

# Coaches Pre-Season Preparation Checklist

- Meeting / Interview (formal or informal)
- Fingerprints
- TB clearance
- Certifications (Human Resources, Monique Franzino, 408-522-2225):
  - CPR
  - ASEP coaching
  - Concussion training
  - First aid
  - Heat illness training
  - Mandated reporter training
  - Sudden cardiac arrest training
  - Suicide prevention training
  - Basic water safety training (if applicable)
- Meet Principal, Executive Secretary of Principal, AP of Athletics & Facilities Manager
- Review stipend and payday
- Keys and Sonitrol (alarm) clearance
- Review FUHSD Coaches Handbook & CCS-Article V (pre-season activities), SCVAL by-laws
- Construct complete season schedule beginning with SCVAL league schedule
- Emergency Action Plan procedures, AED map, medical kit
- Inventory equipment and uniforms
- Inspect facility space, ensure the space is prepared and safe for practice & competitions
- Team budget and wish list
- Calendar pre/post-season meetings. MUST ATTEND! \$100 fine for absence
- Review Athletic Boosters support process. Meet Athletic Boosters President
- Home-Campus: official roster, schedule, clearance process, emergency cards
- Civic permits: all practices and contest MUST be permitted
- Supervision of locker room areas and facilities
- Review credit participation agreement (student PE/elective credit)
- Team / Parent Meeting:
  - Review FUHSD Code of Conduct
  - Team practice and behavior responsibilities
  - Transportation to games
  - Academic eligibility
  - Athletic support donation
  - PE / Elective credit
  - Athletic Booster participation (parents only)
- Practice framework, organize and map-out the entire season
- Athletic director sportsmanship talk
- Team pictures process
- Goals vs. Purpose, compete, model sportsmanship, have integrity