

**St. Rose of Lima Athletic Association  
Coaches Manual  
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<u>Tab #</u>	<u>Description</u>	<u>Contents</u>
1	<b>Table of Contents</b>	<ul style="list-style-type: none"> <li>- Table of Contents</li> <li>- Coaches “to do” list</li> </ul>
2	<b>Roster/Player Information</b>	<ul style="list-style-type: none"> <li>- Team Roster with phone numbers, Parent’s names, uniform numbers</li> <li>- Coach &amp; Assistant Coach - home, work, and cell phone numbers</li> <li>- E-mail addresses of Coaches and parents</li> </ul>
3	<b>Games</b>	<ul style="list-style-type: none"> <li>- Game schedule</li> <li>- Opposing coaches phone numbers, league schedule</li> <li>- Directions to fields/gyms</li> <li>- Game plans/substitution charts</li> <li>- Team statistics</li> <li>- Rescheduling Procedures</li> </ul>
4	<b>Practices</b>	<ul style="list-style-type: none"> <li>- Practice schedule</li> <li>- Attendance tracking sheets</li> <li>- Practice plans, list/copies of drills, plays, strategies</li> <li>- Copy of Master Gym or Field Schedule</li> <li>- List of important terms to review with players</li> </ul>
5	<b>Parent information</b>	<ul style="list-style-type: none"> <li>- Responsibilities of Coach, Player, Parent, Team Parent</li> <li>- Copy of Concessions/parent assignments</li> <li>- Rules of the Gym</li> <li>- Parent survey/feedback form</li> <li>- Parent tips/Team management</li> </ul>
6	<b>Important contacts</b>	<ul style="list-style-type: none"> <li>- Sports Board, League Director/Comm., St. Rose Coaches, etc.</li> <li>- Completed Emergency Treatment Forms, Emergency procedures</li> </ul>
7	<b>Pre-season checklist/forms</b>	<ul style="list-style-type: none"> <li>- Coach’s Pre-season checklist</li> <li>- Guidelines for Coaches</li> <li>- Annual sports calendar</li> <li>- <b>Forms:</b> Tryout announcements, Ranking sheets, Tracking sheet – tryouts, Permission slips, emergency treatment forms, Policy Statements</li> <li>- Congratulations/regret letters</li> </ul>
8	<b>Other forms/information</b>	<ul style="list-style-type: none"> <li>- St. Rose website</li> <li>- Copy of Team’s P.A. Announcements</li> <li>- Tournaments</li> <li>- Internet links - Eteamz.com, myteam .com, etc.</li> <li>- Notes from league meetings</li> </ul>