**Braxton County Athletics**

**Athletic Director**

 **Dan Wilson**

**Braxton County Schools Athletics Preseason Checklist**

**School: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Sport:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Coach Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Season:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Year:** \_\_\_\_\_\_\_\_\_\_\_

Coach Preseason Checklist:

* [ ] Review final schedule with AD and submit to WVSSAC
* [ ] Attended the preseason meeting with coaching staff & Athletic Director.
* [ ] Obtain all Birth Certificates for athletes new to the county
* [ ] Created Team Roster
* [ ] Created Bus Roster
* [ ] Schedule Transportation
* [ ] Completed Preseason packet (physicals, eligibility, & emergency forms) in alpha order by grade
* [ ] Assigned Locker Assignments
* [ ] Scheduled Team Picture date (make sure you have school admin approval)
* [ ] Early Dismissal Requests form submitted
* [ ] Newspaper & Publicity contact names & numbers
* [ ] Developed and shared Practice plans (2 weeks submitted by mid-season)
* [ ] Completed WVSSAC rating forms and required forms.
* [ ] Submitted to WVSSAC and AD the Emergency Action Plan
* [ ] Completed Preseason Meetings with players and parents
* [ ] Check each student GPA for eligibility
* [ ] Submitted all WVSSAC training certification to Athletic Director
* [ ] Obtained Appropriate Keys and Key Cards for coaching staff from AD

Coaches Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Athletic Director Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_