Coaches Season Checklist/Evaluation

**Before Starting Practice...**

* /5 Turn in your fingerprints forms (#1 & #2) and receipt to Michele in Central Office
* /5 Turn in your W9 information to Michele in Central Office
* /5 Receive needed keys for building and athletic facilities from Michele in Central Office
* /5 Read BHS coaches handbook
* /5 Contact AD about potential practice times then the AD will see Michele in Central Office
* /5 Meet with potential team members (Start date, forms, team expectations etc.)
* /5 Have any non-faculty volunteers meet with AD and complete fingerprints
* /5 Develop or gain access to teams FB page for positive communication

**Before or during the 1st 2 weeks of Practice…**

* /5 (NEW Head Coaches) check into and complete any needed MHSAA CAP or NHFS training needed
* /5 Complete MHSAA rules meeting and necessary CAP/CPR classes
* /5 Contacted AD for immediate needed season items (first aid kit, white boards etc…)
* /5 See AD for uniform handout (except football and LA run CoOps)
* /5 Email team rosters to the HS secretary & AD
* /5 Make sure ALL Athletic Forms #1,2 4 & 5 (see website) are completed and turned into the H.S office.
* /20 Have Parents Meeting (AD must attend)

**During Season…**

* /5 Make sure office has up to date roster
* /5 Work with local media to post scores and promote BHS students
* /5 Stay in contact with AD and Michele in Central office for any practice time changes.
* /5 Inform AD of any possible player/parent issues or concerns
* /5 (Varsity coaches) prepare and turn in master eligibility to H.S. office for Districts

**Post Season…**

* /5 (Varsity Head Coaches) attend all-conference meeting
* /5 Help AD collect all uniforms (except for football and LA run CoOps)
* /5 Turn in medical kits to AD
* /5 Let AD know next season's needs (uniforms, equipment etc.)
* /5 Develop/run fundraisers for following season’s needs
* /5 (Varsity Head Coaches) do your officials evaluation on MHSAA website
* /5 Prepare for All Sports Banquet in mid May - turn in all award needs into HS secretary by April 1
* /5 Develop relationships and learn from college coaches in your sport to develop and promote BHS athletes
* Set evaluation meeting with AD
* Go to Central office to turn in your keys (unless otherwise specified), bring in check request to get paid and bring in this evaluation sheet signed to show you have been evaluated and have completed your responsibilities.

**AD Comments/Concerns \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

* **Season Completed and Checked out Score \_\_\_\_\_\_\_/155**

**Coaches Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**AD Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**