**PMHS ATHLETIC DEPARTMENT**

**COACH CHECKLIST**

**PRE-SEASON**

* Review NHIAA Policy & Procedures Manual for your sport. (www.nhiaa.org)
* Review PMHS Faculty/Staff Handbook.
* Enroll and participate in your state coaches association.
* Notify AD of home and away scrimmages, include requested travel times.
* Submit practice plan to AD for entire season.
* Submit Program Packet to AD w/Team Expectations that will be handed out at parent meeting/players.
* Attend annual Rules Interpretation or take Rules Review on NHIAA.org for your sport. Notify AD when complete.
* Conduct a team meeting with parents either prior to try-outs or no later than a week after try-outs.
* If during try-outs, player cuts are made: submit player evaluations to AD.
* Distribute the following forms to the student-athletes and submit completed copies to the AD.

Note: Forms are valid for the current school year. Forms may be on file in the athletic office from previous season.

* + **PMHS Contractual Acknowledgement & Acceptance Form** (prior to participating)
	+ **PMHS Athletic Emergency Contact Form** (prior to participating)
	+ **PMHS Pay to Participate Form** (prior to first contest)
* Place copies of **Emergency Contact Forms** in team medical kit for travel.
* A Physical Form with date needs to be on file in the Nurse’s office prior to participation.
* Submit a complete roster for your team with name, grade and team they will be playing for.
* Submit Below Grade 9 Request prior to NHIAA submission date to the AD. (E-mail)

**IN-SEASON**

* Record uniforms issued to each student-athlete. (**Roster Checklist Form**)
* Notify AD of any fundraiser your team is planning. (**Fundraiser Request Form**)
* All monies collected from fundraisers or student-athletes are to be deposited in school account and check requested for invoices from business office. (**Deposit Slip Worksheet** & **Check Request Form**)
* Notify AD of any purchases your team is going to make and request PO # from AD. (**Purchase Order Form**)
* Continually keep evaluative notes on opponents for NHAA post season sportsmanship evaluation.
* Update roster through out season and notify AD as changes occur. (**Roster Checklist Form**)
* Report all student-athlete injuries that require medical attention to AD. (**Injury Report Form**)
* Report note worthy incidents involving your team to the AD. (E-mail)
* Monitor and remind student-athletes of their academics.
* Report scores of all contest to the media:
	+ [www.NHIAA.org](http://www.NHIAA.org) – (Required by varsity coaches)
	+ Concord Monitor: [www.concordmonitor.com](http://www.concordmonitor.com) – (Required by varsity coaches)
	+ Manchester Union Leader – 668-4321 – Optional
	+ Channel 9 – TV WMUR – 641-9007 – Optional
	+ [www.pmhspanthers.org](http://www.pmhspanthers.org)
* Report any team disciplinary action involving a team member to the AD. (E-mail)
* Submit GSC Nominations and Final Ballot to AD.
* Submit All-State nominations and Final Ballots through your coaches organization.

**POST-SEASON**

* Verify Schedule & Scores on NHIAA Website after completion of regular season games. **IMPORTANT**
* Submit any sportsmanship issues about other schools to the AD, prior to AD submitting sportsmanship survey.
* Schedule an End of the Year Meeting with the AD. (Evaluations, turn in uniforms etc.)
* Collect all uniforms and neatly store them away. Submit **Uniform Inventory Form** to AD.
* Neatly put away equipment and clean team areas. Submit **Equipment Inventory Form** to AD.
* Submit any equipment request or equipment repairs for the following season to AD. (E-mail)
* Submit **End of Season Report**  to AD.
* Submit Plans for Summer Program. (Be sure to carry emergency forms for travel)
* Inform team, promote and attend: End of Season Recognition Night.