

HEAD COACH PRE-SEASON CHECK LIST

Head coaches should complete the following tasks prior to the first practice and/or first contest.

	Ensure that assistant and volunteer coaches have a valid First Aid/CPR card.
	Ensure that volunteer coaches have completed required paperwork and have been cleared to work with children by Human Resources.
	Attend mandatory WIAA sponsored rules clinics.
	Complete the Facility Safety Inspection Form.
	Know established procedures for filling out student accident reports for the appropriate injuries.
	Understand established emergency procedures.
	Develop and practice an emergency plan specific to your coaching situation with your coaches.
	Establish a plan for reporting information to the press for all contests.
	Make certain that all of your athletes are cleared by the athletic department prior to the first practice.
	Review the athletic code with your entire team and identify the potential risk of injury inherent to your sport to all players and their parents/guardian.
	Review with your team and submit to the athletic director a list of team rules other than those covered in the Guide for Student Athletes. Rules should be signed by parents and athletes and kept on file by the coach.
	Review, understand and implement all policies and procedures outlined in the coaches' handbook.
	Provide athletes and the athletic director with a schedule of contests and practices.
	Schedule a parent meeting prior to the first contest.
	At least one week prior to first contest, submit complete roster to high school office.
	I have reviewed the <u>Preventing Sexual Misconduct in Athletes</u> with the team prior to the first practice. (Linked to the district's website under Inappropriate Conduct.) Have a student sign-off sheet and turn in to athletic director

Coach

Sport

Year