



## Orientation Checklist for Coaches 2023-24

Item	Responsible	Date Completed	Done
Welcome email	Rory		<input type="checkbox"/>
Email Address	Rory		<input type="checkbox"/>
Group Chats	Gareth		<input type="checkbox"/>
Bio	Winter		<input type="checkbox"/>
Meeting with Erin	Erin		<input type="checkbox"/>
Meeting with Gareth (schedules & Tournaments)	Gareth		<input type="checkbox"/>
Meeting with Eddie or Conchie	Eddie / Michael		<input type="checkbox"/>
Meeting with direct supervisor	Age Group Director		<input type="checkbox"/>
SSP Lesson	Sami		<input type="checkbox"/>
Playmetrics lesson	Michael		<input type="checkbox"/>
Sheet with codes/passwords	Rory		<input type="checkbox"/>
Zenefits	Age Group Director		<input type="checkbox"/>
GotSport	Sarah		<input type="checkbox"/>
Ubiquity / Kaiser	Rory		<input type="checkbox"/>
Social media	Winter		<input type="checkbox"/>
Handbook	Rory		<input type="checkbox"/>
Chain of command	Rory		<input type="checkbox"/>
1 week of shadowing	Eddie / Michael		<input type="checkbox"/>
Policies	Rory		<input type="checkbox"/>
Team manager's handbook	Rory		<input type="checkbox"/>
Team Genius	Sami		<input type="checkbox"/>
Veo	Sami		<input type="checkbox"/>



NOTES:

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