



Pre-Season Checklist

1. Paperwork/Courses

- Confirm your screening is up to date and that all forms are completed as needed.
- Complete and submit a team official registration form.
- Ensure you have completed the "Respect in Sport" course and submitted your certificate number.
- Register for any upcoming Coaching Clinics you are interested in.

2. Rosters

- Familiarized yourself with player and parent names.
- Identified any players with medical notes
- Received your official roster, and ensured all team officials and players are listed. Keep a copy of your roster with you at all matches.

3. Equipment

- Received your coaching package for the appropriate age group.
- Received your equipment bag which will contain balls, a ball pump, pinnies, corner flags, practice cones, a whistle, a first aid kit, keeper jersey, and keeper gloves.
- Sort your players kits and ensure you have a full kit for each player.
- Identify any items you would like to add to your equipment bag. Examples; Pen, clipboard, coaches tactic board, extra socks, extra water bottle, hair ties for girls teams, a blanket or portable bench.



Pre-Season Checklist (continued)

4. Getting Started

- Identify 1-3 goals to work on during the season. One goal should always be to have fun but remember to also include developmental skills. For example in younger age groups one of your goals might be to work on developing players attention spans and focus.
- Establish a basic format for your practices, for example; warm up, small sided game, activity, small sided game, scrimmage.
- Meet with your assistant coaches and share your choices with the above items. Get their input and make modifications if relevant.
- Send a welcome email to your parents. Your welcome email should include items such as an introduction, what your goals for the season are, requests for an assistant coach if you do not yet have one, your expectations of players and parents throughout the season, how you will be communicating, asking for feedback on which practice days/times work best, and most importantly asking for confirmation of receipt. If you don't get a confirmation replay it is possible that their email address is incorrect so try calling. Also try to end on a positive note with a message that parents can share with their child.