 – Regional Softball
• October 22 – IBM Hero Week 7 Nominations Due
• October 23 – Regular Season Ends (Field Hockey)
• October 25 & 26 – Field Hockey Quarterfinals
• October 25 & 26 – State Softball Championships (Aurora Sports Park)
• October 26 – Cross Country State Meet
• October 26 – Regular Season Ends (6-man Football, 1A Volleyball, Gymnastics, Boys’ Soccer)
• October 29 – IBM Hero Week 8 Nominations Due
• October 29 – Field Hockey Semifinals (All-City Stadium)
• October 30 – 1st Round Boys’ Soccer 2A/4A (Higher Seed Hosts)
• October 31 – 1st Round Boys’ Soccer 3A/5A (Higher Seed Hosts)
• October 31 – Gymnastics Regionals (Overland HS)
• October 31 – Field Hockey Championship (All-City Stadium)

• Continue weekly eligibility
• eligibility recertification for fall and complete eligibility for winter athletes
• Turn in final rosters for end of year sports banquet
• Complete a thorough inventory for all fall sports
• Complete fall coaching evaluations and have post season meetings
• End of season surveys for parents, athletes, community
• Make sure scoreboard, sound system, and all accessories are working for winter sports
• Finalize winter coaching positions
• Complete pre-season inventory with winter coaches
• Remind winter athletes to get their physicals done
• Check all schedules against officials and transportation schedules
• Reconfirm all winter non-league games
• Complete supervision schedule
• Begin finalizing spring non-league contests
• Review enrollment count with district office

Updated 3/6/2020
IMPORTANT DATES

- November 1 – First Contest (Varsity Speech Tournament)
- November 1 & 2 – Gymnastics Regionals
- November 2 – 1A Volleyball Districts Completed
- November 2 – 2A Boys’ Soccer Quarterfinals (Higher Seed Hosts)
- November 2 – 2A-5A Regular Season Ends (Volleyball)
- November 2 – 6-man Football First Round
- November 2 – 8-man, 1A, 2A, 5A Regular Season Ends (Football)
- November 5 – 2nd Round Boys’ Soccer 3A/4A (Higher Seed Hosts)
- November 5 – IBM Hero Week 9 Nominations Due
- November 5 – New AD Follow-Up Meeting
- November 6 – 2nd Round 5A Boys’ Soccer (Higher Seed Hosts)
- November 7-9 – 4A/5A State Gymnastics Meet (Thornton HS)
- November 9 – 3A, 4A Football Regular Season Ends
- November 9 – 3A-5A Boys’ Soccer Quarterfinals (Higher Seed Hosts)
- November 9 – 6-man Football Quarterfinals
- November 9 – 8-man, 1A, 2A, 5A Football First Round
- November 9 – Volleyball Regionals Completed
- November 9 – 2A Boys’ Soccer Semifinals (Englewood HS)
- November 12 – IBM Hero Week 10 Nominations Due
- November 13 – 3A-5A Boys’ Soccer Semis (All-City, Legacy, Echo)
- November 14-16 – State Volleyball Championships (Denver Coliseum)
- November 15 – 5A Boys’ Soccer Championships (Dick’s Sporting Goods Park)
- November 16 – 3A & 4A Football First Round
- November 16 – 5A Football Second Round
- November 16 – 6-man Football Semifinals
- November 16 – 8-man, 1A, 2A Football Quarterfinals
- November 16 – 2A, 3A, 4A Boys’ Soccer Championships (Dick’s Sporting Goods Park)
- November 18 – First Practice (Basketball, Girls’ Swimming, Ice Hockey, Wrestling)
- November 18 – Winter Regain Date (for athletes not competing in a fall sport)
- November 19 – IBM Hero Week 11 Nominations Due
- November 20 – Hall of Fame Nominations Due
- November 23 – 3A, 4A, 5A Football Quarterfinals
- November 23 – 6-man Football Championship
- November 23 – 8-man, 1A, 2A Football Semifinals
- November 23 – First Scrimmage (Basketball, Girls’ Swimming, Ice Hockey, Wrestling)
- November 26 – IBM Hero Week 12 Nominations Due
- November 26 – 2A Football Championship Press Conference (CSU Pueblo)
- November 30 – 3A, 4A, 5A Football Semifinals
- November 30 – 8-man, 1A, 2A Football Championships

- Make sure all fall coaches have made plans for their sports banquet/have had them
- Collect and submit final inventory information from all fall coaches
- Review storage plan and make sure inventory is secure
- Complete a coaching evaluation form on your head coach and all assistant coaches
- Recognize fall academic champions
- Make sure all winter coaches attend the district/league coaches meeting for their sport
- Have a preseason winter coaches meeting (distribute CHSAA bulletins)
- Winter parent meeting with coaches
- Publicize winter sports practice dates to students

Updated 3/6/2020
• Have winter coaches check all equipment and uniforms and turn in an inventory of what they are starting with
• Present waivers for winter athletes
• Begin compiling winter eligibility lists of winter athletes
• Finalize eligibility of all winter athletes – physicals, grades, parent permission, registration, etc.
• Interview potential athletes who are new to your school to check eligibility
• Make sure game manager is in place and has all needed equipment
• Finalize winter supervision schedule for administrators and security
• Double check all master schedules, confirm facilities, transportation, officials
• Confirm all games with opponents
• Have a system in place for pictures for each sport
• Make sure all wrestler’s weight certification cards are signed by parents and a doctor
• Make sure the scale for wrestling is certified
• Ensure medical kits are stocked for each program and emergency plans have been created, posted, and practiced
• Make arrangements for school to be opened for games & practices over upcoming breaks where school is not scheduled
• Make sure all facilities are game ready
• Schedule finalize details for pack the house nights, special events and submit appropriate paperwork

DECEMBER

IMPORTANT DATES
• December 1 – CHSAA Music Registration Open
• December 1 – Participation and Service Fees Due (Winter)
• December 2 – Eligibility Due (Winter)
• December 2 – First Contest (Basketball, Girls’ Swimming, Ice Hockey, Wrestling)
• December 3 – IBM Hero Week 13 Nominations Due
• December 3 – 4A/5A Football Championship Press Conference (Broncos Stadium at Mile High)
• December 4 – 3A Football Championship Press Conference (CSU Pueblo)
• December 6 & 7 – State Spirit Championship (Denver Coliseum)
• December 7 – 4A/5A Football Championship (Broncos Stadium at Mile High)
• December 7 – 3A Football Championship (CSU Pueblo)
• December 26-31 – Winter Practice Prohibition
• December 28 & 30-31 – Voluntary Winter Sport Practice

• Update rosters as necessary
• Have system in place for semester change eligibility check
• Update eligibility with CHSAA for recertification as appropriate
• Remind coaches of winter intermission practice rule
• Follow up with game/practice schedule over winter break
• Develop a procedure with your custodians for handling late night returns
• Make sure all non-league contracts for spring sports are finalized and on-file

JANUARY

IMPORTANT DATES
• January 1 – Winter Practice Prohibition
• January 2 – Wrestling 2lb Growth Allowance
• January 10 – Sanction Form for State Qualifying Track & Field Meet Due
• January 20-26 – Postseason Wrestling Officials Voting

Updated 3/6/2020
- January 27 – CHSAA Round Table Meeting (DTC Marriott)
- January 27 – TENTATIVE New AD Follow-Up Meeting (DTC Marriott)
- January 31 – Speech Festival (Northridge HS)

- Refine system for checking grades at semester
- Pull or add students to teams as a result of their semester grades
- Continue weekly eligibility
- Make sure all students are eligible and on eligibility system
- Update rosters as necessary
- Check in with game manager
- Make sure wrestling certification report is turned in to CHSAA
- Present waivers for spring athletes
- Begin completing spring coaching paperwork/requirements
- Turn in summer field and gym requests to community use
- Begin setting up fall non-league games
- Notify Athletic office of any changes in requests for fall fields

**FEBRUARY**

**IMPORTANT DATES**

- February 1 – Speech Festival (Northridge HS)
- February 8 – Regular Season Ends (Wrestling)
- February 10 – Girls’ State Swimming Entries Due (10:00 AM)
- February 13-15 – 3A & 5A Girls’ Swimming State Championships (VMAC)
- February 14 – Large Group Music Registration Due
- February 14 & 15 – Wrestling Regionals (Various Sites)
- February 17 & 18 – 4A Girls’ Swimming Championships (VMAC)
- February 20-22 – State Wrestling Championships (Pepsi Center)
- February 22 – Basketball & Ice Hockey Regular Season Ends
- February 25 – 4A/5A Girls’ Basketball First Round (Home Sites)
- February 25 & 26 – Ice Hockey First Round
- February 26 – 4A/5A Boys’ Basketball First Round (Home Sites)
- February 27 & 28 – State Skiing (Battle Mountain/Vail Mountain School)
- February 28 – 4A/5A Girls’ Basketball Second Round (Home Sites)
- February 28 – Ice Hockey Second Round
- February 29 – 1A-3A Basketball Districts Completed
- February 29 – 4A/5A Boys’ Basketball Second Round (Home Sites)
- February 29 – Ice Hockey Quarterfinals

- Make arrangements for winter playoffs: busses, supervision, etc.
- Make sure winter coaches have made arrangements for their banquet
- Collect completed inventories from each winter coach
- Complete second semester certification for CHSAA
- Final rosters turned in from winter sports
- Complete an evaluation of all head coaches and assistant coaches
- End of season survey for parents, athletes, community
- Have a preseason spring sports coaches meeting (distribute CHSAA materials)
- Have spring coaches check all equipment and uniforms and turn in an inventory list prior to the start of the spring season
- Spring parent meeting with coaches
- Begin compiling eligibility list of spring athletes

Updated 3/6/2020
• Confirm all spring season games, request transportation
• Go over bad weather cancellation process and rescheduling procedures with everyone involved (coaches, transportation, athletics, supervision, etc.)
• Ensure medical kits for each team are stocked and that emergency plans are created, posted and practiced
• Develop an indoor bad weather practice schedule for coaches to follow
• Develop the spring supervision schedule for administrators and security
• Have coaches turn in rosters
• Have a system in place for pictures for each spring sport
• Coordinate with your custodial crew, coaches, and grounds & maintenance to go over responsibilities for each field
• Make sure fields are playable
• Double check permits for off site practices and games with the District Office
• Make sure all spring coaches attend the District/League meeting for their sport
• Make sure all coaches are aware of and planning to attend the annual end of year coaches conference

IMPORTANT DATES
• March 1 – Participation and Service Fees Due (Spring)
• March 2 – First Practice (Spring Sports)
• March 3 – 4A/5A Girls’ Basketball Sweet 16 (Home Sites)
• March 3 – Ice Hockey Frozen Four Meeting (Pepsi Center)
• March 4 – 4A/5A Boys’ Basketball Sweet 16 (Home Sites)
• March 5 – First Scrimmage/Contest (Girls’ Tennis, Girls’ Golf)
• March 5 – Ice Hockey Semifinals (Pepsi Center)
• March 6 – 3A Basketball First Round
• March 6 – 4A Girls Basketball Great 8 (Home Sites)
• March 6 – 5A Girls Basketball Great 8 (Denver Coliseum)
• March 6 – Dairy MAX Colorado Spirit Award Nominations Due
• March 6 – Retiring Administrators Due
• March 7 – 1A/2A Basketball Sweet 16 Completed
• March 7 – 3A Basketball Sweet 16
• March 7 – 4A Boys’ Basketball Great 8 (Home Sites)
• March 7 – 5A Boys’ Basketball Great 8 (Denver Coliseum)
• March 7 – First Scrimmage (Baseball, Boys’ Swimming, Lacrosse, Girls’ Soccer, Track)
• March 9 – Regain Date (Second Semester)
• March 9 – Ice Hockey Championship (Pepsi Center)
• March 10 – 20- & 30-Year Service Award Form Due
• March 12 – 4A/5A Girls’ Basketball Final 4 (Denver Coliseum)
• March 12 – Eligibility Due Date (Spring Sports)
• March 12 – First Contest (Baseball, Boys’ Swimming, Lacrosse, Girls’ Soccer, Track)
• March 12-14 – 1A (UNC), 2A (Budweiser Events Center), 3A (DU) State Basketball Championships
• March 13 – 4A/5A Boys’ Basketball Final 4 (Denver Coliseum)
• March 13 – Legislative Council Proposals Due
• March 14 – 4A/5A Basketball Championships (Denver Coliseum)
• March 20 – Legislative Council Proposals & Committee Reports Posted
• March 20 & 21 – State Speech Tournament (Cherokee Trail)
• March 26 – Wells Fargo Scholarship Submissions Due
• March 27 – 3- & 4-Sport Participation Numbers Due

Updated 3/6/2020
• March 30 – Legislative Council Amendments Due
• March 30 & 31 – Large Group Festivals

• Update recertification for CHSAA as appropriate
• Make sure all spring athletes are on the eligibility system and rosters are updated
• Double check transportation schedule
• Go over spring break game and practice schedule with coaches, custodians, and supervision
• Check field conditions, report any issues to District Office, grounds
• Ensure coaches, athletes, parents are clear about game cancellation policies and can access website to see up to date changes
• Have middle school students fill out athletic interest surveys, through enrollment office
• Turn in all non-league contracts for fall to District Office

APRIL

IMPORTANT DATES
• April 1-30 – Large Group Festivals
• April 3 – Final Legislative Council Packet Posted
• April 6 – Eligibility Due Date
• April 14 – Hall of Fame (DTC Marriott)
• April 15 – Legislative Council Meeting (DTC Marriott)
• April 25-27 – CADA Conference (Breckenridge)
• April 30 – Postseason Soccer Officials Voting
• April 30 – 5A Girls’ Tennis Regular Season Ends

• Have coaches turn in final rosters of spring sports
• Double check transportation schedule
• Make sure current budget is spent
• Outline large equipment requests for the next year
• Set up summer camps and advertise to the middle school students assigned to your school for the next school year
• Make sure coaches are aware of and planning to attend the annual coaches conference at the end of the year

MAY

IMPORTANT DATES
• May 1 – 5A Girls’ Tennis League Results Due
• May 1 – Active Scholar Nominations Due
• May 1 – Vocal Music Gala (St. John’s Cathedral)
• May 1-6 – Postseason Soccer Official’s Voting
• May 2 – 1A Baseball Regular Season Ends
• May 4 – Girls’ Golf Regionals
• May 6 – 5A Girls’ Golf League Results Due
• May 9 – 1 Baseball Districts Completed
• May 9 – 2A Baseball, Boys’ Lacrosse, Girls’ Lacrosse & Girls’ Soccer Regular Season Ends
• May 9 – Girls’ Tennis Regionals Completed
• May 12 – Girls’ Golf Qualifier Substitutions Due
• May 13 – 4A/5A 1st Round Girls’ Soccer (Higher Seed Hosts)
• May 13 – 4A Boys’ Lacrosse First Round
• May 13 – Girls’ Lacrosse First Round
• May 14 – 2A/3A 1st Round Girls’ Soccer

Updated 3/6/2020
• May 14 – 5A Boys’ Lacrosse First Round
• May 14-16 – Girls Tennis State Championships (Centennial Park, Pueblo City Park, Gates Tennis Center)
• May 15 – 4A/5A 2nd Round Girls Soccer (Higher Seed Hosts)
• May 15 – 4A Boys’ Lacrosse Quarterfinals
• May 16 – 1A Baseball Regionals
• May 16 – 2A Baseball Districts Completed
• May 16 – Girls’ Soccer (2A Quarterfinals, 3A Round 2)
• May 16 – Lacrosse (5A Boys’ Quarterfinals, Girls’ Round 2)
• May 16 – Track Regular Season Ends
• May 18 – Track Declarations Due (8:00 AM)
• May 18 – Boys’ Swimming Entries Due (10:00 AM)
• May 18 & 19 – Girls’ Golf State Championships
• May 19 – 3A, 4A, 5A Baseball Regular Season Ends
• May 20 – 3A-5A Girls’ Soccer Quarterfinals
• May 20 – 4A/5A Boys’ Lacrosse Semis
• May 20 – Girls’ Lacrosse Quarterfinals
• May 20 – 2A Girls’ Soccer Semifinals (All-City)
• May 21 – 1A Baseball Semifinals & Finals (Coca-Cola All-Star Park)
• May 21-23 – Boys’ State Swimming Championships (VMAC)
• May 21-23 – State Track & Field Championships
• May 22 – Girls’ Soccer Semifinal Meeting (Dick’s Sporting Goods Park)
• May 22-23 – 2A Baseball Regionals (Pueblo)
• May 22-23 – 3A-5A Baseball Regionals
• May 23 – 3A-5A Girls’ Soccer Semis
• May 23 – Girls’ Lacrosse Semis (DU)
• May 25 – 4A/5A Boys’ Lacrosse Championships (TBD)
• May 26 – 2A/3A Girls’ Soccer Championship (Dick’s Sporting Goods Park)
• May 27 – Girls’ Lacrosse Championship (University of Denver)
• May 27 – 4A Girls’ Soccer Championship (Dick’s Sporting Goods Park)
• May 29 & 30 – 3A, 4A, 5A Baseball Series Games 1-11
• May 30 – 2A Baseball Championship

• Complete an evaluation form on all spring coaches, head coaches and assistants
• Collect inventory from all spring sports
• Make sure spring coaches have made plans for their sports banquet
• Make sure equipment and uniforms from all sports are in, clean, stored safely for the summer
• Make sure all coaches have financial obligation forms turned in
• Set the summer sports camp schedule and advertise it to the high school and all middle school feeders
• Have an end of year coaches meeting with all coaches to go over year and set goals for upcoming year
• Compile fall practice dates, times, and locations and advertise to high school and middle school feeders
• Notify all coaches of their CPR and CHSAA Coaching Registration expiration dates
• Make sure inventory lists and keys are turned in to you from all coaches
• Develop budget for upcoming school year
• Submit coaching allocation summary for next school year
• Make sure all fall coaches are on-board

Updated 3/6/2020
• Meet with your facility manager to go over athletic concerns that need to be fixed, replaced, or repaired over the summer and make sure all requisitions are turned in
• Follow up on construction at your site and what your role will be over the summer
• Request plan for fall transportation

June

IMPORTANT DATES:
• June 3 – Athletic Administrative Assistant Summit
• June 5 & 6 – 3A, 4A, 5A Baseball Series Games 12-15

• Double check everything before you leave for the summer

July

IMPORTANT DATES:
• Student Leadership Camp (TBD)
• July 23-25 – CHSCA Multi-Sport Clinic

ADDITIONAL HELPFUL RESOURCES

• LEGISLATIVE COUNCIL - http://www2.chsaa.org/about/board-of-control/minutes.asp


• CHSAA SPORT CALENDAR - https://chsaanow.com/tools/calendars/2019-20/

Helpful Links

CHSAA (News and Public Information) – CHSAANOW.com

CHSAA (Bulletins, Forms, Info and Resources for Schools) - http://www2.chsaa.org/

MaxPreps (Scores, Schedules and Rosters) – www.maxpreps.com

Updated 3/6/2020