

## Coaches Pre-Season Checklist

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- Check with District Office to make sure your appropriate paperwork is completed for hiring.
- Valid background check. Volunteer Paperwork.
  - Character and Fitness Supplement Form
  - Contract Signed-must be approved by School Board
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- Login onto [www.wiaa.com/mywiaa/](http://www.wiaa.com/mywiaa/) Take on-line clinic before first competition. Must take your sport specific rules, WIAA rules, & Concussion Management Training. See Don for details.
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- Submit email address, home and cell phone number to Don/Carole.
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- Turn in CPR/1<sup>st</sup> Aid Card to Carole
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- Take Inventory of equipment and uniforms.
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- Prepare field or court for practices. Have equipment ready for practices.
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- Establish the first two weeks practice schedule and turn a copy into the office.
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- Review WIAA Coaching regulations with Assistants/Volunteers. [www.wiaa.com/subcontent.aspx?SecID=350](http://www.wiaa.com/subcontent.aspx?SecID=350) All Assistants and Volunteers have to be cleared by District Office. No one is to be out coaching without prior approval from District Office and Athletic Director. All Assistants and Volunteers must meet District Requirements as well as WIAA.
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- Review Coaches Handbook
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- Review with your rules and expectations with your team and parents. Be sure to include lettering criteria. (Remember the athletic code is the minimum standards).
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- Make sure that all of your athletes are cleared by Athletic Secretary prior to their first practice. No Current Physical or Insurance the student does not practice or play.
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- Establish Emergency Procedures with your team.
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- Turn in Roster with Grades, Names, Uniform Number, Positions to Carole
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- Review coaches handbook for Purchase Order Procedures. Meet Lisa Drye Bookkeeper regarding ASB budgets.