

Bigfork Coach's Checklist

Pre-Season:

- _____ Read/review Activities Handbook
- _____ Complete NFHS online Fundamentals of Coaching course (good for three (5) years)
- _____ Complete NFHS online Concussion course (every year)
- _____ Complete MHSA online rules clinic (ever year) and provide registration to A.D.
- _____ Hold Parent/Player/Participant meeting
- _____ Provide a preliminary team roster to Shannon &/or Cindy in the HS office
- _____ Physicals (all athletes **MUST** have a physical before they may begin practice) – one copy to stay with coach at all times and one copy on file in HS Office. Physicals are to remain confidential. **MUST GO THROUGH THE OFFICE**
- _____ List of any transfer students provided to A.D.

In-Season:

- _____ Athletes fulfill required number of practices before first competition – 10 practices on 10 different days – no practice permitted on Sundays or on Wednesday Evenings
- _____ Team rosters submitted to the A.D. (to include all information necessary for programs)
- _____ Arrange for substitutes with main office (teachers only)
- _____ In the event of any accident or injury that requires medical personal attention, submit an accident report (School Web – Staff > Coaches Corner)
- _____ Away Trips – Travel Roster provided to office with everyone riding on bus/school transportation

Post Season:

- _____ Attend All-Conference selection meeting
- _____ Arrange and hold an awards presentation for your sport
- _____ Store equipment and uniforms
- _____ Evaluate assistant coaches
- _____ Return Med Kit
- _____ Complete Year End Report and submit to the A.D.
- _____ Schedule year-end evaluation conference with A.D.
- _____ Collect your check