

# The Coaches Checklist

## **Administrative**

### **Preparing for the New Season**

- Register at Warriors & Affinity Sports web sites (must register at both)
- Attend OYSA Youth Module Coaches Clinic for your age group (required)
- Attend OYSA Youth Soccer Coach "E" License
- Attend Warrior Credo & Administrative Meetings - sign up for a practice field
- Obtain new equipment & first aid gear as necessary
- Practice Field Use Permit

### **Initial Contact with the Team**

- Print your roster and use it to check off the players name once you have talked with their guardian
- Initial Email -- include reply request to confirm email is good
- Initial Phone -- telephone players without email
- Snail Mail / Phone those unable to reach by email or telephone
- If not contact with the player, let your AGC know ASAP

### **Information included in the initial contact email, phone or letter (minimum)**

- Date, time & location of the Parent / Coaches Meeting (mandatory)
- Date, time & location of practice
- Player equipment needs (shin guards, soccer shoes, ball, water bottle, good attitude)
- Uniform needs and information on where to purchase
- Date of the first game
- Coaches contact information & preferred communication path (phone or email)
- Assistant coach contact information (if applicable)
- Call for volunteers: Assistant Coaches & Coordinators of team events

### **Additional Items for Parents (provide)**

- Team roster
- Westside Warrior Code of Ethics & Fair Play form (signature required)
- WSSC Waiver / Consent to Play Form (signature required)
- THJSL Printable Field Map (<http://www.thjssl.org/Map2008.pdf>)
- THJSL Guide for Parents (<http://www.thjssl.org/ParentGuide2008.pdf>)
- THPRD Inclement Weather & Cancellation (<http://www.thprd.org/sports/fieldclosurepolicy.cfm>)

### **Parent / Coaches Meeting**

- STATEMENT OF TEAM GOALS: FUN, SKILL BUILDING & SAFETY
- Confirm practice day, time & location
- Confirm equipment needs -- no shin guards = cannot play
- Game arrival time = 30 minutes prior to kickoff
- Review game seating requirement -- opposite side of field
- Review of goals & responsibilities (Parents, Players & Coaches)
- Obtain signature of WSSC Waiver / Consent to Play Form
- Obtain signature of Westside Warrior Code of Ethics & Fair Play form
- Team volunteer sign up form (coordinator of snacks, trophy, and post season party)
- Assistant coach recruitment
- Q & A
- Report status of Waiver / Consent to Play form signature to AGC
- Report status of Code of Ethics & Fair Play form signatures to AGC
- Report status of assistant coach recruitment to AGC

Note: Parent signature required on the "Consent to Play" form before player participation in practice.

Note: Parent signature required on the "Parent Code of Conduct" form before player participation in games.