



TITLE: PRE-SEASON COACH MEETING

PURPOSE: This document describes the critical agenda items to be completed at the annual pre-season coach meeting. **ALL COACHES ARE REUQUIRED TO ATTEND THIS MEETING.**

<u>MEETING AGENDA ITEM</u>	<u>HOW TO DO IT</u>
Distribute the coach handbook.	Use the COACH HANDBOOK procedure to assemble the handbooks.
All coaches complete the Risk Management Forms and submit at the meeting.	Follow the directions in the RISK MANAGEMENT procedure.
NYSWYSA Coach Association applications Completed and submitted.	Each coach should complete the application in his/her handbook and submit it at the meeting. All completed forms are to be delivered to the club Treasurer for submission with payment to NYSWYSA.
Distribute equipment to each coach	Equipment should include, corner flags, pinnies, first aid kit, cones
Review Club Policies	Refer to CLUB POLICIES document
Review Coaches' individual responsibilities	Refer to COACH ROLES & RESPONSIBILITIES procedure
Review Injury Report process	Refer to INJURY REPORT procedure
Zero Tolerance policy	Refer to Zero Tolerance Policy form
Review Behavior Incident Report process	Refer to BEHAVIOR INCIDENT REPORT procedure and the BEHAVIOR INCIDENT REPORT FORM
Coach License Requirements	Refer to CLUB POLICIES document
Attending coach clinics	Refer to CLUB POLICIES document
Review the Fall tryout process and deadlines	Refer to the COACH TRYOUT PROCESS procedure.

This table can be condensed or will expand as text is introduced. The cells have *text wrap* and will keep the information from column a / column b aligned together. In a table, one navigates from cell to cell by 1. *Tab*; 2. *Cursor*, 3. *Keyboard Directional Arrows*. One thing that can't be done is move text within a cell with the tab.