***“School Seeks Coach”***

**Before you Interview a Coach – Know What You Want**

A school recently sent me an email after finding my name on the USCF list of chess coaches. They were very specific about their needs and asked me to make a bid proposal. While this made my job easier, schools don’t have to be quite so formal. It does help, however, to know what it is you expect from a coach. While some coaches walk into a single room and teach small groups that are ushered into them, other coaches organize a club from inception to awards ceremony.

***Here are some duties that you can expect from a “full-service” coach:***

***Before***

1. Create a chess team registration form (you can start by using our template). Seek district approval and distribute to the schools.

2. Collect the registration forms and input them into the computer.

3. Notify the registrants by telephone and/or email that you received their registration and that you look forward to seeing them on the first day (make sure you repeat when and where that is!)

4. Determine class grouping and create roll sheets.

5. Hire assistant coaches and train them.

6. Familiarize yourself with the curriculum and make sure your assistant coaches can successfully work through the lesson packets.

***Once it begins***

7. Instruct and manage the other coaches

8. Oversee activities such as ladder competition, quads, tablet use, etc.

9. Prepare written work, administration, and grading

***Projects***

10. Tournaments

11. Awards Ceremony

12. End-of-year party