**Coaches 13 Week Checklist**

*This is a general guideline to help you manage your season. It is not meant to be a complete step by step list, however it will give you a framework on which you can stay on top of and build your individual sport and staff needs. Each new week's responsibilities are not always independent to that week and often build off of the previous weeks.*

**Week 1 or before:**

* Complete all summer camp paperwork, payroll, etc
* Add all important dates for the season and post-season to your calendar
* Add all special school events that impact your sport or that you or your program need to be part of to your calendar
* Check facility schedules (Google Doc) to confirm your practice times and spaces
* Have your staff meeting to set goals for the season
* Know your mentor/mentee and touch base
* Know your share a sport team and set dates
* Plan any and all clinics, coach clinics, junior high visits, feeder team info for your upcoming season
* Give Bus Times to Sarah when requested (2-3 months prior)
* Remind athletes during open gyms/summer camps to register on 8to18 and turn in physical for tryouts
* Complete rules meeting on IHSA
* Check all inventory and equipment to be sure nothing has been lost or damaged since last year end
* Set time with trainers to complete concussion baseline testing
* Eligibility list - Teach Staff to read and understand rules and use
* Schedules- Check to be sure all is correct
* Once rosters are final, assign lockers and get info to Mark Johnson.
* Update your calendar with all meeting dates for the year and be sure you can attend them
* Plan and prepare for any special events or fundraisers you will have during the season.
* Confirm that your entire staff has completed all necessary paperwork and requirements to be a coach in our school
* Delegate responsibilities to your staff for the season including stress on supervision piece at all times, set plan to be able to attend practices for all levels in order to evaluate your staff
* Plan for your parent meeting and be sure you have all required athletic dept info to pass out as well as your own info, aim to get a booster parent rep for each level
* Set dates for weekly or bi-monthly meeting with A.D.
* Add Booster meeting dates to your calendar and plan to attend or be represented at each meeting
* Read and be aware of all items in coaching handbook, emergency info for your venues, supervision of athletes, IHSA and SPC as well as SD308 rules, guidelines and bylaws
* Choose and update your team communication piece (texts, e-mails, emergency info)
* Set your sports staff meeting dates and times
* Choose Captains Council choices for this season
* Prepare your plan for strength training in season
* Check your activity account balances with Sarah Miller
* Plan any and all field trips as they MUST be turned in 30 days in advance and signed forms turned in 5 days in advance to Athletic Office
* Touch base with trainers to be sure they have your schedules for coverage
* Meet with fundraising coordinator to set your BLITZ day, selling times and items you are selling
* Meet with AD or Asst AD to set info, awards, etc for any tournament you are HOSTING this season
* Prepare for picture day with Mr. Feltes, be sure all varsity athletes have an individual pic taken for Mr. Johnson

**Week 2:**

* VERIFY at tryouts/practice that each individual is registered in 8to18, has a current physical, has turned in their Rush Copley drug testing form. If not – they do NOT participate.
* Enter roster in 8to18 as soon as finalized
* MANAGERS – if you have a manager notify Sarah asap. They must have a physical if participating in practices. They must have a Rush Copley drug testing form. Their fee will be waived once Athletic office is notified.
* Turn in your practice schedule to Sarah, Brian Cronin and put as a link on 8to18.
* Eligibility & Other Forms Update
* Check staff to be sure practice plans are being used and progress is being made
* Warm up music checked and turned in to Sarah to be added to IPOD/IPADS, you are responsible for content of warm up music
* Check facility schedules (Google Doc) to confirm your practice times and spaces
* Staff Meeting?

**Week 3:**

* After team pictures turn in cutlines to the athletic office asap unless they were wrote down at pictures.
* All user fees must be paid BEFORE first contest (or payment plan turned into Athletic Office).
* Complete your roster on 8to18 including jersey number, height, weight if applicable.
* To enter a Manager on roster please put in “MGR” under jersey number.
* Eligibility & Other Forms Updates
* 8to18 Scores/Stats are updated and website is up to par and representing your sport
* Check staff to be sure practice plans are being used and progress is being made
* Check facility schedules (Google Doc) to confirm your practice times and spaces
* Staff Meeting?

**Week 4:**

* Be sure to enter ALL Scores in Control Panel (il.8to18.com/controlpanel)
* Give Sarah your Senior Night Dates
* Once Eligibility is entered if ANYONE quits or is added to your roster let Sarah know asap.
* Eligibility & Other Forms Updates
* Rosters correct
* Check staff to be sure practice plans are being used and progress is being made
* Check facility schedules (Google Doc) to confirm your practice times and spaces
* Staff Meeting?

**Week 5:**

* Eligibility & Other Forms Updates
* 8to18 Scores/Stats are updated and website is up to par and representing your sport
* Rosters correct
* Check staff to be sure practice plans are being used and progress is being made
* Check facility schedules (Google Doc) to confirm your practice times and spaces
* Staff Meeting?

**Week 6:**

* Eligibility & Other Forms Updates
* 8to18 Scores/Stats are updated and website is up to par and representing your sport
* Rosters correct
* Check staff to be sure practice plans are being used and progress is being made
* Check IHSA for State Playoff information and be sure you have completed any and all needed forms at IHSA.org for your team to be set for playoffs
* Check facility schedules (Google Doc) to confirm your practice times and spaces
* Staff Meeting?

**Week 7:**

* Eligibility & Other Forms Updates
* 8to18 Scores/Stats are updated and website is up to par and representing your sport
* Rosters correct
* Check staff to be sure practice plans are being used and progress is being made
* Check facility schedules (Google Doc) to confirm your practice times and spaces
* Staff Meeting?

**Week 8:**

* Eligibility & Other Forms Updates
* 8to18 Scores/Stats are updated and website is up to par and representing your sport
* Rosters correct
* Check staff to be sure practice plans are being used and progress is being made
* Check IHSA for State Playoff information and be sure you have completed any and all needed forms at IHSA.org for your team to be set for playoffs
* Check facility schedules (Google Doc) to confirm your practice times and spaces
* Staff Meeting?

**Week 9:**

* Eligibility & Other Forms Updates
* 8to18 Scores/Stats are updated and website is up to par and representing your sport
* Rosters correct
* Check staff to be sure practice plans are being used and progress is being made
* Check facility schedules (Google Doc) to confirm your practice times and spaces
* Staff Meeting?

**Week 10:**

* Eligibility & Other Forms Updates
* 8to18 Scores/Stats are updated and website is up to par and representing your sport
* Rosters correct
* Check staff to be sure practice plans are being used and progress is being made
* Check facility schedules (Google Doc) to confirm your practice times and spaces
* Staff Meeting?

**Week 11:**

* Get your patches info to Sarah. Just need level each kid completed and earned a patch for AND captains of Varsity level only.
* Place your team awards order with Fox Valley Trophy. Be sure to turn in your invoice to Sarah.
* Eligibility & Other Forms Updates
* 8to18 Scores/Stats are updated and website is up to par and representing your sport
* Rosters correct
* Check staff to be sure practice plans are being used and progress is being made
* Check IHSA for State Playoff information and be sure you have completed any and all needed forms at IHSA.org for your team to be set for playoffs
* Check facility schedules (Google Doc) to confirm your practice times and spaces
* Staff Meeting?

**Week 12:**

* Notify Mark and Sarah of any All Conference winners
* Eligibility & Other Forms Updates
* 8to18 Scores/Stats are updated and website is up to par and representing your sport
* Rosters correct
* Check staff to be sure practice plans are being used and progress is being made
* Check facility schedules (Google Doc) to confirm your practice times and spaces
* Staff Meeting?

**Week 13 – POST SEASON:**

* Check facility schedules (Google Doc) to confirm your practice times and spaces
* Be sure your playoff bus times are to Sarah as soon as you have them.
* Rosters correct
* Notify Mark of any post-season accomplishments for teams and/or individuals.
* Eligibility & Other Forms Updates
* Once season is complete, clear out all lockers and back lock each
* Items left in lockers are kept for 30 days from end of your season and then discarded or donated. Valuable items should be given to athletic office with locker number it was removed from so we can return to athlete
* Inventory - Plan orders for budget, activity and wish list for next year
* Confirm Summer Camp dates and Info
* Complete face to face evaluations with all staff
* Plan for coaching replacements, interviews, etc to have full staff in place ASAP
* Complete meetings with returning players and exit interviews with non-returning players
* Prepare for and attend season end awards night
* Evaluate and suggest any changes you want made to your schedule for next year
* Plan your staff gear order for your sport for next season
* 8to18 Scores/Stats are updated and website is up to par and representing your sport
* Choose Captains Council choices for next season
* Prepare your plan for strength training and open gyms in off seasons
* Make plans for your staffs professional development in off season (reading, clinics, camps, college coach visits, etc)
* Meet with AD or Asst AD to set info, awards, etc for any tournament you are planning to HOST next season