

Administrative Tasks

Task	Do by	Completed
1. Be prepared to administer sport first aid to my athletes. If the league doesn't offer a sport first aid clinic, look into resources and courses on my own.	_____	<input type="checkbox"/>
2. Have an emergency plan in place for serious injuries.	_____	<input type="checkbox"/>
3. Meet with my assistant coach to discuss my coaching approach, our season plan and practice plans, coaching responsibilities, and so on.	_____	<input type="checkbox"/>
4. Talk with my league administrator to determine which field or fields are to be used for practices and games and what practice times are available.	_____	<input type="checkbox"/>
5. Talk with my league administrator about league rules, uniforms, and equipment. Determine whether we need to hold a fundraiser to raise money for uniforms or equipment; plan a fundraiser, if necessary.	_____	<input type="checkbox"/>
6. If the league does not provide a first aid kit, stock a kit and have it ready to take to practices and games (see pages 25–26 in <i>Coaching Youth Baseball</i> for first-aid kit items).	_____	<input type="checkbox"/>
7. Check with the league on the procedures for obtaining medical release forms to be completed by players' parents, and follow those procedures.	_____	<input type="checkbox"/>
8. Plan and conduct a parent orientation meeting, explaining my coaching approach, parents' responsibilities, how we can work together to help the players have good sport experiences, and any other pertinent information (contact information for yourself and for parents, practice and game schedules, rules, special events, medical release forms, and so on).	_____	<input type="checkbox"/>
9. After the parent orientation meeting, create a phone tree to send to parents to use in case of cancellations or postponements.	_____	<input type="checkbox"/>
10. At the end of the season, hold informal individual player evaluations, recalling players' successes and encouraging them to work on improving their skills and to stay active in baseball and other sports.	_____	<input type="checkbox"/>
11. Hold an end-of-the-season celebration (such as a pizza party) and give out awards to every player, picking out skill or achievements (Most Improved, Highest Batting Average, Lowest ERA, etc.).	_____	<input type="checkbox"/>
12. _____	_____	<input type="checkbox"/>
13. _____	_____	<input type="checkbox"/>