

SPORT\_\_\_\_\_

HEAD COACH\_\_\_\_\_

**[SCHOOL NAME] HIGH SCHOOL****COACHES' CHECKLIST - COMPLETION OF REQUIRED DOCUMENTS**

School Year 2014-15

Requirement	Completed/Secured	Date	Comments
Athlete Code of Conduct			
Athletic Eligibility Form			
Coaches' Contract Signed			
Coach/Parent Communication Form Distributed			
CIF Student Eligibility Brochures Distributed			
Concussion Parent/Athlete Info			
Emergency Action Plan			
Student and Staff Emergency Cards (Three Sets)			
Emergency Procedures Sport Specific			
Equipment Inventory			
Equipment Refurbishing			
First Aid Kit Supplies			
Football Helmets Refurbished			
Fourteen Yr Old Student FB Forms			
List of Volunteer Coaches to AD			
Media Release for Students			
"Walk-on" Coach Paperwork Filed			
Parent Consent for Participation			
Parent Meeting Held			
Physical Exam Clearance			
Schedules of Contests and Tnmts			
Season Plan			
Steroid Abuse Form			
Student Proof of Insurance			
Team Budget Secured			
Team Roster			
Team Rules			
Tournament Paperwork			
Trip Slips for Out of State Tnmts			
Uniforms			
Other Requirements Specific to school			
Add Rows as Needed			

