

# coa ches check l ist

Pre-Season tasks	Completed	Date Submitted To AD
1. Athletic Department Coaching Information sheet and/or Employment Forms		
2. Attend Sports Advisory Meeting		
3. Submit pre-season schedule to AD and Trainer		
4. Submit transportation request for season		
5. Submit team roster		
6. Submit monthly calendars- to AD and Trainers		
7. Submit Team Contract – team rules, policies and consequences		
8. Complete Eligibility List – see due dates		
9. Submit Community/ School Service Project Form		
10. Complete & Submit Fundraising Form – Form 422		
11. Check athletic clearance for all athletes, keep Pink slips on file in blue book		
12. Submit bulletin announcements		
13. Attend pre-season parent/athlete meeting- pass out and collect all needed forms		
14. Monitor team grades – maintain academic eligibility		
15. Issue team uniforms and/or equipment		
16. Attend coaches training on night of Parent/Athlete meeting		

In-Season Tasks	Completed	Date Submitted To AD
1. Monthly calendars, lunch duty		
2. Monitor team grades – maintain academic eligibility		
3. Monitor & counsel academic review / probation athletes		
4. Call in scores to media for home games/competitions		
5. Submit athletes early release information one week prior to event		

Post-Season Tasks	Completed	Date Submitted To AD
1. Collect school issued uniforms/equipment		
2. Store inventory		
3. Complete & submit obligation forms for outstanding school issued uniform/equipment		
4. <b>Submit Inventory Form</b>		
5. Submit Budget Request for next year		
6. <b>Complete &amp; Submit Team Awards Form -individual letters/pins, MOA &amp; SA awards</b>		
7. <b>Submit end-of- the-year Fundraising Form (Form 422)</b>		
8. <b>Submit Head Coaches Self-Evaluation Form</b>		
9. Schedule Head Coaches Evaluation Meeting		
10. Return Blue Book and Keys		
11. Attend Sports Evaluation Meeting (Bring 25 copies of any proposal for change)		
12. Attend MoHS Athletic Department Awards Banquet		
13. Make contact for pre-season contest for next year		
14. Make plans to attend any off-season clinic		
15. Keep check on returnee's academics		
16. <b>Submit Community/ School Service Project Form</b>		

Off-Season tasks	Completed	Date Submitted To AD
1. Check with AD on availability of facilities		
2. Check for athletic clearance for all athletes		
3. Make daily schedule and rules for conditioning		
4. Call meeting to distribute rules and schedule to players		
5. Submit off-season schedule to AD and Trainer		
6. Submit team roster to trainer		
7. Follow all League rules		

# *coa ches check l ist*

<b>Sign-ups</b>	<b>Completed</b>	<b>Date Submitted To AD</b>
1. Arrange for announcements of sign-up date		
2. Make contract which includes rules and schedule for parent and athlete to sign		
3. Give a copy of contract to AD		
4. Check on equipment and facilities		
5. Prepare daily practice plans for tryouts		
6. Make announcement to remind athletes when tryouts start		
7. Prepare evaluation sheet for each participant		
8. Hold staff meeting for planning		

<b>Tryouts and Selections</b>	<b>Completed</b>	<b>Date Submitted To AD</b>
1. Provide AD and Trainer with tryout plans and schedule		
2. Collect signed tryout agreement from athletes		
3. Check athletes if they are properly dressed		
4. KEEP THINGS POSITIVE!		
5. Keep player evaluations on file		
6. After cuts, announce parent/player/coaches meeting date and site		

<b>Other</b>	<b>Completed</b>	<b>Date Submitted To AD</b>
1. Check assigned dates of when your concession shifts are for the Booster Club		
2. Travel Forms- A. Request for travel B. Private Vihical C. Student Parent/ Travel		