



**WILMINGTON CHRISTIAN SCHOOL ATHLETICS
HEAD COACHES RESPONSIBILITIES CHECKLIST**

| PRE SEASON | POST SEASON |
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| <ul style="list-style-type: none"> <input type="checkbox"/> Inventory Equipment <input type="checkbox"/> All Coaching Staff Paperwork is complete <input type="checkbox"/> Complete DIAA Rules Clinic <input type="checkbox"/> CPR Training Completed <input type="checkbox"/> Concussion Course Completed <input type="checkbox"/> Get Medical Kit <input type="checkbox"/> Prep Practice and Game Areas <input type="checkbox"/> All Athletes have Physicals on File <input type="checkbox"/> Emergency Cards in Medical Kit <input type="checkbox"/> Parent Athlete Meeting Held <input type="checkbox"/> Athletic Team Rules Signed and Filed <input type="checkbox"/> Transportation Schedule Handed In <input type="checkbox"/> Submit a Player Roster Complete With Name, Grade, Jersey Number <input type="checkbox"/> Send a Copy of Rosters To All Teachers. | <ul style="list-style-type: none"> <input type="checkbox"/> Hold Final Team Meeting <input type="checkbox"/> Hand in Awards Information to AD Office <input type="checkbox"/> Equipment Turned In and Secured <input type="checkbox"/> Uniforms Inventoried <input type="checkbox"/> Lost Equipment Put on Debt List <input type="checkbox"/> Locker Room Cleaned Out <input type="checkbox"/> Medical Kit Turned In <input type="checkbox"/> Evaluate All Assistants <input type="checkbox"/> Final Season Report Handed In <input type="checkbox"/> End of Meeting Scheduled With AD <input type="checkbox"/> Develop Off Season Program <input type="checkbox"/> Work on Next Year's Schedule with AD |
| IN SEASON | POSITIVE COACHING RESPONSIBILITIES |
| <ul style="list-style-type: none"> <input type="checkbox"/> Get Coverage for Early Dismissals <input type="checkbox"/> Have a Prepared Daily Practice <input type="checkbox"/> Be Sure to Check Player Progress Reports at the Middle of the Marking Period. <input type="checkbox"/> Be Responsible for the Conduct of Student Athletes and Other Involved Students At All Times - practices, games, bus rides, other schools, etc. <u>At No Time Should Students Be Without Direct Supervision of a Coach.</u> <input type="checkbox"/> Before and After Contests, Coaches should meet and Exchange Cordial Greetings with the Opposing Teams to Set the Correct Tone before and after the event. <input type="checkbox"/> Update the Website with Scores Within 24 hours <input type="checkbox"/> Be Sure To Notify AD of any Game Issues <input type="checkbox"/> Ensure Locker Rooms are Kept Clean <input type="checkbox"/> Report any Facility Issues to AD <input type="checkbox"/> NO SURPRISES! | <ol style="list-style-type: none"> 1. Self Analysis 2. Knowledge of Fundamental Skills 3. Assess the Overall Needs of your Athletes 4. Develop Character – “Person First, Athlete Second” 5. Develop Teamwork 6. Commitment to Self – Improvement 7. Model & Teach Good Sportsmanship, based on Respect – for rules, officials, opponents, teammates 8. Mentor those who may wish to Coach in the Future. 9. Encourage & Recognize Academic Achievement 10. Ethical Treatment of Injuries 11. Learn from your Players 12. Treat All Athletes Fairly. <p align="right"><i>Taken from the Coaches of Excellence Series, “A Guide to the Productive Teaching of Athletes”</i></p> |