

An Effective Filing System for Athletic Directors  
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Have you ever found yourself looking for a copy of a purchase order prior to calling a vendor or trying to find a deposit slip from a soccer game to verify your monthly statement from the finance secretary?

How often does a student walk into your office and need a replacement cross country letter pin or a new volunteer coach needs the necessary paperwork in order to be approved as a volunteer coach?

Does this process take you more than two minutes to find all the necessary paperwork? If so, you probably need to examine your filing system so that it becomes more efficient and provides you time to handle other duties and responsibilities.

Fortunately, I have a large five level filing cabinet located in the corner of my office. Each level holds specific items in an organized manner so that finding anything is done quickly and efficiently. My filing cabinet is organized in the following manner:

**Level 5 (Top Shelf) Awards**

- Boxes of letter pins are neatly stacked in alphabetical order in the back
- Certificates, and we award four different types, are placed in the front.

**Level 4 Varsity Letters**

- Varsity letters are neatly stacked in this shelf along with the numbers needed to hang on the team championship banners which are located in the main gym.

**Level 3 Files**

- Located in the front are the monthly financial folders with a divider separating each month. I use three folders for each month....one for income, one for expenses, and the third for the monthly reconciliation sheet provided by the financial secretary. All receipts, invoices, statements, bills, check requests, etc., are placed in the appropriate folder based upon the month each transaction has occurred.
- All other files are placed in alphabetical order with dividers separating each letter. I use the first letter of the file for alphabetical placement and keep each file name brief and specific. I recommend cleaning your files out twice a year in order to condense files and remove old and outdated material. I do this it at the end of each semester!!!!
- Set aside a specific time or amount of time each day to file. By filing all of the necessary papers in the appropriate location will save time and frustration in the long run.

**Level 2      Office Supplies**

-I keep all office supplies and other small items in this cabinet. Some of these small items would include extra locks, shells for starter guns, light bulbs, air canisters, and other items that I or a coach might need.

**Level 1      Tools**

-A small supply of basic tools is kept in this cabinet for minor repairs or assembly of new items can be quickly performed.

In another corner of my office I also have a four-tier shelve for forms and pamphlets that are frequently requested by students, parents, coaches, or the board of education. This shelf contains twenty different forms such as:

- Purchase Orders
- Bus Trip Tickets
- Season Passes
- Physicals
- Letter Jackets
- Announcements
- Team Picture Packets
- Volunteer Coach Packets
- Booster Club Request

A few minutes spent everyday on organizations saves valuable time in the long run and increases your productivity and efficiency.