

COACHES CHECKLIST

At the beginning of the season:

- ☐ Make sure all players and caregivers are on the BAND app.
- ☐ Make sure all players have officially signed up using the google form (located at murrayso.com).
- ☐ Review the athlete Code of Conduct
- ☐ Make sure all players have received the updated medical form
- ☐ Turn in all returned medical forms to Laura

During season:

- ☐ Make sure you have a supplied first aid kit at all practices and games INCLUDING THE SOKY INCIDENT REPORT FORM
- ☐ Have access to all players medical and emergency contact information at all practices/games
- ☐ Communicate using the BAND app about all practice and game reminders and changes
- ☐ When possible, assist with athlete transportation to out of town games. Only certified volunteers can be asked to transport athletes.
- ☐ Arrive at least 15 minutes prior to practices with all supplies and a practice plan
- ☐ Complete all SOKY required paperwork for your team

Out of town games/tournaments:

- ☐ When traveling with athletes there must always be a 4:1 athlete to chaperone ratio
- ☐ All coaches will serve as chaperones, meaning coaches and assistant coaches are to stay with the team at all times. If any exceptions need to be made, arrangements should be made prior to the game/tournament.
- ☐ When traveling to overnight competitions, all chaperones must travel with the team and be responsible for the players at all times (travel, lodging, meals, competition). If alternative plans need to be made, please discuss with Laura prior to the trip.
- ☐ No swimming is allowed unless there is a certified lifeguard present (this includes children of anyone serving in an official chaperone role).

Uniforms and Equipment

- ☐ Each team should have 5 balls marked with their team name along with a ball bag.
- ☐ Each team should have a Rockets Backpack with a first aid kit, player medicals, air pump, etc.
- ☐ All bench coaches should have a collared Rockets shirt or Rockets branded ¼ zip (no hats can be worn while coaching in games)

- ☐ Coaches are responsible for making sure uniforms are distributed to all players and a record of who has what uniform is kept (player name, jersey number, shorts number, shoe size, bag number)
- ☐ Coaches MUST collect all uniforms from athletes at the immediate conclusion of the season.
- ☐ Uniforms should be laundered, sorted by size, folded, inventoried and returned to storage within one month of the season ending.
- ☐ Players bags should be completely empty, free from trash, food, etc. IF a bag smells of smoke or body odor, please launder the bag
- ☐ Players shoes - please inspect all shoes. If there is a strong odor, please wash them or ask Laura to. Please clean the bottoms if needed. Return shoes to storage in the bags.
- ☐ All basketball equipment and coaching supplies should also be returned to storage within one month.
- ☐ Coaches can keep their coaching shirts until they decide to no longer coach. At that time coaches apparel purchased by the delegation should be returned.