

COACH PRESEASON PACKET

Attached is the preseason information that is needed in order to begin and continue smoothly. Additional information will follow as needed.

If you desire a paycheck in other than a lump sum at the end of the season, contact the Athletic Office.

Various forms are used to report injuries, exposures, etc. and are included in your disk. Contact the athletic office if you need additional forms. Many are available on line.

Do not forget that volunteers in your program must complete a form, a background check, and be registered with MHSAA before participating.

Any time you issue a handout to students or parents, please submit a copy to the office. For your parent meeting, take attendance and submit a copy of those who attended.

The common form of communication is done via e-mail. Please check your e-mail regularly, in addition to any information placed in your "hard copy" mailbox at the school office.

Head Coaches: Be sure you handle internal account procedures with accuracy.

Remember to complete and submit the attached forms and accompanying letters to the athletic office.

PRE SEASON MEETING WITH STUDENT ATHLETES

I met with my team on _____ and discussed/distributed information on the following:

_____ Varsity letter requirements

_____ Athletic Code

_____ Alcohol and tobacco use/attending parties where alcohol is provided to minors

_____ Legal issues: Hazing, food supplements, steroid use, cameras in locker area

_____ Role of Athletic Trainer and services available

_____ Eligibility rules and expectations

_____ Locker room procedures

_____ Injury risks and safety procedures

_____ Transportation policy

_____ Attendance expectations. Excused and unexcused absences

_____ Expectations regarding chat rooms, blogs, etc.

_____ Team rules and sportsmanship expectations

_____ Academic expectations

_____ Foul weather procedures

_____ College information and resources, including NCAA Clearinghouse

_____ Acceptable and unacceptable use of cell phones/picture phones

_____ Nutrition information and expectations

_____ Other:

Coach

Date

PRESEASON PARENT INFORMATION MEETING AGENDA

- _____ Letter inviting Parents to attend (please submit a copy)
- _____ Season Overview and Theme/Goals/Purpose/Mission
- _____ Academic Responsibilities
- _____ Citizenship Responsibilities/Athletic Code/Hazing
- _____ Expectations for fans/parents
- _____ Playing time philosophy
- _____ Athletic Trainer availability
- _____ Communication Plan/How/When/Why/Where to contact a coach
- _____ Information available on line (schedules, maps, sign up for notification, etc.)
- _____ Varsity Letter Requirements
- _____ Expectations regarding transportation to and from games, practices, etc.
- _____ Insurance
- _____ Action Photos/Options
- _____ Concessions/fundraising
- _____ Emergency information form. Please sign and return
- _____ Expectations regarding nutrition
- _____ Picture information
- _____ Post season honors banquet liaison
- _____ Foul weather procedures

Other:

Coach: _____ Date: _____

PRE SEASON COACH CHECKLIST

- _____ All athletes have current physical on file
- _____ All athletes have parent consent form on file
- _____ All athletes have turned in their pay to participate fee
- _____ Head coach has completed rules meeting
- _____ All coach staff has completed on line concussion training
- _____ Preseason parent meeting held. Date _____
- _____ Coach's Association membership (Varsity) is current
- _____ Departure times are reviewed and revised as needed 2-4 weeks prior to season
- _____ All staff has updated blood borne training
- _____ Volunteers have completed background checks, and have been approved by AD
- _____ Head Coach has copy of current rules book
- _____ All teams have first aid kit
- _____ **Office has been notified of any new, transfer, alternative, or exchange students**
- _____ Practice and game areas are inspected and all facility needs are reported in writing
- _____ Medical information cards completed and stored in med kit
- _____ Head coaches have communicated expectations and procedures with assistants
- _____ All home and away game day protocol has been reviewed
- _____ If applicable, all baseline Impact tests for new students completed

Other:

I have:

- _____ Been certified and current in AED/CPR as well as completed NFHS concussion program
- _____ Signed a contract and returned it to the Business Office **or** am fully enrolled in PESG
- _____ Submitted a list of practice times/scrimmage dates to AD
- _____ Reported all non-faculty, assistant, and volunteer coaches

Coach signature _____ Date _____