

# MHS Head Coach

## Pre-Season Checklist

- Updated Team Guidelines Turned into AD
  - Team Rules
  - Attendance Guidelines
  - Lettering Guidelines
- Practice Schedule Turned into AD
- Be sure participants have the following ***FIVE*** items to activities office: physical, athletic/activity participations sheets, participation fee paid, concussion forms, and drug testing forms turned into activities office.
- Schedule ImPACT concussion testing if applicable (FB/Soc/VB/BB/WR/Bsb/Sfb)
- Complete Concussion Training for all members of your team (video) and turn in roster of those that completed to activities office
- Complete KSHSAA rules meeting and test, be sure all coaches on staff have completed required trainings.
- Team rosters submitted to Tennille as soon as possible.
- Travel rosters for out of class time submitted to Tennille for attendance purposes
- Any budget requests for the season presented to AD
- Conduct player/parent meeting (can be done at preview or prior to season)
- Meet with AD prior to practice starting (if needed)

# MHS Head Coach End of Season Checklist

- Equipment Inventory (electronic spreadsheet)
- Equipment stored properly, facilities clean and organized
- Prioritized list of budget requests
- Clinic requests-Never Stop Learning
- Scheduling recommendations
- Copy of season stats on file with AD office include all levels and game scores
- List of participants who finished the season, freshman numeral and varsity letter winners.
- Update record book with AD
- NCAA eligibility on any possible recruits
- Assistant coach evaluations completed & coaching staff recommendations
- Schedule evaluation conference with AD
  - Bring goals for the next year, what is your plan/expectations, how you will teach, motivate, and build your team
- Resolve any other issues