

## NEW SPORT COORDINATOR ON-BOARDING CHECKLIST

### Prior to First Day

	Complete i9 Sports DocuSign paperwork & submit
	Complete Sterling Volunteers Background Check
	Watch the Lindsay's Law <a href="#">video</a> and review the <a href="#">SCA informative handout</a> and <a href="#">Lindsay's Law handout</a>
	Complete Lindsey's Law Signature Document via DocuSign - <a href="#">signature form</a>
	<a href="#">Complete Heads Up Concussion Training</a>
	Forward Concussion Training certificate to Steve Cox at <a href="mailto:steve.cox@i9sports.com">steve.cox@i9sports.com</a>
	Download the <b>Connecteams</b> app on your phone
	Read through the <b><a href="#">Sport Coordinator Handbook</a></b>
	Read through the <b><a href="#">All Sports Coaching Guide</a></b>
	Read the Sports Rule Book & Program Notes for the sports you will be working  (Located in <b>Connecteams Library</b> under <i>Coaching Resources</i> )
	Take the Sports Coordinator Quiz  (Located in <b>Connecteams Library</b> under <i>Sports Coordinator Quizzes</i> )
	Take the Sports Coordinator Quizzes for the sports you will be working  (Located in <b>Connecteams Library</b> under <i>Sports Coordinator Quizzes</i> )
	Read through the Practice Plans of the sports you will be working  (Located in <b>Connecteams Library</b> under <i>Coaching Resources</i> )
	Read through the <b><i>i9 Sports Attendance Policy</i></b>
	Watch i9 Staff Training videos
	Attend in-person i9 Staff Training
	Attend On Site i9 Staff Training at the venue
	Get your i9 Staff shirt and Name Badge at Training/first day at venue
	If you want to wear a hat, ask for an i9 Sports hat
	Accept shift on Connecteam app
	Ask questions

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### First Day

	Read through the Friday Connectteams messages for your venue
	Ask any questions in the Connectteams venue chat as needed before working the weekend
	Know the address and directions to the venue/sports field
	Arrive in your i9 Staff shirt with i9 name badge
	If you want to wear a hat, make it your i9 Sports hat
	Bring a whistle
	Wear athletic shorts or pants (no short shorts)
	Wear comfortable shoes (no flip flops or sandals)
	Bring water and a light snack
	Be on time to the venue
	Clock in on Connectteam app
	Report to the i9 Sports table or red canopy and check in with the Site Manager and/or Lead Coordinator
	Help with set-up of the venue and sports fields and help others when/where needed
	Review the <b>Sports Rules &amp; Program Notes</b> for the sports you will be working
	Review the <i>Field/Court Assignments</i> printout at i9 table/canopy to know which field/court you will be working throughout the day  <i>A picture of the Field/Court Assignments will also be sent in the Friday Connectteams messages</i>
	Ask questions
	Smile. Remember to enjoy this and have fun
	Talk to Site Manager and/or Lead Coordinator if you need help or guidance on what you need to do or should be doing throughout the day
	Clock out on Connectteams app