Substitute Coach Session Handoff

Confirm the substitute's authorization, hand over one current plan with its limits, and verify that the receiving adult accepts the responsibilities before the session.

An information packet does not authorize or qualify its recipient.

Example: An authorized substitute accepts the current organizational plan but cannot direct one technical activity. The responsible program leader changes that portion before the session; the limit and return report remain in the handoff.

01 Confirm authorization

An information packet does not authorize or qualify its recipient.

Session to be covered

Program authorization confirmed by

Receiving coach's approved role

Preparation or approval still needed

02 Provide the current plan

One dated version should identify the session and its limits.

Current plan version and location

Approved outline and attendance process

Technical limit and responsible coach

Finish and dismissal policy reference

Substitute Coach Session Handoff / Review & follow-through

03 Expose unresolved decisions

Show the substitute what is still pending and who may decide it.

Pending issue

Decision owner and current status

Affected activity to hold or change

Appropriate contact and concern route

04 Accept and return

A handoff needs receiving acceptance and a truthful return report.

Receiving coach's acceptance

Responsibilities clarified before session

Actual completion and attendance changes

Unresolved matter handed back