

Timeline for New Coaches

This timeline does not include everything that coaches do. It designed to help you to make sure you do things that you may not know about as a first year coach.

Things to do as soon as you get hired:

- Email your contact information to the WSDDCA Executive Director wsddca@gmail.com
- Join WSDDCA to stay updated on Washington dance/drill
- Find out when your season starts (determined by individual school districts).
- Find out if your team is considered a sport or an activity (to get more information on the distinction between them, go to the WIAA website); this will determine when your season starts.
- Introduce yourself to the school cashier/bookkeeper and find out the procedures for purchasing. Ask how long it takes to get purchase orders and checks sent out.
- Find out the fundraising procedures for your school. This is often handled by the person in charge of ASB/activities, but not always.
- Introduce yourself to school secretaries, administrators, and custodians.
- Sit down with your supervisor and review his/her expectations of you and your program.
- Find out if transportation is provided for your team. If it is, find out the procedures for scheduling a bus.
- If you want to host a competition at your school, download a Competition Registration Form from the WSDDCA or WSSJA website and send it in right away. Be sure to read the form carefully and fill it out completely.
- Make a hotel reservation for your team for State. Hotels fill up early. The Yakima Chamber of Commerce is very helpful if you need assistance finding accommodations.
- Make sure your athletic director has registered you to take the online Spirit Rules Test (available on the WIAA website). Even if you are not supervised by your building athletic director, he or she needs to register you with WIAA. All head coaches are required to pass the Spirit Rules Test each year.
- Check out the LINKS on the WSDDCA website. These websites have important information relating to your role as coach. In particular:
 - a. Review everything on WIAA/ACTIVITIES/DANCE/DRILL
 - b. Carefully read the WIAA COACHING STANDARDS. All coaches in Washington (even volunteer coaches) are required to meet these standards
 - c. NFHS: If you don't have a Spirit Rules book, you can order one from NFHS. All teams in Washington are subject to all of the rules in the NFHS Spirit Rules book.

Fall

- Attend the WSDDCA Fall Conference (usually held in late September-early October)
- Start planning which competitions you will attend. The competition schedule will be available in late September/early October. Since some schools limit the number of teams who can attend, you will want to register early. Most competition directors will email competition entry forms via WSDDCA, but it doesn't hurt to contact the competition directors to ask for entry forms and let them know you plan to attend. ***Be sure to observe registration deadlines.***
- Review the Score sheet and Safety/Tech Forms under the WSSJA tab on the WSDDCA website. These can be a great tool to use with students.

November-December

- Review the “Bound for State Regs” on the WIAA website and make sure that your team is scheduled to meet the requirements to qualify for the district and state level competitions.
- Check the WSDDCA website to find out who is hosting your district competition. Make sure the host of your district competition has your contact information.
- Confirm your hotel reservation for State.

January-February

- Give WSDDCA Academic Scholarship Application to any seniors on your team who may qualify. The application is emailed out by the WSDDCA Executive Director and is available on the WSDDCA website. The deadline for the scholarship is mid-February.
- Make sure you are meeting the requirements to qualify for Districts (see “Bound for State Regs” on WIAA website).
- Make sure you are registered for your District competition.
- Go to the WIAA website and submit your team roster and photo for the State program. You will need help from your athletic director (or his/her secretary) to do this. You can do this before your team qualifies at Districts (if you don't qualify, they will simply leave you out of the program).
- Start planning your end of the year awards event (banquet, dessert)

Early March

- If you qualify for the State Championships, make sure you have submitted your team roster online. Event passes are provided only for students on the roster submitted to WIAA, so make sure it is accurate.