



# Athletic Advisor CHECKLIST



N E X T B E N C H

Goal is to provide education material, promote athletes to coaches, and support players and families through the college preparation and recruiting process. Be Active in the process is our goal. We require strong communication to be conducted.

## GETTING TO KNOW THE PLAYER

- Look up stats, watch videos, go to games, do this before setting up the initial meeting.
- Have the player complete the Athlete Questionnaire and pay fees. (Commitment fee must be paid before profile and initial meeting is made.)
- Setup meeting with your player and family, go over the (initial meeting checklist.)
- Have player sign the Acknowledgement Form (link to form)

## CHECKLIST FOR PROFILE

- Create a sharefile for player.
- Start collecting photos and films.
- College links where players are being mentioned. (MaxPreps, Hudl, SM, articles, etc.)
- Have web developer start building profile using questionnaire.
- Edit videos that have been submitted, need a copy of full games, and then create highlights from games as well. (No more than 3 mins in highlight reels.)
- Make sure content is accurate and correct.
- Update profile quarterly
- Continue to collect video and images often.
- Get any documents and recommendations.
- Make sure player has access to link to profile and share profile link with coaches.

## EDUCATION

- Go over the college divisions with sports.
- NCAA eligibility, NAIA eligibility
- Presenting themselves to coaches
- Offer to help build questions when speaking to coaches.
- Send articles and information (as needed)
- Conduct evaluation, send, and go over info with player.

## PROMOTING

- Send links to fill out top college interests.
- Check social media and assist with clean up and recommendations.
- Create a player recommendation email and text message to send to college coaches.
- Look for coaches on Field level to connect with players.
- Email colleges 50 to 250 emails per month / player normally during Junior year and Senior Year

## SUPPORT

- Be available for text messages and calls with players.
- Attend games if able or watch games online.
- Provide advice, recommendations, and help with decision making process.