

## NOHS Athletics Preseason Checklist



- \_\_\_ 1. Go over your coaching staff with Cindy to make sure everyone is listed correctly.
  - a. NO ONE (paid or volunteer) can work with student athletes until background checks are completed
    - i. In-house background check
    - ii. CAN background check
  - b. Ensure all coaching staff has signed their contracts before working with student athletes
  - c. Make sure you and your coaching staff have completed all requirements. Stipend invoices will NOT be released until all trainings are complete. These are required for both paid and volunteer coaches.
    - NFHS Coaching Education Course
    - KHSAA Safety Course
    - CPR/First Aid
    - Rules Clinic for your specific sport
    - OCBE Safe Schools
  
- \_\_\_ 2. Expectations
  - a. Communication: No surprises! Keep Alan, Cindy, student-athletes and parents informed
  - b. Supervision: Practice, Games and trips. (This includes waiting for the bus.)
  - c. Equipment: Update inventory (including uniforms), label, clean and secure.
  - d. Academics come first: Grade checks will be performed weekly.
  
- \_\_\_ 3. Team fees
  - a. Two checks for fees!
  - b. Check with Cindy on what has been approved for your team fees.
  - b. Go over multiple receipt form with Tish or Cindy
  - c. You are responsible for collecting the fees. Front office cannot accept them.
  
- \_\_\_ 4. Purchases
  - a. Go over purchase order form and procedure with Tish or Cindy.
  - b. Reminder-NOTHING can be purchased until a PO has been submitted and approved.
  - c. Contact Robby Wine to set up your team store.
  
- \_\_\_ 5. Schedules
  - a. Send practice and game schedule to Cindy
  - b. Stick to calendar/practice times
  - b. Check with Cindy to clear up any scheduling conflicts

- c. Enter Varsity schedule on KHSAA

\_\_\_6. Buses

- a. Complete the trip planner form and send to Cindy Thompson.
- b. Complete a field trip form for any trip over 60 miles
- c. If using other method of transportation, fill out common carrier form
- d. Once a driver has been assigned, Cindy will contact you to let you know an estimated pick-up time.
- e. \*Buses cannot be changed or cancelled once scheduled.
- f. Make a back-up plan for transporting equipment in case it does not fit on bus.

\_\_\_7. Team Meeting-planned for \_\_\_\_\_.

- a. Call Cindy to reserve space for your team meeting. She will also get it posted in the daily announcements.
- b. Copy practice and game calendars to be distributed to athletes/parents
- c. Review sample team meeting agenda. See Cindy or Alan before your meeting if you need clarification on anything.
- d. Find parent volunteers!!! (See sample team meeting agenda for list)

\_\_\_8. Senior week/Banquet

- a. Get parent volunteer and let Cindy know who it is.
- b. Set budget and let your parent know how much they can spend
- c. Have them meet with Tish before they purchase anything!!!
- d. Have them meet with Cindy to go over school/board policies
- e. Send Cindy a list for banquet awards at least 2 weeks prior.

\_\_\_9. Team Rosters

- a. Update rosters on KHSAA and send to Cindy
  - i. You should have a tentative roster after your team meeting that you should send Cindy
  - ii. Once practice starts and through-out the season, email Cindy any changes
  - iii. It is your responsibility to keep the KHSAA roster up-to-date. This is printed off for the game announcers and thus, needs to be correct.
  - iv. Cindy will forward your roster to:
    - Ben Enk, Athletic Trainer-He will set a date for concussion testing for your team. Please make sure those on your team who need testing know when and where they need to be.
    - Lyndee Kantor-She will contact you if any of your athletes have allergies or medical conditions so you can be trained accordingly, in case of emergency

\_\_\_10. Check Compliance Daily

- a. The Athletic Compliance google doc is your friend. Check it frequently. Each team has a tab at the bottom based on the roster you have provided. If someone is not listed on the tab, then they are not on your roster and you need to check the master tab.

- b. NO ONE can practice or play if they are missing:
  - i. Sports Physical
  - ii. Drug Testing Consent Form
  - iii. Online Athletic Registration
- c. Watch for the Eligibility report that is emailed daily around 3:15.

\_\_\_11. Make sure you have access to the sports physicals google drive file for your team

\_\_\_12. Team Pictures

- a. Schedule your team pictures. See us if you need a reference.
- b. Submit a PO for your pictures
- c. Let Cindy know when and where your picture will be taken so she can reserve the area
- d. Upload your team picture to KHSAA

\_\_\_13. Make sure you receive your first aid kit from Ben Enk

\_\_\_14. Facility Use and Maintenance

- a. Make sure you have keys
- b. Know how to operate all the necessary components
- c. You are in charge of painting quality lines, picking up all trash, etc.
- d. Make sure restroom, doors, windows and gates are locked when you leave each night
- e. Only certified coaches may mow
- f. Never prop a door open with a wedge, orange cone, trash can, etc.

\_\_\_15. Booster Club

- a. Find a parent volunteer to be the team rep. Make sure they understand and accept the responsibilities. (See sample team meeting agenda)
- b. Our Booster Club works very closely with all our teams to create "Community, Spirit, Pride"
- c. Our Booster Club wants to help all or our teams but can only do that with support from all the teams. Your team can support them by:
  - i. Making sure your team works their scheduled concession stand dates
  - ii. Pass along updates and news from the Booster Club to your families
  - iii. Support fundraising endeavors. They may not directly be for your team but any improvements to our athletic facilities will benefit all of our teams indirectly.