Freeman High School

**Head Coach’s Season Checklist**

This checklist is intended to help track tasks that are necessary in running a program at Freeman High School. **Please fill in the date each task was completed and turn this sheet into the Athletic Director at your post-season evaluation meeting.**

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| --- | --- | --- | --- |
| **\*Time/Range** | **Date Completed** | **Task** | **Notes** |
| Pre |  | Non-league schedule (requests) to AD | The earlier the better.. |
| Pre |  | Program calendar/practice schedule to AD  | Please provide at least first 2 weeks |
| Pre |  | Review schedules (all levels) for transportation requests |  |
| Pre |  | Medical kit(s) stocked |  |
| Pre |  | WIAA Online Test (required) | Head Coaches: rules and concussion Assistants: concussion |
| Pre or In |  | Parent Night | Please provide AD with a copy of any paperwork given to parents |
| Pre & In |  | Report all Transfer, Running Start, Home School, and Foreign Exchange students to AD | This impacts eligibility |
| In |  | Provide complete rosters to AD  | As often as needed if changes/additions are made  |
| In |  | Review Athletic Code with program (each team) | This must be done with all athletes |
| In |  | Submit Roster by team/grade form to ASB Secretary (Kristal Hayek) for Academic Awards Qualifications | Kristal will send email or place in your box. Please print the form and return completed by grade level |
| In & Post |  | Schedule awards night with AD & Office staff | At least 2 weeks prior to request |
| Post |  | Submit list for letters/certificates to AD | At least 2 weeks prior  |
| Post |  | Submit awards to AD to be ordered | At least 2 weeks prior  |
| Post |  | Collect uniforms/equipment. | No later than 2 weeks after season |
| Post |  | Submit fines list to Kristal Hayek (no later than 3 weeks after final contest) | No later than 3 weeks after final contest |
| Post |  | Assistant Coach evaluations done | Within 2 weeks of season end |
| Post |  | Post-season evaluation with AD | Within 3 weeks of final contest |

\*Time/Range defined:

 Pre– at least 2 weeks prior to start of season (see notes per task)

 In– ongoing throughout the season (see notes per task)

 Post – within 2-3 weeks after final contest (see notes per task)

Head Coach: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_

 (print name) (signature) (date submitted)