

PLEASE READ THIS PAPER!

Coach Checklist

*Check your Sportsites E-mail often (sometimes your wife's)

- Fill out Coach Information sheet and give to Parks and Recreation office. READ the Coaches Code of Conduct, Sportsmanship and Concussion Policy papers. * Coach info. sheet must be updated once a year.
- Have assistant coach fill out Coach Information sheet and give to Parks and Recreation office. You are allowed 1 assistant coach only.
- Attend a Coach Preview if applicable (Draft leagues only) or have assistant coach attend or attend Coach Meeting only. (Non-draft league)
- Attend the draft if applicable. (Draft leagues only)
- Look up team roster online if not given one at a Coaches Meeting. (**see instructions below**)
- PLEASE make the first contact with the player on your team by phone and establish how future communication will be handled.
- Schedule practice(s) if applicable before the season starts. (Baseball, softball, and basketball require scheduling)
* Each coach is allowed 2 one hour slots per week- to be scheduled on a week by week basis. Scheduling is done week to week to allow all coaches opportunity to practice at a time that works in their schedule. If we have more times available then you may schedule more. Contact Parks & Rec. at 801-806-9114.
- Pick up and distribute uniforms prior to first games. (This doesn't apply to Soccer) * Uniforms are generally picked up at the City Center 125 W 400 N upstairs by the utilities window area. We will contact you by email to let you know when they are ready for pick up.

If you are coaching a draft league:

Please do not promise players or their parents a guaranteed spot on your team.

Do not tell players you have room on your team after the draft.

Please direct all players wanting to sign up late to contact the Parks and Recreation office.

There are 2 ways to access your roster online.

Go to <http://sportsites.com/home.aspx> and log in to your account (the one you used to register) or

Go to <http://mapleton.org/parksandrecreation.html> click on the registration link in the upper left hand corner and then log into your account (the one you used to register)

Once you are logged in to your account:

1. Click on the "My Activities" along the top of the page.
2. Then under your name it should say select role. Click on the drop down arrow and chose what role you want to look at IE. Coach girls 2nd grade.
3. If you are not seeing the role option you need, it could be because you have multiple accounts in the system and you are logged into one that does not have the registration/purchase info. for that particular sport. **Please contact Sportsites directly @ 1-888-600-6100 for log in problems.**

Coaches can contact us directly at 801-806-9114 or parksandrec@mapleton.org with questions.