

Puyallup SD Athletics - Head Coach Checklist

PRE-SEASON

Complete these items, review them with your building athletic director **prior** to your **first practice**.

1. **Before coaches can participate in practice**, the head coach should verify that:
 - _____ a. Paid coaches that do not work in the PSD have completed the hiring process, including fingerprinting, and have been approved to coach by Human Resources through building admin/AD.
 - _____ b. Volunteer coaches have completed a Volunteer Coaching Application **prior** to season and have been approved to coach. This is a yearly requirement. Approval to coach will come from the district athletic office each year through building admin/AD.
 - _____ c. The entire coaching staff completes PSD required trainings.
 - _____ d. ALL coaches have valid First Aid and CPR certifications on file with the district athletic office.
 - _____ e. The entire coaching staff completes the required WIAA Rules Clinics for your sport.
 - _____ f. You have reviewed the WIAA coaching regulations (in and out of season) and rule changes for your sport with all coaches.

2. _____ Finalize season practice and competition schedules with building athletic director.
3. _____ Confirm officials have been requested with building athletic director.
4. _____ Complete and verify transportation order for season transportation of all levels.
5. _____ Distribute season information packet which should include tryouts, season calendar, parent meeting, team expectations and requirements – Program overview Document.
6. _____ Establish emergency procedures. Create an Emergency Action Plan. Determine responsibilities for certain duties in an emergency.
7. _____ Establish procedures for filling out student accident reports for appropriate injuries.
8. _____ Notify the building AD, in writing, of any unsafe playing conditions in your area.
9. _____ Complete the Driving Abstract Form if using school vans.
10. _____ Complete any prior approval forms necessary for post-season competition. Forms need to be completed for all coaches on staff and it should be assumed that you will be competing on the last day of state competition.
 - _____ a. Request a Purchase Order for meal money, hotel or other needs for state competition.
 - _____ b. Reserve any hotel rooms that might be necessary for district and/or state competition. Assume you will be competing on the last day each tournament.
 - _____ c. Reserve a means of transportation (e.g. school bus, charter bus, rental car, school van).

Complete these items and review them with your building AD prior to your **first contest**.

1. _____ **Confirm that all athletes are cleared by your building athletic director prior to their first practice.**
2. _____ Review the athletic code with your entire team and encourage parents to review it at your pre-season parent meeting.
3. _____ Review with your team and turn in to the building AD team rules other than those covered in the Athletic Code that could lead to suspension of team members. Any rules signed by parents and athletes that are kept on file by the head coach need to also be given to the building AD.
4. _____ Discuss hazing/harassment with your team, covering definition, examples, and District policy that prohibits hazing and harassment.
5. _____ Review with your team and coaches the updated lettering criteria and turn in to building AD.
6. _____ (High School Teams) Notify appropriate junior highs of ninth grade participants in your program and contest dates.
7. _____ Create an electronic roster that includes jersey number, name, grade, and position and forward it to the building athletic director.
8. _____ Practice the Emergency Action Plan with the team. Multiple practice times could be necessary.

Your signature below indicates that all the above items (pre-season/prior to first practice) have been completed.

Signature: _____ Sport: _____ Date: _____

Head Coach Checklist

MID-SEASON

Complete these items and return this form to your building athletic director **before the halfway point of your season** (or by the dates specified by sport commissioners):

1. _____ Obtain an electronic copy of a team picture
2. _____ Complete the team roster and photo page at the SPSL and WIAA websites.
3. _____ Suggested to reserve a space and date for team banquet/celebration.

POST-SEASON

Complete these items and return this form to your , turn in to building athletic director **when your season concludes**.

1. _____ (High School Teams) Record the number of athletes competing beyond the regular season and the number of days they do so, as well as the number of days that each coach is coaching beyond the regular season.
2. _____ Submit a list of letter winners and award winners as well as a season summary to the building athletic director.
3. _____ Request certificates and awards from building athletic director and complete the certificates.
4. _____ Return clearance cards to the building athletic director if requested.
5. _____ Schedule a facility for an awards ceremony/banquet if not already done.
6. _____ Collect equipment and uniforms from students that was checked out during the season. For any items not returned, submit a fine list to the bookkeeper. Submit an inventory of equipment to the building athletic director.
7. _____ Complete assistant coach evaluations, turn in to building athletic director. Due within 30 days of the end of your season.
8. _____ Complete Title IX form, turn in to building athletic director.