Coaches Pre-season Checklist

* Non teacher coaches clock in process
* Key/ fob procedures
* Coaches Concussion mandate
* Student physicals / concussion waivers
* Practice location
* Rosters updated
* Supervision – must be the last one to leave
* Informational meeting
* Parent meeting
* Schedule review
* Team rules/handbook
* Weight room use – hours – YMCA
* Early dismissal procedures / Academic Priority
* Daily Attendance report—remind teams they must be in school to practice and play
* Communication to parents—fusion pages / no texting students / twitter
* safe schools trainings
* Email address ‘ankenyschools.org
* Rules meetings
* Transportation schedule
* Med kit / emergency cards / injury report procedures
* Training Room Hours / information
* Score sheets / books
* Parent volunteers
* Shuttles
* Evaluation—view the evaluation tool
* Professional attire / coaching conduct
* Chain of communication – parents
* Equipment
* Uniforms / inventory