

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 21st, 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 (if missing, contact Ray)
- ❑ 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 coaches (if you do not have a minimum of 2 coaches on your team, ask for help)
- ❑ 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). **DO NOT** hand out *The Rough, Tough, Very, Challenging Day* DVD. You will hand out the DVD the week of February 27. Please collect all trash in your team box.
- ❑ Try on shirts & jerseys – document any problems on **your packing slip**. Ask parents to verify all info & ask for emails & cell phone numbers on **your team roster** if not already provided. Ask parents for the best way to contact them. Document any changes on your team roster & **give modified roster & packing slip** to your practice site host.
- ❑ Explain the practice schedule. (Reminder to coaches: please arrive 15 minutes prior to your practice time to meet your teams.)
- ❑ Explain the game day schedule. Share with them January 11 will be a full hour **practice**. January 18 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 the players love player intros, so be on time!
- ❑ Go over drop off and pickup procedures for **practices**
 - East Brandywine: Drop off in the Lobby & pickup in the Gym
 - Faith: Drop off & pickup in the Lobby
 - Grace: Drop off & pickup in the Youth Room
 - Hopewell: Drop off in the Lobby & pickup in the Gym
- ❑ Go over drop off and pickup procedures for **games**
 - Game drop off & pickup → assigned room
 - Game day flow:
 - East Brandywine → Classroom → Gym → Classroom for stars & snacks
 - Exton → Fellowship Hall → Gym → Fellowship Hall for stars (**NO snacks**)
 - Faith → Classroom → Gym → Classroom for stars & snacks
 - Grace → Classroom → Gym → Classroom for stars & snacks
 - Hopewell → Classroom → Gym → Classroom for stars
- ❑ Go over bathroom breaks – stress parents should make sure players go to bathroom **BEFORE** practices/games. During games, coaches will hand off players to parents for bathroom breaks.
- ❑ Go over practice & game cancellation procedures
 - Email notifying of practice (by 3PM) & game (by 8AM) cancellations
 - Posted on website: <http://www.upwardchestercounty.org>
- ❑ Feed in the cycle of positive feedback - Stress the roles of the parents and positive feedback (p14 in your Training Guide)
- ❑ Ask for questions – if you cannot answer anything, send the family to your practice host

SHARE DEVOTION #1 (p38-39 in your Coach Playbook) → do NOT give out a green star (hand out green stars beginning with practice #2 devotion on January 11)

BEFORE YOU LEAVE CLASSROOM

- ❑ Place all empty boxes with trash against the window wall
- ❑ Keep absent player kits to hand out on January 11
- ❑ Enter Gym for practice with your remaining time. Invite parents to the player pick-up area.
- ❑ THANK YOU & see you Saturday, January 11 for practice #2