

# Coach's Checklist

The following is a checklist to help you carry out the duties and responsibilities of being a coach in the Washburn School District. The checklist is not all-inclusive, but is to be used as a guideline for completing the tasks of being a coach

## **PRE-SEASON**

- \_\_\_\_ Head coach meets with coaching staff before the start of season
- \_\_\_\_ All coaches and volunteers have been approved by the Board of Education
- \_\_\_\_ Program philosophy is on file with the Athletic Administrator
- \_\_\_\_ Any program rules outside of the Athletic Code are on file with the Athletic Administrator
- \_\_\_\_ Safety protocol outside of Athletic Code and WIAA regulations on are file with Athletic Administrator.
- \_\_\_\_ Review academic standing of all athletes and contact the Athletic Administrator regarding eligibility.
- \_\_\_\_ All needed forms and paperwork turned into office (otherwise athletes may not practice or play)
- \_\_\_\_ Be aware of any WIAA rules changes or district policy changes
- \_\_\_\_ Every athlete is eligible
- \_\_\_\_ Check WIAA policies and procedures for your sport
- \_\_\_\_ Check all equipment, supplies, and uniforms. Contact Athletic Administrator with any needed items.
- \_\_\_\_ Get copy of student health information
- \_\_\_\_ Issue all necessary equipment and keep inventory on all of it
- \_\_\_\_ Get a key from office for all needed areas
- \_\_\_\_ Submit a final roster prior to first contest (name, grade, position, uniform number)
- \_\_\_\_ Give athletes all needed handouts
- \_\_\_\_ Communicate rules, expectations, the schedule, etc...to athletes
- \_\_\_\_ Communicate lettering policy to athletes
- \_\_\_\_ Set individual and team goals
- \_\_\_\_ Complete WIAA exam
- \_\_\_\_ Communicate with parents

## **DURING THE SEASON**

- \_\_\_\_ Address all issues and concerns with the Athletic Administrator
- \_\_\_\_ Review skill development and practice format
- \_\_\_\_ Review contest strategies
- \_\_\_\_ Organize practices and make game preparations
- \_\_\_\_ Make sure to get all dates to the Athletic Administrator that you want on the shared calendar
- \_\_\_\_ Check field or facility for safety each day
- \_\_\_\_ Supervise locker room and other facilities
- \_\_\_\_ Secure doors, lights, etc...
- \_\_\_\_ Ride the bus to and from games
- \_\_\_\_ Make sure that if athletes are not riding the bus they have prior approval in writing from the Athletic Administrator and parents must physically leave with the students from the contest.
- \_\_\_\_ Carry a copy of student health information at all times
- \_\_\_\_ Call in scores to newspaper
- \_\_\_\_ Ensure practice and game changes, contest outcomes, special recognition, etc... are e-mailed to the high school office or Athletic Administrator to be placed in the daily announcements
- \_\_\_\_ Check the daily attendance record before starting practice or a game to ensure eligibility based on attendance.
- \_\_\_\_ Review skill development with individual athletes
- \_\_\_\_ Review individual and team goals
- \_\_\_\_ Remind athletes of athletic code expectations
- \_\_\_\_ Maintain contact with parents
- \_\_\_\_ Check quarterly for eligibility and at mid-terms for any students that have regained eligibility
- \_\_\_\_ Remind parents for important nights like parent's night, Senior night, awards programs, etc...
- \_\_\_\_ Maintain accurate records of all necessary information to administer an effective program (stats, forms, etc...)
- \_\_\_\_ Fill out incident report within 24hrs and always report them to the Athletic Administrator ASAP
- \_\_\_\_ Inform the Athletic Administrator of any issues or concerns that arise
- \_\_\_\_ Communicate with parents throughout the season

## **POST-SEASON**

- \_\_\_\_\_ Meet with coaching staff and/or students, address any issues or concerns, recap season
- \_\_\_\_\_ Complete a post-season summary
- \_\_\_\_\_ Plan or help plan an awards ceremony/sports banquet
- \_\_\_\_\_ Evaluate program and year
- \_\_\_\_\_ Make sure all equipment is cleaned
- \_\_\_\_\_ Make recommendations for program improvement
- \_\_\_\_\_ Collect all uniforms, equipment, etc...complete inventory list
- \_\_\_\_\_ Store all uniforms and equipment in proper areas
- \_\_\_\_\_ Plan out of season activities (camps, clinics, weight-training, condition, etc...)
- \_\_\_\_\_ Meet with Athletic Administrator and go over program evaluation, self-evaluation, etc...
- \_\_\_\_\_ Give copy of equipment/uniform inventory to Athletic Administrator
- \_\_\_\_\_ Turn in letter/certificate winner to Athletic Administrator
- \_\_\_\_\_ Turn in copy of any award winner, conference info, regional, sectional, or state info/awards, etc...
- \_\_\_\_\_ Complete an end of season report and turn in to the Athletic Administrator
- \_\_\_\_\_ Requisition items needed for next season
- \_\_\_\_\_ Turn in keys