

BONITA COACHES CHECKLIST

	A	B	C
1	PRE-COACHING PAPERWORK	COMPLETED	DATE SUBMITTED TO AD
2	COMPLETE COACHING PAPERWORK		
3	FINGER PRINTS		
4	PHYSICAL		
5	INTERVIEW WITH ASST. PRINCIPAL		
6	INTERVIEW WITH DISTRICT H.R.		
7	NFHS/ CIF COACHING CLASS		
8	CONCUSSION CLASS		
9	CIF ETHICS FORM		
10	FIRST AID / CPR CARD		
11	CHILD ABUSE MANDATED REPORTER		
12	HEAD COACHES ATTEND AUGUST COACHES MEETING		
13	ATTEND SEASONAL COACHES MEETING		
14			
15	PRE SEASON MEETING	COMPLETED	DATE SUBMITTED TO AD
16	SUBMIT CALENDAR OF TRY-OUTS (PLANS), PRACTICES TO AD		
17	DOWNLOAD "HOME CAMPUS" APP TO SMARTPHONE		
18	CHECK ATHLETIC CLEARANCE FOR ALL ATHLETES		
19	IF ATHLETE DOES NOT APPEAR - THEY SHOULD NOT PRACTICE		
20	SUBMIT ROSTERS TO AD		
21	SCHEDULE A PRESEASON PARENT MEETING		
22	IDENTIFY WITH MIRANDA WHO WILL BE DISTRICT/BOOSTER PAID		
23	SUBMIT ORDERS WITH A QUOTE TO ASB, BOOSTERS OR AD'S		
24	SUBMIT FUNDRAISING FORMS TO AD'S AND ASB		
25			
26	IN -SEASON	COMPLETED	DATE SUBMITTED TO AD
27	ATTEND PRE-SEASON LEAGUE MEETING		
28	CHECK/MONITOR ATHLETIC ELIGIBILITY		
29	SUBMIT SCORES TO AD OR "PRESSBOX"		
30	CHECK WEEKLY BUS SCHEDULES + DEPARTURE TIMES W/MIRANDA		
31	UPDATE ROSTERS AS STUDENTS DROP FROM PROGRAM		
32	ATTEMPT TO ATTEND BOOSTER MEETINGS ON SECOND THURS.		
33	PAY BILLS THROUGH ASB AND BOOSTERS		
34			
35	POST SEASON	COMPLETED	DATE SUBMITTED TO AD
36	SUBMIT NAMES OF AWARDS TO AD		
37	SUBMIT BANQUET TIMES, PLACE, DATE, EXPENSES + GET APPROVAL		
38	COLLECT UNIFORMS AND SUBMIT INVENTORY TO AD		
39	SCHEDULES POST-SEASON MEETING WITH AD AND AP		
40	FIND OUT AND ATTEND SPORTS INFORMATION NIGHT		
41	SCHEDULE OFF-SEASON WORK-OUTS - FACILITIES REQUEST		
42	SUBMIT OFF-SEASON SCHEDULE TO AD		
43	SUBMIT SUMMER CAMP INFORMATION AND FLYERS TO AD		