



# College Park Athletics

## Coaching Preseason Duties Checklist

While this list serves as a point of reference for organization, it may not include all items on the guidelines and policies outlined in the MDUSD Coaches Handbook. (12-30-2022)

### OFF-SEASON

- \_\_\_\_\_ Schedule pre-season games. Fall schedules are recommended completed by May 1, winter schedules by September 1, and spring schedules by January 1. Include team dinners, meetings, outings, and awards.
- \_\_\_\_\_ Schedule use of facilities for open gym or open field time if applicable (work with Coach Keck).
- \_\_\_\_\_ Organize summer camp with Boosters coverage (Contact Coach Keck if you plan on summer camp).
- \_\_\_\_\_ Complete a budget for approval in Dropbox. Do not make expenditures until approved.
- \_\_\_\_\_ Order uniforms or equipment. We have an agreement with BSN (Eddie Rettaglia 925-783-4953)

### PRE-SEASON

- \_\_\_\_\_ Identify Coaching Staff and inform AD
- \_\_\_\_\_ Complete [ACR FORM](#) and ensure certifications (CPR, TB, Fingerprints etc are up to date).
- \_\_\_\_\_ You will need a Home Campus account (new the year/Coach Keck will help set up).
- \_\_\_\_\_ Load the Home Campus (orange house) APP on your phone. NEW for clearances.
- \_\_\_\_\_ Schedule up to two preseason on campus student informational meeting for sign ups.
- \_\_\_\_\_ Complete schedule for AD using [CPHS format](#) and submit to AD (include buses and early outs).
- \_\_\_\_\_ Submit any overnight trips for board approval.
- \_\_\_\_\_ Submit your schedule to your HOME CAMPUS account **this will populate MaxPreps**.
- \_\_\_\_\_ Submit your schedule to your officials association.
- \_\_\_\_\_ Schedule use of facilities for the season. Keck will enter permits (games and practices).
- \_\_\_\_\_ Check field, facility, and equipment to ensure everything is in working order.
- \_\_\_\_\_ Attend all MDUSD, CPHS and DAL pre-season coaches meetings.
- \_\_\_\_\_ Update your Sports Engine website including tryout times or let Coach Keck know and he can update.

### START OF SEASON

- \_\_\_\_\_ Conduct tryouts. Have a system for evaluating student athletes. Keep data points.
- \_\_\_\_\_ Confirm all athletes trying out are cleared through HOME CAMPUS.
- \_\_\_\_\_ Submit final rosters and post on your webpage.
- \_\_\_\_\_ Post rosters on HOME CAMPUS for post season consideration. Maxpreps is optional.
- \_\_\_\_\_ Conduct a Preseason Parent meeting.
- \_\_\_\_\_ Ensure Academic eligibility of athletes prior to competition.
- \_\_\_\_\_ Issue uniforms keeping a record of gear checked out.
- \_\_\_\_\_ Schedule the team picture date with HOMETEAM. Hand out picture forms a few days in advance.

### PRACTICE DAYS

- \_\_\_\_\_ Conduct practices.
- \_\_\_\_\_ Provide Lesson Plans and Take attendance.
- \_\_\_\_\_ Secure, clean, and lock down facilities and equipment upon completion of practice.

### GAME DAYS

- \_\_\_\_\_ Make sure students are excused at the time that is indicated on the itinerary.
- \_\_\_\_\_ Ensure transportation and that field or facility is set up for the game.
- \_\_\_\_\_ Make sure locker room, sidelines, vans, busses are cleaned and secured
- \_\_\_\_\_ Update game results on both Maxpreps and your webpage.