



Relocation Checklist

When your coaching journey takes
you on the road.

Relocation Checklist

The transient nature of the coaching profession may bring about one or multiple moves during your sporting journey. Whether the relocation was by choice or by circumstance, know you are not alone. Breathe! Ask for help along the way. Let Nations of Coaches be a resource for you.

Moving With a Family

If you're able, time your move for the best month that works for your family, so you don't feel rushed. Try to visit your new destination ahead of time to look for housing, view schools/daycares, and determine the "lay of the land". Consider making the move fun for you and your kids by planning fun stops along the way or inviting friends or loved ones to help unpack at your new location.



Questions to Ask Your New Employer, Athletic Director, or Head Coach

- ☐ Is there a campus contact or human resource representative who can assist with any resources on campus and in the local area?
- ☐ Is there reimbursement for any moving expenses? If applicable, what is the reimbursement process?
- ☐ Does the new employer recommend a moving company and/or realtor?
- ☐ What is the health insurance situation at the new location?
- ☐ Is there a relocation package?
- ☐ Can I connect with the athletic director/spouse and other staff/spouses to ask questions about the city, neighborhoods, and schools?



Packing and Moving Your Current Residence

- ☐ Purge and Pack
- ☐ Create a moving folder to keep track of all paperwork and receipts
- ☐ Sell any furniture or items you no longer need
- ☐ Schedule donation pickups
- ☐ Meet with realtor and prep home for market, if selling your home

- ☐ Secure movers
- ☐ Schedule car transport or get your car serviced if you're making the drive
- ☐ Determine how you will transport you pets; research transport services if necessary
- ☐ Gather all medical records (doctor, vet, dentist, immunization records for schools)
- ☐ Try to schedule appointments with current doctors so you don't feel rushed at your new location
- ☐ Get contact for current 401K so you can arrange rollover
- ☐ Call and cancel utilities and services (landscapers, cleaners, etc.)
- ☐ Do "change of mailing address" with USPS.com early so you don't have any mail or packages left behind
- ☐ Hire cleaners to deep clean home after things are moved out
- ☐ Come up with a plan for moving day for yourself, pets, and kids
- ☐ Pack an "essentials box", including everything you need the first day in your new home



Establishing Your New Location

- ☐ Find new home or rental
- ☐ Establish utilities needed
- ☐ Change your address where necessary: banks, employers, subscriptions, credit cards, etc.
- ☐ Figure out schooling or daycare for kids
- ☐ Determine if your bank has a location in your new town/city
- ☐ Transfer any necessary prescriptions
- ☐ Change car insurance(s)
- ☐ Join Nextdoor app and/or Facebook groups for new neighborhood
- ☐ Connect with your new community through your neighborhood, the university, church, work or volunteer opportunities
- ☐ See if your new program has a **Nations of Coaches Character Coach** who can support, serve, and connect you in the transition.