

COACHES SEASON-LONG CHECK LIST

A. Pre-Season Responsibilities

- _____ 1. Develops and outlines major plan for the entire season.
- _____ 2. Develops inventory list (gives copy to Athletic Director).
- _____ 3. Makes sure all equipment is in proper condition.
- _____ 4. Holds organizational meeting with assistants, JV & Modified coaches.
- _____ 5. Make certain Selective Classification (7th & 8th Grade Athletes) candidates have met all state requirements.
- _____ 6. Holds organizational meeting with athletes. Should be purposeful and well planned. Athletes should be clearly advised of training rules and academic regulations.
- _____ 7. Review the cleared list of candidates with the school nurse prior to the first day of practice.
- _____ 8. Assists Athletic Director in developing non-league schedules and scrimmages.
- _____ 9. Provides schedule of departure times for away contests electronically to Athletic Director.
- _____ 10. Understands the reporting process when an athlete is injured. Injury report must be turned in to Nurse Fix within 24 hours of injury.
- _____ 11. Implements the Akron Athletic Philosophy throughout the respective levels in his/her sport.
- _____ 12. Attend Pre-Season League Meeting.
- _____ 13. Understands all sport rules, Akron coaching policies, N-O League policies, Section VI policies and State policies.
- _____ 14. Varsity coaches see Mr. Jablonski for cross training packets. Hand out cross training information to athletes.

B. First Week of Season

- _____ 1. Allows no one to practice who does not have a current physical completed by private physician on file with school nurse.
- _____ 2. Verifies all Interval Health History & Consent forms, Medical Emergency Forms and Transportation Permission sheets have been turned in.
- _____ 3. Develops rubric/criteria and shares with student athlete if cuts are to be made.
- _____ 4. Review eligibility standards and timelines with all student athletes.

C. During Season

- _____ 1. Maintain accurate attendance records.
- _____ 2. Reinforce academic eligibility standards for all athletes on continual basis during season.
- _____ 3. Develop daily practice plans.
- _____ 4. Report all injuries to the Athletic Director. Promptly, within 24 hours, fill out an injury report. Injury report must be turned in to Nurse Fix within 24 hours of injury.
- _____ 5. Update rosters with Athletic Director as appropriate.
- _____ 6. Report any problems to Athletic Director immediately, i.e. damages, major injuries, suspensions, etc.
- _____ 7. Report scores to the AD immediately following the game via text message as well as notifying appropriate media.
- _____ 8. 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. Jablonski or Wendy Pazderski in the Middle School Office.
- _____ 4. Turn in med kit and key tag to Mr. Jablonski.
- _____ 5. See Donna Ciurzynski in the business office if your team has an Extra Curricular Student Account.
- _____ 6. Properly store uniforms and equipment in the cage area behind gym 2 or notify Mr. Jablonski of storage location.

NOTES:
