

COACHES PRE SEASON CHECKLIST

COMPLETED

ITEM

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1. Athletes have a physical card on file in the office properly filled out and signed.
 2. Athletes have a current years Athletic Code signed and on file in the office.
 3. Athletes turn in \$25.00 Transportation fee and contract.
 4. Athletes need to have an emergency form filled out and turned into the coach. A copy of the form should be kept with the coach at all times. Coaches may want to keep a copy in the Med Kit.
 5. Get med kit to trainer to be restocked.
 - 6 All Varsity coaches have attended a MHSAA rules meeting.
 - 7 Team roster sheet turned into the Athletic Office after first week of practice.
 8. Sign Contract
 9. Preseason Parent Meeting: _____
 10. Team Pictures: _____
 11. Completed practice Schedule to AD and parents.
 12. Parents Night (Varsity only): _____
 13. Helmet warnings to players and parents (football only).
 14. Go over and hand out the transportation schedule.
 15. Team Rules turned into Athletic Director.