

## **COACHING RESPONSIBILITIES CHECKLIST**

**This document is to be used to assist the coach with his/her job duties and to provide further assistance for coach's performance and evaluations.**

<b>PRE-SEASON:</b>	
1. Complete necessary applications and contracts for employment	
2. Provide copies of coaching licensure of all coaches to A.D.	
3. Attend pre-season coaches meeting	
4. Become a member of NMHSCA for professional participation and all star eligibility	
5. Attend the NMAA Rules Clinic	
6. Create NMAA MVP account (if have not already)	
7. Ensure all student-athletes have physical examinations and forms submitted before participating. Turn in to athletic trainer.	
8. Screen athletes for eligibility (academics, age, residence, etc.)	
9. Provide A.D. with appropriate information for NMAA eligibility forms	
10. Review and comply with school and district policies	
11. Parent/Athlete meeting (rules, safety risks, etc.)	
12. Inventory and document uniforms and equipment	
13. Code of Conduct forms and emergency cards on file	
14. Submit rosters/schedules to A.D. and NMAA	
<b>IN-SEASON:</b>	
1. Monitor student-athlete's academic progress and perform grade checks	
2. Supervise student-athlete's use of equipment and facilities	
3. Facilitate Team Fund-Raisers	
4. Complete necessary student absence forms for school absences	
5. Complete necessary travel allocation forms for athletics trips, submit to A.D.	
6. Assist with home contest facility management	
7. Report scores and win/loss record to the NMAA (online schedule)	
8. Maintain high standards of personal conduct	
9. Attend Booster Club meetings	
10. Address and resolve program issues and problems, keep A.D. informed	
11. Officials evaluations on file	
12. Maintain effective communication with A.D.	
<b>POST-SEASON:</b>	
1. Complete and submit end of season reports (won-loss record, contests scores, etc.)	
2. Check-in school issued uniforms; turn in report to A.D. of student who have failed to turn in items.	
3. Lost equipment/uniform payments submitted	
4. Complete and submit an inventory of equipment/supplies to the A.D.	
5. Post season banquet	
6. Locker-Room Clean-Up	
7. Evaluate all assistant coaches	
8. Evaluate Booster Club and Fund-Raising	
9. Schedule requests submitted to A.D.	
10. Meet with A.D. and complete evaluation process	

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Signature of Head Coach

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Signature of Athletic Director

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Date