

## **“GETTING READY FOR THE FIRST DAY”**

### **PRE WORK AUGUST 15<sup>TH</sup> WORK**

- Do Facilities pre-season check
- Do Equipment Inventory with each coach
- Coaching Staff – Hires & Rehires
- DIAA Certifications Complete for Coaching Staff
- STAFF MEETING (See Head Coach’s Responsibilities Below)
- PARENT MEETING
- Confirm all Scrimmages
- Disinfect Locker Rooms
- Do Fall Sports B & O Schedule
- Get Contracts for ALL Out of State Games

### **AUGUST 15**

- Set up a central location to get physicals information? (By Sport or Total)
- Have someone available to do physicals?
- Do a “Physicals Audit”

### **AFTER AUGUST 15<sup>th</sup> & BEFORE 1<sup>ST</sup> GAME**

- Parents Night for Fall Sports
- FALL SPORTS ROSTER DAY**
- Conduct Emergency Action Plans at Practices
- SEND IN DIAA ROSTERS**
- FALL TEAM PICTURE DAY

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### ***HEAD COACH’S PRESEASON RESPONSIBILITIES***

- Inventory Equipment
- All Coaching Staff Paperwork is complete
- Complete DIAA Rules Clinic
- CPR Training Completed
- Concussion Course Completed
- Get Medical Kit
- Prep Practice and Game Areas
- All Athletes have Physicals on File
- Emergency Cards in Medical Kit
- Parent Athlete Meeting Held
- Athletic Team Rules Signed and Filed
- Transportation Schedule Handed In
- Submit a Player Roster Complete with Name, Grade, Jersey Number
- Send a Copy of Rosters to All Teachers.