

UPWARD BASKETBALL Meet Your Coach Checklist

BEFORE PARENTS/PLAYERS ARRIVE

- ❑ Put on your coach polo shirt found in your team box
 - **NOTE:** if you were assigned to a team after Dec 14th, then you will be receiving your shirt at a later date
 - **NOTE:** if you are a coach for multiple teams, you only receive one polo shirt. So if your polo shirt is not in the current team box, look for your other team. Do not take the shirt from another coach's box
- ❑ Put on your name tag (in your team box or see Dave or Ray)
- ❑ **NOTE:** allow 20-30 minutes for MYC activities & questions. Please do not spend more than 30 minutes in the classroom as the next team will be arriving.

WHEN PARENTS/PLAYERS ARRIVE

- ❑ Introduce yourself and your assistant coach(es).
- ❑ Hand out the player kits. Explain what is in the kit. Use your child's kit as an example (assuming you have a child on your team). Please collect all trash in your team box.
- ❑ Try on shirts & jerseys – document any problems on your team roster. Ask parents to verify all info & ask for emails & cell phone numbers if not already provided. Ask the parents for the best way to contact them. Document any changes on your team roster & drop off modified roster in the bin outside the gym entrance so we can update your roster.
- ❑ Explain the practice schedule. (Reminder to coaches: please arrive 15 minutes prior to your practice time to meet your teams in the community cafe.)
- ❑ Explain the game day schedule. Share with them that January 10 will be a full hour practice. January 17 will be the first full game. (Reminder to coaches: please arrive 20 minutes prior to your game time.)
- ❑ Stress to the parents to arrive on time as we will start & end on time in order to keep practices & games rolling. Share with them that the players love player intros, so be on time!
- ❑ Go over drop off and pickup procedures for practices
 - Calvary: Drop off & pickup → Community Cafe
 - Hopewell: Drop off in the Lobby & pickup → Gym
- ❑ Go over drop off and pickup procedures for games
 - Game drop off & pickup → assigned room
 - Game day flow:
 - Calvary: Classroom → Gym → Café for stars & snacks → Classroom
 - East Brandywine → Classroom → Gym → Classroom for stars & snacks
 - Exton → Classroom → Gym → Classroom for stars (**NO snacks**)
 - Hopewell → Classroom → Gym → Classroom for stars
- ❑ Go over bathroom breaks and how we handle them
- ❑ Go over practice & game cancellation procedures
 - Email notifying of practice/game cancellations
 - Posted on website: <http://www.upwardchestercounty.org>
- ❑ Feed in the cycle of positive feedback - Stress the roles of the parents and positive feedback
- ❑ Ask for questions – if you cannot answer anything, send the family to Ray or Dave

SHARE DEVOTION #1 (p36 in your Coach Playbook) → do NOT give out a green star (hand out green stars beginning with practice #2)

Enter Gym for practice with your remaining time. Invite parents to the Community Café.

BEFORE YOU LEAVE

- ❑ Place all empty boxes with trash in Seminar 5
- ❑ **THANK YOU** & see you Saturday, January 10 for first full practice