**Coach’s Checklist**

**Preseason**

\_\_\_\_\_ CPR/First Aid

\_\_\_\_\_ WIAA Clinics (Concussion, General Rules, Sport Specific Rules, Sudden Cardiac Arrest)

\_\_\_\_\_ Announce Starting Dates and Eligibility Requirements in Bulletin

\_\_\_\_\_ Pre-Season Meeting w/ Players during Lunchtime (optional)

\_\_\_\_\_ Review League Handbook-Know All Rules

\_\_\_\_\_ Plan Practice Schedule w/ Athletic Director

\_\_\_\_\_ Have Courts/Fields and Equipment Ready Prior to First Practice

\_\_\_\_\_ Scope & Sequence Fundamentals

\_\_\_\_\_ Attend League Meeting (ALL)

\_\_\_\_\_ Pre-Season Inventory of uniforms and equipment

**Season**

\_\_\_\_\_ Start of Season Parent Letter –

*\_\_\_\_\_*  Head Coach responsible for assigning Bus supervision & Locker room sweep.

\_\_\_\_\_ Practice & Game Schedule distributed at first practice

\_\_\_\_\_ Season Rules and Expectations covered in first practice

\_\_\_\_\_ Middle School Activity Agreement ( Social Media, Drugs & Alcohol)

\_\_\_\_\_ Check for Medical Care plans for Team members

\_\_\_\_\_ Send day 5 Attendance Roster to Athletic Director, (Used for District reports)

\_\_\_\_\_ Monitor Eligibility

\_\_\_\_\_ Have Sport-Specific Safety Talk w/ All Athletes

\_\_\_\_\_ Collect Emergency Forms from Athletic Director

\_\_\_\_\_ Issue and Record School Uniforms

\_\_\_\_\_ Monitor Practice Attendance. Document and Call Home as Needed.

\_\_\_\_\_ Give out end of season survey

\_\_\_\_\_ Have End of Season Awards Party

\_\_\_\_\_ Maintain daily practice plans

\_\_\_\_\_ Document injuries, keep a copy and turn in copy to AD

\_\_\_\_\_ Ride bus to and from each contest (Mandatory)

\_\_\_\_\_ Take attendance EACH time before getting on bus.

\_\_\_\_\_ Bring sign out sheet to each away event.

**Postseason**

\_\_\_\_\_ Storage Facilities Organized and Cleaned

\_\_\_\_\_ Uniforms Collected, Washed, and Inventoried

\_\_\_\_\_ Fines for Lost Uniforms to Business Office & AD

\_\_\_\_\_ Inventory Taken on **All** Equipment and kept in the inventory binder.

\_\_\_\_\_ Return First Aid Kit to Equipment room.

\_\_\_\_\_ Turn in Awards Sheet and List of Needs/Wants for Next Season Given to AD

\_\_\_\_\_ Any Comments and/or Concerns Reported to Athletic Director for Next Season