

# WHITEFISH BAY HIGH SCHOOLS COACHES CHECKLIST

- \_\_\_ Read WFBHS Coaches Handbook
- \_\_\_ Signed and returned employment contract
- \_\_\_ Attended WIAA Rules Interpretation Meeting(mandatory for Head Coaches)
- \_\_\_ Rules Examination returned to Activities Director
- \_\_\_ Early season parents' meeting held
- \_\_\_ Confirmed team members eligibility(forms and academic)
- \_\_\_ Collected Emergency Forms from all athletes
- \_\_\_ Collected Travel Release Forms from all athletes(if to be used)
- \_\_\_ Submitted all needed forms to Activities Secretary
  - \_\_\_ Early Season Participation Report
  - \_\_\_ Late Season Participation Report
  - \_\_\_ Cofirmation of transportation times
  - \_\_\_ Award winners(2 weeks before banquet)
- \_\_\_ Chosen dates for Parents Night and/or Senior Night, Banquet. Notified Activities Department
- \_\_\_ Attended North Shore All-Conference Meeting (if applicable)
- \_\_\_ Attended North Shore Conference End of Season Meeting
- \_\_\_ Submitted results to Journal-Sentinel immediately following home contests(Varsity only)