

"Sportsmanship is an Expectation!"

CLERMONT NORTHEASTERN HIGH SCHOOL ATHLETIC DEPARTMENT



Pre-Season Check List

Coaches Name: _____ Date: _____

Sport: _____ Level: _____

- 1) Have you collected all Physical Forms? Yes No
 - 2) Have you checked all athletes for eligibility? Yes No
 - 3) Have you turned in your roster? Yes No
 - 4) Have you communicated to your athletes about pre-season meetings? Yes No
 - 5) Have you completed your transportation list? Yes No
 - 6) Have you turned in your eligibility sheet for OHSAA? Yes No
 - 7) Do you have a parent rep for the Boosters? Yes No
 - 8) Have you completed the athlete information sheet? Yes No
 - 9) Have you completed your pre-season reports for the Media? Yes No
 - 10) Have you written a pre-season summary for Booster Newsletter? Yes No
 - 11) Remember to evaluate officials weekly (if applicable)? Yes No
 - 12) Are you prepared for picture day? Yes No
 - 13) Have all your coaches completed PAP and CPR? Yes No
 - 14) Are you scheduled to/have you attended Mandatory State Meeting? Yes No
 - 15) Are you ready for Preview and Meet the Team? Yes No
- Remember to talk to your athletes about the issues of Alcohol and other Drugs.
 - Remember to always promote Sportsmanship, Ethics and Integrity.

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In-Season Check List

Coaches Name: _____ Date: _____

Sport: _____ Level: _____

- 1) Are you filling out accident and incident Reports? (Due next Day) Yes No
 - 2) Are you turning in announcements to recognize your student-athletes? Yes No
 - 3) Are you calling in scores to the media? Yes No
 - 4) Are you talking to your athletes about the issues of Alcohol and other Drugs? Yes No
 - 5) Are you promoting Sportsmanship, Ethics and Integrity? Yes No
 - 6) Are you checking on your student-athlete's grades and behavior Yes No
 - 7) Have you checked your transportation list for tournament? Yes No
 - 8) Is your OHSAA eligibility sheet updated for tournament? Yes No
 - 9) Are you communicating with your parent rep(s)? Yes No
 - 10) Are you communicating with the Boosters? Yes No
 - 11) Are you communicating with the Media? Yes No
 - 12) Are you evaluating officials weekly (if applicable)? Yes No
 - 13) Are you attending your local association meetings? Yes No
 - 14) Are you faxing your stats weekly? Yes No
 - 15) Do you have your State Tournament paper work ready for seed/draw? Yes No
- Start preparing your Individual Team Report
 - **START PLANNING UNIFORM COLLECTION**

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Post-Season Check List

Coaches Name: _____ Date: _____

Sport: _____ Level: _____

- 1) Have you turned in your Individual Team Report? Yes No
 - 2) Have you dealt with all academic eligibility concerns and monitor grades? Yes No
 - 3) Communicate to your parent rep(s) about awards night? (any special need) Yes No
 - 4) Are you communicating with the Media all special recognitions? Yes No
 - 5) Did you turn in your official evaluations? (if applicable) Yes No
 - 6) Are you attending your local association meetings? Yes No
 - 7) Complete season stats and turn into Athletic Director? Yes No
 - 8) Have you collected all uniforms and equipment? Yes No
 - 9) Do you have all your inventory sheets completed and turned in? Yes No
 - 10) Complete and turn in a list of all athletes who still have a uniform? Yes No
 - 11) Complete needs and wants list for the next year? Yes No
 - 12) Head Coaches evaluate your assistants and turn in to the A.D. Yes No
 - 13) Complete athletic department evaluation and turn in to the A.D. Yes No
 - 14) Have you worked with and cooperated with our Boosters? Yes No
- Evaluate your coaching needs for the upcoming year
 - Attend clinics in the off-season
 - Meet with returning players to evaluate their progress
 - Provide out of season opportunities for your athletes

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Needs and Wants for Next Year

Sport: _____ Date: _____

Needs:

1) _____

Reasoning: _____

2) _____

Reasoning: _____

3) _____

Reasoning: _____

4) _____

Reasoning: _____

Wants:

1) _____

Reasoning: _____

2) _____

Reasoning: _____

3) _____

Reasoning: _____

4) _____

Reasoning: _____

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Season Summary

Sport: _____ Level: _____ Year: _____

Head Coach _____

Varsity Assistant(s) _____

Reserve Assistant(s) _____

Freshmen Assistant(s) _____

Volunteer Assistant(s) _____

Submitted by

Coach

Date

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Season Summary

Highlights: _____

Team Accomplishments: _____

Outstanding Individual Achievements: _____

Additional Information or Comments: _____

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Season Record

Sport: _____

Level: _____

Year: _____

Opponent	Circle One	Score	
		Ours	Theirs
1) _____	W T L	_____	_____
2) _____	W T L	_____	_____
3) _____	W T L	_____	_____
4) _____	W T L	_____	_____
5) _____	W T L	_____	_____
6) _____	W T L	_____	_____
7) _____	W T L	_____	_____
8) _____	W T L	_____	_____
9) _____	W T L	_____	_____
10) _____	W T L	_____	_____
11) _____	W T L	_____	_____
12) _____	W T L	_____	_____
13) _____	W T L	_____	_____
14) _____	W T L	_____	_____
15) _____	W T L	_____	_____
16) _____	W T L	_____	_____
17) _____	W T L	_____	_____
18) _____	W T L	_____	_____
19) _____	W T L	_____	_____
20) _____	W T L	_____	_____
21) _____	W T L	_____	_____
22) _____	W T L	_____	_____

TOTALS: WINS _____ LOSSES _____ TIES _____ FINAL _____

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Awards Night Helpful Hints

- 1) This is the last time you will be with your Seniors and their parents as a team
 - Make it very positive
 - Make it a night to remember
 - Say something positive about every Senior
 - In some cases these athletes have been with you for 3 or 4 years please express your appreciation and their dedication to the program
- 2) Be creative
- 3) Don't lecture
- 4) Don't be negative in any way
- 5) Don't let anyone leave with a sour taste in their mouth about your program
- 6) This is another way to sell yourself
- 7) Don't show favorites
- 8) Recognize all the individuals accomplishments outlined in the awards sheet
- 9) Always be selling your program to the underclass athletes and parents
- 10) Make them excited to start preparing for next seasons NOW!
- 11) Remember awards night may be the only time some athletes **EVER** get recognized make it special
- 12) Other people to recognize
 - Parent rep(s)
 - Pre-game dinner providers
 - Helped organize an outing or schedule change
 - Clock, stat person, announcer, score keeper, line judge, chain crew, video, ball boy, facility workers, janitors, trainer, etc.
 - Anyone who helped make your season better
 - Administration, Boosters, Superintendent, etc.

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Coach's Guidelines for Pre-Season Parent Meeting

1) All coaches are required to distribute

- Team Rules
- Schedules

2) All coaches are required to address the following

- Team Rules
- Criteria for earning a letter
- Sportsmanship expectations of athletes and fans
- Attendance at S.B.A.A.C. League Banquets, Meet the Team, Picture Day, CNEHS Awards Ceremonies, Fundraising Events, any other team function, etc.

3) Other Topics you may want to address

- Your coaching philosophy/ Team's style of play
- Pictures and Meet the Team expectations
- How practices are conducted
- When do they start and end
- An Athlete's expectation on attending practice
- The responsibility for issued uniform and equipment
- Procedures for reporting injuries
- Explain commonly misunderstood rules of your sport
- Encourage every family to join the Boosters Club
- Answer Questions

4) Helpful hints:

- Make your presentation as positive as you can
- Be prepared. Plan what you want to say and how you want to approach the various topics
- Don't allow one parent to take over the program with a "hidden agenda" or "personnel vendetta". Invite them to make an appointment to speak with you individually.
- If an issue arises which you cannot answer or is problematic, find the Athletic Director. He will handle it.

Areas the Athletic Director will cover in the main session:

- Code of conduct/training rules
- Pay to Participate Fees
- Parent Coach Communication Network
- Eligibility Requirements and Changes