**Logo

Description automatically generatedBraxton 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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_