Coach Tasks for Pre Season:

1. Meet with mentor or advocate to discuss who will help run the program. Help them get to know your team, your sport, and any questions you have about the program.
2. This program relies on full team attendance. We recommend that you make it the expectation for all athletes, and hold groups sessions during practice times.
3. Send the parent letter with information about the program your team’s families.
4. Consider including program info at a parent night or pre-season meeting.
5. Complete this season planning form and coordinate with the advocate or mentor.

Coach Tasks During the Season:

1. Remind athletes about the groups, and ensure they meet at the scheduled time.
2. Contact the team mentor immediately with any schedule changes.
3. Reinforce the key concepts of the program (see “Information for Coaches”).

Season Planning Form:

Coach Name: __________________________

Sport: ___________________________  Team Level (circle):  Varsity  JV  JVC

Gender of your team (circle one):  Co-ed  Girls only

Phone: (___) ___________  E-mail: __________________________

Best ways to contact you (circle any):  text  e-mail  phone  days  evenings

Start date of season: ________________  End date of regular season: ________________

# of athletes on girls’ team: __________  Practice Location: _________________________

Monday Practice Times: ________________  Tuesday Practice Times: ________________

Wednesday Practice Times: ________________  Thursday Practice Times: ________________

Friday Practice Times: ________________  Saturday Practice Times: ________________

When would you like the team to have the weekly meetings for Athletes As Leaders?

<table>
<thead>
<tr>
<th>1st Choice: Day:</th>
<th>Time:</th>
<th>What week can sessions begin?</th>
</tr>
</thead>
<tbody>
<tr>
<td>2nd Choice: Day:</td>
<td>Time:</td>
<td>[For office use] Schedule &amp; start date:</td>
</tr>
<tr>
<td>3rd Choice: Day:</td>
<td>Time:</td>
<td></td>
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</tbody>
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