

## **NEW COACH ORIENTATION -WAUKESHA WEST HIGH SCHOOL-**

Once the hiring process is complete, all coaches should:

-Become familiar with Waukesha West Athletics website: [www.waukeshawestathletics.com](http://www.waukeshawestathletics.com)

- Team page
- Coaches Corner
  - Special focus for all coaches on the following documents:
    - Assistant Coach Evaluation <http://goo.gl/147a6A>
    - Coaches Expectations Checklist <http://goo.gl/yHPjje>
    - Coaches Guide <http://goo.gl/okSjaN>
    - Legal Duties of a Coach <http://goo.gl/2ywtq6>
  - Special focus for head coaches on the following documents:
    - Head Coach Evaluation <http://goo.gl/bmtH35>
    - Student Activity Account Guidelines <http://goo.gl/3hghqz>
    - Calendar Deadlines Grid <http://goo.gl/Ty0bpx>

-Create account on West Athletics website if you will be the manager of a program page

-Confirm WIAA website login is functional with access to rules exams if applicable [www.wiaawi.org](http://www.wiaawi.org)

-Confirm access to “West HS Coaches Directory” google spreadsheet, update as needed

-Request a door access code and appropriate keys from Athletic Director

-Meet formally with the athletic trainer to have a full understanding of services offered per sport

-Head coaches will:

- Meet with Athletic Director for minimum of two scheduled meetings to go over details above and answer questions
- Meet with Peer Mentor coach assigned by the Athletic Director for minimum of two scheduled meetings prior to the start of in-season practices
- Meet with Athletic director for a mid-season review during first season
- Connect with Peer Mentor coach informally a minimum of three times during first season. Connections can be initiated by either party

-Assistant coaches will:

- Meet individually with head coach prior to other coaching staff meetings when possible to review expectations and the orientation steps listed above
- Meet individually with head coach for mid-season review, to be scheduled by the head coach