

## Captain/Co-Captain Responsibilities



- Pray for coaches, students, school staff, and A2R leadership
- Communicate directly with the Head Coach/Assistant Head Coach
- **First Week Responsibilities**
  - Become familiar with the school, sign in procedure, coaching room, student files, supplies, and coaching materials.
  - Meet and direct coaches and introduce yourself to the teachers.
  - Provide coaches with Captain/Co-Captain's contact information. Emphasize the need to report if they will be absent or if they are running late.
  - Ensure all coaches have their student files and a coaching box.
  - Remind coaches to fill in their contact information on the Front Information Label, located on the front of the student file folder.
  - Remind coaches to sign the Coaching Session Log in each student file to indicate whether the student was coached, absent, or not available.
  - Ask coaches to document what they covered on the Weekly Coaching Notes page in the student file folder every session.
  - Follow first week responsibilities with new coaches who begin during the year.
- **Weekly Responsibilities**
  - Utilize Coaching Schedule from Head Coach's Workbook to plan for the day.
  - Retrieve children from the classroom. Make last minute adjustments if a coach or student is absent.
  - Notify coaches when 3-5 minutes remain in the coaching session.
  - Remind coaches to sign the Coaching Session Log and make notes on the Weekly Coaching Notes.
  - Notify Head Coaches of add/drop changes and disciplinary issues.