



## Coaching Clinic Checklist Area and District Responsibility

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*We've created a checklist for you to make the most of your coaching clinic experience. Please take the time to review the items below:*

- Organize a date with Coaching Director at the National Office (must give four weeks' notice)
- After scheduling a date, mail \$300 deposit to the National Office, Attn: Neil Bradford.
- Schedule both a soccer field and classroom as discussed with the National Office
- Confirm coach attendees in Area or district for maximum participation or a minimum of 15 coaches. (National office will help)
- Contact National office for flyers or posters to hang at local fields
- Two weeks out contact National Office to discuss course content and any desired topics
- One week out contact National Office to go over final participation number and quantity of coaching materials needed (coaching manuals)
- Area or District will need to provide soccer balls (12), cones (30) and scrimmage vests (8)
- On the day of your scheduled clinic, please ensure every coach attending fills out the register of attendance
- Mail register to National Office or give to instructor to take back to National Office
- Mail in payment for clinic to receive certificates and patches
- Review clinic with National Director of Coaching. Your feedback and/or suggestions regarding enhancements on future clinics are welcome
- Book clinic for following year as soon as available