

CSK COACH CHECKLIST - TASK GUIDELINE OF THINGS TO DO BEFORE GAME 1

- ☐ **MAKE CONTACT WITH YOUR OTHER COACH(ES) AND/OR TEAM HELPER(S)**
 - ☐ TALK ABOUT THE SEASON AND A PLAN FOR AT LEAST WEEK 1
 - ☐ DESIGNATE SOMEONE TO PICK UP UNIFORMS FROM OFFICE (ONLY IF CONVENIENT & IF THAT PERSON WILL BE AT FIELD EARLY FOR GAME 1)
 - ☐ DESIGNATE PERSON TO HAND OUT PLAYER BAGS WEEK 1 (MATCH BAG TAG W/ PLAYER)
 - ☐ ASSIGN STRETCHING / WARM-UPS WEEK 1 AT LEAST
 - ☐ PRACTICE SKILLS/DRILLS - * IF YOU NEED IDEAS, CONTACT US!! *
 - ☐ HAVE AN IDEA OF WHO WILL BE ON FIELD, WHO WILL BE ON SIDELINES HELPING, ETC.
 - ☐ DESIGNATED ONE OF YOU TO BE 'TEAM MANAGER' : WEEKLY TEAM COMMUNICATIONS, ETC.
- ☐ **DESIGNATE SOMEONE TO BRING SNACK WEEK 1**
- ☐ **DESIGNATE SOMEONE TO SET UP SNACK ROTATION FOR WEEKS 2-7 - GREAT TASK FOR TEAM PARENT(S)**
- ☐ **EMAIL/TEXT ALL PLAYERS/PARENTS (INCLUDING ANY ADD-ONS IF ADDED AFTER THE INITIAL ROSTER/EMAIL LIST) WITH:**
 - ☐ INTRODUCTION OF YOURSELF AND THE ROLES OF COACH(ES), TEAM HELPERS, ETC.
 - ☐ ALERTING PARENTS WHAT TIME TO ARRIVE TO THE FIELDS
 - ☐ ALERTING PARENTS WHERE YOU PLAN TO BE AT TO MEET PRE-GAME
 - ☐ CONFIRMING TO PARENTS THAT YOU(OR SOMEONE) WILL HAVE UNIFORMS TO HAND OUT
 - ☐ ANY OTHER ANNOUNCEMENTS, REQUESTS, EXPECTATIONS YOU MAY HAVE
- ☐ **(REQUIRED) READ COACH GUIDELINES AND ELECTRONICALLY ACKNOWLEDGE FINAL PAGE (SEE SOMETHING, SAY SOMETHING)**
- ☐ **BE PREPARED TO ENCOURAGE SPORTSMANSHIP AND FUN ON & OFF THE FIELD**
- ☐ **BE FLEXIBLE, BUT ALSO MAKE SURE EXPECTATIONS ARE CLEAR TO TEAM**
- ☐ **CONTACT THE CSK OFFICE VIA PHONE OR EMAIL ANYTIME IF HAVE ANY QUESTIONS!**

WE HOPE THAT YOU ALL KNOW HOW APPRECIATED YOU ARE! WE CANNOT RUN OUR YOUTH LEAGUES WITHOUT OUR VOLUNTEER COACHES AND TEAM HELPERS - THANK YOU FOR YOUR TIME, ENERGY, AND EFFORTS LEADING UP TO, AND THROUGHOUT, THIS SEASON!! 😊