

Pre-Season:

- Prepare rough draft of season's schedule.
- Practice venue reserved.
- Planning Meeting - **2 months before the start date**. Discuss:
 - Practice Schedule
 - Include practice dates, competition dates, and End of Season Party.
 - Training agenda and procedures.
 - Appointment of an Administrative Coach - if needed.
 - Other season details
- Notify athletes and volunteers of start date – **1 to 2 months before start date**.
- Obtain:
 - Sports Binder
 - Sports Equipment
 - First Aid Kit
- Make copies of:
 - Schedule
 - Attendance policy
 - Any other necessary documents.

During the Season

- Information Meeting; discuss the season's details with parents/guardians and athletes.
 - Provide schedule.
 - Provide Attendance Policy and retain signed receipts.
- All Athlete Medical Forms in binder.
- Attendance documented and forwarded to Training Director.
- Set up a Sign-In Table at each practice.
- Size Athletes for uniforms and make sure all athletes have a Blue collared shirt
- Communicate!
 - Make notices as need for the parents to keep them up to date with events, competitions, changes, or any other information.
 - Contact/provide notices for those who missed practice.
- Athlete's skill levels and divisions assessed.
- Rosters and scores forwarded to the Training Director as needed.

Post-Season

- End of Season Party for coaches and athletes-with awards certificates and medals.
- Submit Coaches Binder to Training Director.
- Arrange for Thank-You note for practice venue.

Competitions/Events

Communication

- Ensure all parents/guardians and athletes have competition information.
 - Dates and times
 - Venue
 - Transportation

Personnel

- Confirm attendance of coaches/volunteers and athletes and provide information to Training Director.
- Roll call of all athletes:
 - When leaving for competition venue.
 - Prior to competitions.
 - Prior to returning from venue.

Documentation

- Sports Binder
- Permission Forms
- Equipment & Uniforms
- First Aid kit

Uniforms and Equipment

- Equipment checked and ready for event.
- Uniforms checked and ready for event (appropriate sizes and cleanliness).
- Uniforms distributed to athletes.
- Equipment provided to athletes.
- All uniforms returned to Training Director.
- All equipment collected from athletes.

Refreshments & Food

- Water cooler (with cups) or cooler full of bottled drinks.
- Ensure meals or snacks are provided for the athletes.