

Coach/Age Group Coordinator Task List

Tasks	Who	Level	by	Months Before Season Starts
Maintain list of coaches & coach candidates	Coach/Age Group Coordinator	Org		Ongoing
Finalize and distribute paid and volunteer coaches to-do checklist	Coach/Age Group Coordinator	Org		3
Determine which coaches & assistant coaches to assign to each team	Coach/Age Group Coordinator	Org		2.5
Provide coaching agreement to coaches and pick up signed copies	Coach/Age Group Coordinator	Org		1
Set up communication for each team and provide instructions to coaches and team managers	Coach/Age Group Coordinator	Org		1
Conduct player tryouts	Coach/Age Group Coordinator	Org		1
Finalize team rosters	Coach/Age Group Coordinator	Org		0.75
Coach Task List				
Tasks	Who	Level	by	Months Before
Register as a coach with US Lacrosse	Coach	Team		2
Complete CEP Level 1 online course	Coach	Team		1
Complete PCA online or in person course	Coach	Team		1
Complete Level 1 in person clinic	Coach	Team		1
Complete Level 2 online course	Coach	Team		1
Complete Level 2 in person clinic	Coach	Team		1
Complete and return W-9 (if paid)	Coach	Team		1
Complete and submit documentation to be a Certified Level 1 or Level 2 coach to US Lacrosse	Coach	Team		1
Complete To-Do Checklist	Coach	Team		(varies)