

SAMPLE: Coaches' Pre-Season Checklist

Please complete these items and review them with your Building Athletic Coordinator prior to your first turnout:

1. Check for valid First Aid and CPR Card. Head coaches are responsible for turning in copies of valid First Aid or Puyallup School District Medicine Cards for their entire staff to their Building Athletic Coordinator.
2. Attend available WIAA sponsored rules clinics.
3. Notify the District Athletic Director in writing of any unsafe playing conditions in your area.
4. Establish procedures for filling out student accident reports for appropriate injuries. (Refer to the coaches manual -page 60).
5. Establish emergency procedures.
6. **Notify all volunteer coaches on your staff to complete a State Patrol Information Request Form, Disclosure Form, and Classified Application Form at Sparks Stadium.**
7. Notify paid coaches on your staff that do not teach in the District, that they must fill out the following forms:
 - Classified Application w/Disclosure
 - W-4
 - Employment Eligibility Verification (I-9) (w/copies of Identification)
 - Extra Duty & Additional Pay Contract Information
 - Fingerprint cards and payroll deduction form (for fingerprint fee)
 - Affirmative Action Form (Ethnic Form)

Also, have coaches bring their driver's license and social security card (we will need to make 3 clear copies for Personnel).
8. Make certain that all of your athletes are cleared by your building Athletic Coordinator prior to their first practice.
9. **Please complete these items and return this form to your Building Athletic Coordinator before your first contest:**
10. Review WIAA coaching regulations (in and out of season) with all coaches.
11. Review the athletic code with your entire team and warn players and parents of the potential risk of injury inherent to your sport. Have all athletes and parents sign and submit a "Cautions, Considerations, and Responsibilities" Form.
12. Review with your team and turn in updated lettering criteria to the Building Athletic Director.
13. Review with your team and place on file with the Athletic Coordinator a list of team rules other than those covered in the Athletic Code that could lead to suspension of team members. These rules must be signed by parents and athletes and placed on file with the head coach.
14. Discuss hazing/harassment with your team, covering definition, examples, and District policy.
15. Verify that all team members have an ASB card or have paid a user's fee.
16. Notify appropriate Junior Highs of ninth grade participants and dated of contests.

Your signature below indicates that all of the above items have been completed.

Signature: _____

Date: _____
