

COACH CHECKLIST

An evolving reminder collection.

Download and adapt for yourself.

6 September 2022 version

JULY

- Script hunt. This is literally the only time you will have much free time to do so.
- Summer Training / Coach Camps / Kids to Camps

AUGUST

- Join KHSSL, KESDA, NSDA, KCFL, Wyatt as those applications become available (don't have to join all these, obviously). If Wyatt is paying debate dues, send invoice to Wyatt for payment ASAP.
- Finalize coaching staff and officers with your returning kids if you haven't already from the prior year. Notify principal and Central Office – for personnel reasons plus as an announcement to remind administration (often new) about your team.
- Put together yearly schedule. Items to include –
 - Invitational tournaments
 - Regional and State tournaments
 - Out of State or Virtual events
 - Opening workshop or first team meeting date
 - Banquet date for end of year
 - Spotlight performance dates for the year (always good to do just before big events so parents can see what's going on PLUS puts pressure on kids to be prepared)
 - Tryout dates for your team – whatever method you're using
 - Dates for fundraisers, for when fees are due, etc.
- Make reservations for any spaces you need for items on your schedule – your school use for tournaments you host, performance spaces for performance events, spaces for fundraisers if you need to do something like put 1000 poinsettias somewhere until school is out.
- Set dates with vendors for fundraisers if you need to place orders, deliveries, etc.
- If you can order buses (and if you use buses) now, order them now. If you don't know the tournament schedule for the day yet – and why would you -- order all buses you can for tournaments (assume you need to be at each school at 7 AM and just Google how many miles it is and how long it takes to get there; you can easily adjust bus times once you have the bus and driver locked in for the day, but it's important to get on the schedule as early as possible once you have a schedule so that you have "dibs" on a bus.)
- Establish (perhaps with team officers, any assistant coaches) communications methods for results (Twitter, webpages, Facebook, Instagram), coach-to-team communications, and coach-to-parent communications
- Review **Ongoing Duties** (end of document) and act as appropriate for this month.

SEPTEMBER

- Tryouts or team signups and get old kids started.
- Organize Extemp resources (subscriptions, Prepd logins) with Extempers
- Go to SPEAK
- Add new kids on your team to Tabroom and to NSDA online.
- Have kids create Tabroom accounts. Judges/coaches too.
- If your school will allow this, create one blanket permission slip which includes medical info and parental permission to attend all events for the year and get these signed and returned (beats the heck out of doing it for every tournament – and I'll bet the football coach doesn't have to get a permission slip for each game – model after the athletic ones if need be)
- Very early tournaments begin – Wyatt Debate, UK National Season Opener
- Review **Ongoing Duties** (end of document) and act as appropriate for this month.
- Anything you didn't get accomplished in August. It was a lot to do!

OCTOBER

- Good time to organize team shirts.
- Get parents organized – judging, fundraisers, banquet
- Host a judge training for parents or attend the Regional Tournament Director's one.
- Get all kids started in an event if you haven't already.
- Start practice if you haven't already.
- Invitational tournaments begin at end of month, though schools start competing whenever they like (you can start in October or November or December or January or even at Regionals).
- Review **Ongoing Duties** (end of document) and act as appropriate for this month.
- Catch up anything you didn't do in August or September – it was a lot to do!

NOVEMBER

- Tournaments continue
- Review **Ongoing Duties** (end of document) and act as appropriate for this month.
- Catch up on anything not done yet.

DECEMBER

- Tournaments continue
- Good time to figure out new events for next term / swap out scripts not working
- Review **Ongoing Duties** (end of document) and act as appropriate for this month.
- Catch up on anything not done yet

JANUARY

- Tournaments continue
- Make plans with school for the "March Madness" tournaments (KHSSL Regionals onward on your schedule) as some will involve overnight stays – start working on transportation and hotel ideas for those.
- There will be snowed out tournaments. You don't have to do ANYTHING work-related those days. May I suggest *Miranda*, a fine British sitcom on IMDB & Amazon Prime? It's great!
- Review **Ongoing Duties** (end of document) and act as appropriate for this month.

FEBRUARY

- “March Madness” tournaments (Regionals onward) begin
- Review **Ongoing Duties** (end of document) and act as appropriate for this month.

MARCH

- Speech tournaments conclude
- Review **Ongoing Duties** (end of document) and act as appropriate for this month.

APRIL

- Debate tournaments conclude
- Update social media with anything you haven’t updated for the year.
- If going to Nationals, plan for those.
- Good time to have a team banquet.
- Review **Ongoing Duties** (end of document) and act as appropriate for this month.

MAY/JUNE

- National tournaments if involved with those.
- Rest up or get a head start on the next year.
- Review **Ongoing Duties** (end of document) and act as appropriate for this month.

ONGOING DUTIES:

- **NSDA Points** – after every tournament plus every public speech by a kid on his/her own, after kids judge at middle school tourney or coach middle schools.
- **Press releases after each tournament** – type up something to use on Facebook/Website news and then send it to District PR person and ask her to put on District/School webpages plus send to newspaper. Good to do with NSDA degree updates every now and then too – set up a timeline to announce all kids who have moved up degrees once or thrice a year. If you have “one of those” amazing kids, you can have them write these up for you with you editing and then sending on “officially” each time – good team officer position to create!
- **Twitter and/or Instagram and/or Facebook and/or Team Website.** Not a bad idea to give these to kids to do if you have kids you trust to do so well. And you maintain a login as well in case you need to edit – or remove them. And keep in mind you don’t have to do all of these at all. One will suffice, but you do want to have **SOME kind of social media presence** to easily communicate to kids/parents/fans and to build your team’s following – will help immensely with support for your team over time. And make sure your school and district administrators/PR people/SBDM members/Board of Ed know about your page and to follow it so they can “invest” in what you’re up to. Makes a HUGE difference in how your team is seen.