

# Coaches Quick Check List

For Sports Season Set Up, Practices & Competitions

## Sports Season/Competitions

### Pre-Season:

- Planning Meeting:
  - Prepare rough draft of season's schedule and practice venue reserved.
  - Practice Schedule to include practice dates, competition dates, registration deadline & End of Season Party.
  - Training agenda and procedures.
  - Appointment of an Administrative Coach
  - Other season details
- Notify athletes and volunteers of start date and online registration.
- Obtain:
  - Sports Binder, Sports Equipment, First Aid Kit
  - Online registration roster
- Make copies of:
  - Schedule, Registration forms (if space is still available), Any other necessary documents

### At Practice:

- Set up a Sign-In Table at each practice for check-in.
- Record attendance for athletes, volunteers and coaches.
- Hand out schedules and notices
  - Write names on the schedule/notice before handing them out
  - Email handouts to people not present or give them out the following practice
  - Refer them to website for electronic copies to ensure they are up to date with events, competitions, changes, or any other information.
- Attendance and collected paperwork forwarded to Training Director weekly, including athletes, volunteers and coaches.
- Make sure coaches bag/binder/physicals gets to each practice

### During the Season:

- Do items listed above
- Make sure all athlete Medical Forms are up to date and at practice in binder.
- Turn in any athlete/volunteer paperwork that is submitted to SOSC office within a week of receiving
- If new athletes, volunteers and coaches show up, make sure we get them copies of the correct paperwork to complete (ex. athlete physicals, volunteer paperwork, sports registration form).
- If they are a returning athlete, contact Training Director to obtain copy for next practice.
- Make sure athletes/volunteers have a current t-shirt (usually brought to County Games for distribution)
- Athlete's skill levels and divisions assessed.
- Reference Coaches Schedule and forward rosters, forms and scores to the Training Director as needed.

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## 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.
  - o Dates and times
  - o Venue
  - o Transportation

### Personnel

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

***Reference “Admin Training Guide” or “Coaches Expectations” for details***