

Coaches checklist

Coaches' name: _____

My group's competitors: _____

Below is a list of things needed to be complete before the [DATE] (one week before NZCAF Regionals).
If you have any concern in regards to completing these requirements, you must see [CO-ORDINATOR NAME] ASAP!
When the list has been completed please hand in to [CO-ORDINATOR NAME]

PRE COMPETITION ADMIN

I have handed my completed absence form to [CO-ORDINATOR NAME]

My athletes have their own copy of their music

I have given my athletes a copy of the technical regulations

I have discussed with my athletes the rules and requirements for their routine (from the current Technical Regulations)

I have discussed with my athletes the rules and requirements of the competition

I have handed out entry form and information letter, and discussed with them the requirements of the entry fee for the competition

I have collected all entry forms with attached entry fees and handed them into [CO-ORDINATOR NAME]

I have checked that everyone has a folder and they are bringing it to each session (choreography notes, letters, CD, DVD, and other information needs to be included into the folder)

CHOREOGRAPHY

My athletes have their own copy of their routine on DVD

I have taught my athletes ALL of their arms that go into their routine

COSTUME

I have discussed with my athletes the shoes they need to buy for competition (white shoes from The Warehouse are acceptable)

All of my athletes have the required shoes for competing in, and are wearing them to practice and NOT outside

I have discussed with my athletes the competition clothing requirements. I have told them they need to purchase:

- Black muscle back singlet (if they competitors are in a team, all team members need to wear singlet's of the same style and material)
- Mid-calf length black tights (spandex)
- Skin coloured, plain supportive bra
- G-string, skin coloured underwear, or no underwear worn (to create a smooth leg lines)
- Slouch socks

I have checked my athletes uniform to insure that it is correct

I have discussed with my athletes makeup and hair requirements

- Hair in plain bun (ballet bun)
- Their own minimal amount of makeup
- No jewellery
- They need to have each a large card of their hair coloured bobby pins
- Bun nets
- Hairspray
- Hair gell
- Safety pins

I have collected the athletes tracksuit sizes, and handed them into [CO-ORDINATOR NAME]

All of my athletes have their own tracksuit