

COACH'S CHECKLIST

This checklist is intended to aid coaches in fulfilling their roles and responsibilities during the school year. Detailed information on most of the items listed below can be located under appropriate headings in the “Coaches Procedure Manual.”

Pre-Season

1. Conduct mandatory pre-season meeting with parents attending.
 - a. Discuss season practice/contest plans; the issue of equipment; its care, return, and replacement value; team rules and responsibilities. Explain letter award system.
 - b. Distribute medical, insurance, and injury emergency information cards, schedules, and athletic training code. Require parental and physician signatures as needed.
 - c. Prepare a candidate roster with name, address, and telephone.
2. Inventory old and new equipment, prepare for issue, and check on back ordered supplies with Athletic Director and/or school office secretary assigned to receiving supplies.
3. Review contest and bus schedules for accuracy.
4. Ensure that all necessary building permits have been filed.
5. Submit any necessary Facility Use Forms including special requests to the Athletic Director.
6. Attend all meetings called by school Athletic Director, District Coordinator of Athletics, Conference/League and *[stateathleticassociationname]*.
7. All head and assistant coaches must take the any required rules tests.
8. Prepare pre-season promotional publicity for school and community media.
9. Be certain team candidate's medical, eligibility, and insurance forms are on file with the Athletic Director, and fees have been collected prior to issue of equipment and first practice. Have an Emergency Contact Card on file for each athlete or installed on your tablet or smartphone. Have available for all practices and home/away contests.
10. Attempt to secure team manager(s) and orient them to responsibilities.
11. Make long range seasonal plans and review these with assistant coaches.
12. Wrestling coaches must certify their weight scale by contacting the Athletic Director.
13. Wrestling coaches must contact parents regarding the completion of all required forms prior to the athlete beginning practice.

In-Season

1. File team roster with the Athletic Director.
2. Review Athletic Code, safety and athletic training room procedures with team members.
3. Establish procedures and explain criteria for selection of the team candidates at the initial practice. Note: These should also be explained at the mandatory pre-season meeting.
4. Issue equipment to team members (explain financial responsibility for loss), record and file. Provide locks, lockers for personal and issued equipment security.
5. In cooperation with the Athletic Director, help select scorers, announcers, and other non-paid adult and student helpers for meets in your sport. Alert them to their duties and responsibilities.
6. Organize weekly and daily written practice plans in terms of the season schedule.
7. Know the procedure for cancellation of practices or contests due to inclement weather. Be sure to contact everyone involved.
8. Plan contest area set-up arrangements.

9. Arrange Parents' Night and/or other special contest formats.
10. Organize pre-contest ceremonies as provided by Conference rules.
11. Plan a spectator program for distribution at home contests.
12. Maintain control of team conduct at all times. Notify school office according to policy when athletes require early dismissal for trips. Take a daily roll call and a head count on trips.
13. Clean up area, store equipment, secure all doors and turn out lights after practices and contests.
14. Report player's injuries and turn in forms to school office, especially the Student-Athlete Accident Report Form.
15. Have an "Emergency Response Plan" prepared for all sites for practices and contests.
16. Report any needed bus changes to the Athletic Director.
17. Make bus inspections and file bus complaint reports with the Transportation Office.
18. Follow all procedures and meet deadlines established by the state athletic association for the tournament series.
19. Report all contest results as required to school Athletic Director, school office, and local news media. Maintain updated individual and team statistics.
20. Collect all equipment from team members at season's end, inventory and store for safekeeping. Secure payment for lost equipment. If equipment is not returned, notify the Athletic Director so that s/he can take necessary action.
21. Identify and report all equipment (mat, mechanical devices, etc.) needing repair to the Athletic Director.
22. Request awards needed for team banquet from Athletic Director.
23. Ensure that the entire coaching staff has conducted the "Student-Athlete Satisfaction Survey" with all of their athletes.
24. Make arrangements for banquet or suitable awards presentation ceremony.

Post-Season

1. Evaluate season by making suggestions to the Athletic Director.
2. File all reports as requested in a timely manner.
 - a. File end of season summary with the Athletic Director.
 - b. File budget request and COMPLETE inventory with the Athletic Director.
 - c. File all necessary reports with the *[stateathleticassociationinitials.]*
3. Attend Conference meetings to select all-conference teams, review by-laws, and establish Conference schedule for the next year. Be sure to clear all dates with the Athletic Director prior to finalizing the schedules.
4. Complete the non-conference schedule and submit them to the Athletic Director.
5. Complete records and maintain an active sports file for reference in future years. This may be the only source for future Hall of Fame inductees. When the head coach resigns, retires, or leaves the District this file remains the property of the school. Submit to the Athletic Director for the next coach's use.
6. Assist senior team members who are interested in obtaining financial aid or athletic scholarships
7. Encourage off-season athletes to remain active in sports. Post notices and contact team members regarding summer and off-season skills camps.
8. Notify the Athletic Director regarding any outdated equipment.