

Arlington Central School Athletics  
Coaches Checklist

	Make sure your <b>coaching requirements/certifications</b> are ALL updated
	All students <b>MUST</b> have a <b>Sports Participation Form</b> approve by the School Nurse to participate. Keep signed Participation Forms for ALL athletes in your Med. Kit in case of an emergency.
	<b>Keys:</b> Need a 1F1 and swipe key (Check your swipe key to be sure it has been activated)
	<b>Try-outs:</b> If you're making cuts, have a written evaluation form and explain evaluation system to student-athletes so that you can justify your cuts if questioned. Inform the AD if cuts are being made.
	Submit a <b>team roster</b> to the AD after the first day of practice. Updated rosters should be submitted as necessary. Rosters should include players name, grade, jersey #, along with names of coaches and managers. (Exchange students-special forms CSIET approved organization from Rotary OR transfer student)
	<b>Code of Conduct Forms</b> signed from all athletes & submitted to AD by the second day of practice. Students are NOT allowed to practice without this form completed.
	Track your athlete's daily <b>attendance</b> to determine scrimmage/game ELIGIBILITY. Check the guidelines in the yellow NYS PHSAA book.
	Transfer and exchange students must be cleared through the AD BEFORE they can participate.
	Students must be in school by <b>8:25am</b> or they are not allowed to participate that day. Check the attendance list daily!
	All injuries <b>MUST</b> be reported using School <b>Accident Report Forms</b> and submitted the NEXT DAY to the AD and school nurse.
	Go online to the Arlington High School Athletics website – forms can be accessed by using the password:
	If a student sees a Physician at any time during the season, he/she must be cleared by the school nurse PRIOR to returning to practice/game.
	<b>AED</b> – please keep one with your team at ALL times. Know where they are located!
	Do NOT wedge doors open
	No cleats in building!
	Please turn off all lights and make sure doors are locked when you leave – making sure that the building is secure.
	Students should not be allowed in the storage areas.
	Please keep the storage areas organized and CLEAN!
	Be the last to leave – <b>Supervise ALL</b> student-athletes before/during/after practice or game.
	Help the bus drivers with discipline and cleanliness of buses to and from away contests.
	Submit a roster to the bus driver of students being transported to each contest. Adjust the roster on the return trip for those students riding home with their parents.
	<b>Contest Report Forms &amp; Official Voucher Forms</b> must be turned into the AD the next day.
	Varsity Coaches: <b>Report Contests</b> to the local media
	Any requests for game or transportation changes must go through the AD

<b>END OF SEASON</b>	Any concerns or issues about facilities should be communicated to the AD
	Collect uniforms. Do not issue letters/awards to students that have not returned uniforms and/or equipment.
	Return your 1F1 key to AD
	Submit budget to the AD
	Complete a season closeout and inventory statement
	Schedule an end of season meeting with the AD.