



# TEAM COACH CHECKLIST

***RETURN to the Club office:***

**Check off  
when complete**

1	Reference List - for each <u>new</u> team coach	<input type="checkbox"/>
1	Team Official Agreement - signed by Coach	<input type="checkbox"/>
1	Police Record Check (or receipt to prove you have applied) - <i>this must be dated after Sep 30 and received prior to Nov 30 - <u>renew every year</u></i>	<input type="checkbox"/>
1	Respect in Soccer Certification	<input type="checkbox"/>
1	Senior Coach Certification (OSA Certificate or NCCP Certificate)	<input type="checkbox"/>
1	OSA Coach Registration Form (one for each season)	<input type="checkbox"/>
1	Request to Appoint Team Staff Form	<input type="checkbox"/>

***KEEP & REVIEW the following:***

1	Field Policy - review	<input type="checkbox"/>
1	Gym Policy - review	<input type="checkbox"/>
1	Fair Play Code for Coach - review	<input type="checkbox"/>
1	Fair Play Code for Players - distribute to players	<input type="checkbox"/>
1	Fair Play Code for Parents - distribute to parents	<input type="checkbox"/>

***TO DO as soon as possible:***

	Book Screening Interview with Club office ( <i>new coaches, team staff or anyone who has been absent from the Club for more than 12 months</i> )	<input type="checkbox"/>
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***Be sure your package contains all of the above.***



Checklist received and checked by:	Date:
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