

Woodridge Local School District

COACH CHECKLIST

Conduct Organizational Meeting

- Check with students as to when they had their last athletic physical. OHSAA rules require that a student must have a physical record one (1) calendar year from the last game played.
- Give each athlete a guidance grade check card (yellow) and have him/her fill out his/her current schedule. OHSAA rules require that each student must pass five (5) classes, exclusive of physical education, during the nine (9) weeks. Woodridge eligibility requires that a student must also pass at least three (3) classes on the mid-term report to remain eligible to participate. Students meeting the criteria above and having an "F" on their report card will be required to attend Homework Assistance weekly to maintain his/her eligibility until the next reporting period. Hand out emergency medical forms, insurance waiver forms, and team rules and regulations (one (1) copy to AD) to all potential squad members. Include in your rules the system you will be using to determine varsity letter awards.
- Provide a list of all candidates to AD so that physical and grade checks can be done prior to the beginning of practice.

Preseason Conditioning

- Conduct preseason conditioning in accordance with OHSAA rules.
- Attend OHSAA rules interpretation meetings when required.
- Keep your Sports Medicine and CPR requirements up-to-date.

First Day of Practice

- Double check physical list and be sure that all athletes have a valid physical record on file with the AD. No student is to practice without a physical.
- Collect emergency medical forms. Keep these in your possession at all practices and games/matches/meets, in case of an emergency.
- Collect insurance waiver forms. Immediately give waiver forms to the Athletic Director for the parents who wish to buy school insurance or would like help purchasing school insurance.
- Collect team rules and regulations and sportsmanship contract with student and/or parent signature. File these in your office for future reference.
- On the day after the first practice, give a list of all squad members to the AD and keep him/her informed of any new members not on the original list. The OHSAA eligibility list will be determined and sent to OHSAA. You will be provided a copy of this list for your information. Please check it immediately for accuracy and completeness.

Uniforms and Equipment

- Keep a record of all uniforms and equipment issued to athletes by number in your records. Any uniforms or equipment lost or damaged through carelessness or negligence of the athlete will be charged to him/her. The coach is responsible to report such fines to the main office.
- A complete inventory must be turned in of all school purchased equipment to the AD within two (2) weeks of the end of your season. Anticipated needs for next year need to be noted so your budget can be determined appropriately.

Publicity and Record Keeping

- The head coach is responsible for reporting all home PCL contests and all non-league contests home or away (win or lose) to the Record Courier (330-678-5460), the Beacon Journal (330-996-3800), and the Plain Dealer (1-800-362-0727). The Falls News Press will also publish results and other feature stories in their weekly edition if you supply them the information.
- The head coach is responsible for reporting relevant statistics to the Beacon Journal and Plain Dealer weekly. Athletes who have had outstanding performances should be nominated for PD Player of the Week.
- The head coach is responsible for joining the State Association, which is responsible for selecting All-Ohio teams, attend All District, All Ohio selection meetings to nominate outstanding players for special mention.
- Football, soccer, volleyball, basketball, baseball, and softball head coaches are required to attend PCL League selections meetings at the end of each season.
- Within one (1) week of the last game/meet, each head coach must provide the scores for each of the contests, including freshman, JV and Varsity, to be published in the athletic board report. Coaches are also encouraged to provide team members with individual and team statistics as a means of evaluating and promoting his/her program.

Evaluation

- Each Head Coach is to complete an evaluation for all paid coaches and/or volunteer staff members and file it with the AD.
- Each Head Coach will meet with the AD at the conclusion of the season to discuss the head coach evaluation completed. It will be filed in the AD's office.

I affirm that the coaches checklist has been completed on the dates noted.

Signature

Date

9/02
10/02