



COACH'S CHECKLIST

NEW HIRES

- ___ Complete WECAN application online, including three references and employment history
- ___ Head coach recommends candidate
- ___ Meet with athletic director for final interview
- ___ When approved, meet with Kelly Motl from Human Resources (x1035)
- ___ Complete background check, blood-borne pathogens video, epi-pen training, online medication training, physical, and TB test
- ___ Welcome to West HS!

PRE-SEASON

- ___ Submit in-season/out-of-season facility calendar via Google calendars requests by proper due dates
- ___ Communicate all responsibilities and expectations with members of your staff
- ___ Program philosophy put in writing
- ___ Program expectations put in writing
- ___ Skill development expectations for all levels put in writing
- ___ Emergency safety plan with contact info
- ___ Booster club interaction and allocation requests submitted by July 1st prior to your season
- ___ Promote clinics & workshops for coaches/athletes
- ___ Informal grade checks with student-athletes
- ___ Review student-activity account procedures
- ___ Communicate eligibility requirements with student-athletes
- ___ Bus/van schedules due one month prior to season start date
- ___ Complete WIAA rules exam and rules video
- ___ Review Classic 8 by-laws and information sheet for your sport
- ___ Review WIAA season regulations
- ___ Ordering new equipment and apparel
- ___ Confirm all staff have appropriate door codes and keys
- ___ Physical inspection of equipment and facilities, notify AD of any issues
- ___ Confirm all contracts have been signed and/or received
- ___ Assemble first aid kits for all levels as applicable
- ___ Review 14 duties of a coach defined by law
- ___ Review SDW Athletic Code of Conduct
- ___ Complete First Aid and CPR/AED training
- ___ Submit typed roster to Teri no later than three days prior to first competition
- ___ Double-check accuracy of online schedules at www.classic8conference.org
- ___ Meet with Athletic Director prior to first practice (head coach only)
- ___ Non-teaching coaches must complete CNLT training prior to start of 2nd season at West
- ___ Sign co-curricular contract
- ___ Attend seasonal coaches meeting with Athletic Director
- ___ Update website page with coaches directory, daily schedule, and program information



IN-SEASON

- ___ Check-in with Athletic Director on daily basis
- ___ Conduct parent/athlete meeting within the first five days of practice
- ___ Confirm supervision of athletes and security of facilities on daily basis
- ___ Update online schedule as needed
- ___ Update program website page as needed
- ___ Routinely rate officials at www.athletix.us
- ___ Communicate consistently with our athletic trainer about injuries and concerns
- ___ Check email on daily basis, and reply within 24 hours if necessary
- ___ Send results to appropriate media outlet for all contests
- ___ Submit announcements with competition results by Teri Abraham by 7:00am

POST-SEASON

- ___ Submit roster with season awards noted to Teri Abraham at least one week prior to the banquet date
- ___ Meet with Athletic Director for post-season evaluation with completed forms
- ___ Head coaches meet with assistants for evaluation meetings (new hires & every 3rd year)
- ___ Submit full inventory of uniforms, equipment, program assets to Athletic Director by two weeks after the end of the season
- ___ Program equipment properly stored for the off-season
- ___ Complete all officials ranking at www.athletix.us
- ___ Select Athletic Director Award winner
- ___ Report all 1st Team All-Conference selections to Teri Abraham

**PLEASE BE SURE TO COMPLETE ALL OF THE ABOVE ITEMS AS YOU
PROGRESS THROUGH THE YEAR AND INTO YOUR SEASON.**

**IF YOU HAVE FURTHER IDEAS THAT ARE HELPFUL AND COULD BE ADDED
TO THIS LIST FOR ALL COACHES, PLEASE LET KYLE KNOW.**