Checklist for Coaches

☐ Make sure that NO athlete goes onto the field/court/pool unless they are listed on the most current Roster that Becky has sent you, indicating that their paperwork is complete. In cases of late paperwork coming in, the athlete may come to practice with a “Pink Clearance Slip” indicating that he/she has turned in the required paperwork, or has paid their athletic fee, clearing them to participate.

☐ Emergency cards need to be at EVERY practice and game. This information is extremely important should 911 need to be called.

☐ No athlete may participate in any competition until they have paid their athletic fee of $205.00, and hold a current ASB card. Becky will send continual updates of those who have not yet paid. It helps a great deal if you can remind these athletes to pay, since you see them, and Becky does not.

☐ If you have any athletes who have been cut from the team, or know of any athletes who have quit the team, please let Becky know, so that they can be dropped from the roster and given a refund if they have paid.

☐ Grade checks will be done within the two-three week of the season. All athletes must be passing at least five classes to play in competition. The Athletic Director (Nick Wold or Tyler Geving) will notify you of any athletes who are ineligible, or on academic probation, and keep you posted as to their status throughout the season.

☐ Before competition begins, please provide Becky with a copy of your sport roster, including team distinction, for all levels on your squad. If your team exchanges printed rosters, also provide athletes position, number and height.

☐ Please check your mailboxes in the staff room daily. For non-teachers this can be difficult, so please assign an assistant coach, or Team Parent to check for you, if needed.

End of Season

☐ Roster Verification for Credit: It is extremely important that your final roster be verified that all the athletes listed have completed the season to your standards, and are thereby eligible for PE credit. This is the Head Coach’s Responsibility! Becky should not have to contact every Varsity, JV, Soph., or Frosh coach to get each to verify their portion of the roster!

☐ Post-season Reports: Please fill out and submit to Becky your post season report as soon as the season ends.

☐ Inventories: Please turn in to Becky a detailed list of your inventory. This list should include all uniforms and equipment.

☐ Educational Hours: Becky keeps a running tally of your Coaches Educational hours as required by WIAA. It is YOUR responsibility to submit all documented hours to Becky throughout the year.