

## COACHES SEASON-LONG CHECK LIST

### A. Pre-Season Responsibilities

- \_\_\_\_\_ 1. Develops and outlines major plan for the entire season.
- \_\_\_\_\_ 2. Develops inventory list.
- \_\_\_\_\_ 3. Makes sure all equipment is in proper condition.
- \_\_\_\_\_ 4. Understands the reporting process when an athlete is injured. Injury report must be turned in to the Athletic Office within 24 hours of injury.
- \_\_\_\_\_ 5. Implements the Akron Athletic Philosophy throughout the respective levels in his/her sport.
- \_\_\_\_\_ 6. Attend Pre-Season League Meeting.
- \_\_\_\_\_ 7. Understands all sport rules, Akron coaching policies, N-O League policies, Section VI policies and State policies.

### B. First Week of Season

- \_\_\_\_\_ 1. Allows no one to practice who has not completed the FamilyID Athletic Registration and has a current physical completed by private physician on file with school nurse.
- \_\_\_\_\_ 2. Verifies Athletic Registration complete and current physical on file.
- \_\_\_\_\_ 3. Follow all Pre-Practice Procedures according to the policy found in your coaches' packet.
- \_\_\_\_\_ 4. Develops rubric/criteria and shares with student athlete if cuts are to be made.
- \_\_\_\_\_ 5. Review eligibility standards and timelines with all student athletes.
- \_\_\_\_\_ 6. Complete team roster.

### C. During Season

- \_\_\_\_\_ 1. Maintain accurate attendance records.
- \_\_\_\_\_ 2. Reinforce academic eligibility standards for all athletes on continual basis during season.
- \_\_\_\_\_ 3. Follow all Pre-Practice Procedures according to the policy found in your coaches' packet.
- \_\_\_\_\_ 4. Develop daily practice plans.
- \_\_\_\_\_ 5. Report all injuries to the Athletic Director. Promptly, within 24 hours, fill out an injury report. Injury report must be turned in to the Athletic Office within 24 hours of injury.
- \_\_\_\_\_ 6. Update rosters with Athletic Director as appropriate.

- \_\_\_\_\_ 7. Report any problems to Athletic Director immediately, i.e. damages, major injuries, suspensions, etc.
- \_\_\_\_\_ 8. Report scores to the AD immediately following the game via text message as well as notifying appropriate media.
- \_\_\_\_\_ 9. Adhere to deadlines for submission of both NYS Scholar Athlete individual and team awards.

**D. End of Season**

- \_\_\_\_\_ 1. Collect all uniforms at LAST GAME.
- \_\_\_\_\_ 2. Attend end of season League Meeting.
- \_\_\_\_\_ 3. Hand in End of Season Report to Mr. Morello or Mrs. Pazderski in the Middle School Office.
- \_\_\_\_\_ 4. Turn in med kit and key tag to Mr. Morello.
- \_\_\_\_\_ 5. Properly store all uniforms and equipment in cage area behind gym 2 or notify athletic office of storage location.

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