



Youth Soccer Coach Preseason Prep Checklist

- Go through roster & make sure all contact information for players is up-to-date and best to use
- Set up email chain & label with your team name
- Set up text chain & label with your team name
- Make list of players who ordered uniforms & set date to hand out (if applicable)
- Are your clearance up to date? If not, complete necessary paperwork A.S.A.P.
- Do you have necessary equipment? (if not, contact club to obtain)
 - cones
 - pinnies
 - clipboard
 - whistle
 - equipment bag
 - clipboard (optional)
- Gather information about practice drills & games appropriate for age level. Create a rough draft of practice layout (and be open to change according to observations!)
- Draft Letter to Families & include following information (see example here):
 - coach name & contact information (including best way to contact)
 - practice expectations (arrival time, behavior of players/parents, required equipment, reminder to label water bottles & balls)
 - give specific directions to practice field & where to meet (i.e. near flag pole)
- Do you have an assistant coach? If not, go through roster & determine who might be qualified and/or interested. Contact A.S.A.P.
- Review soccer club's emergency protocols, cancellation policies