



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 AD)
- _____ Organize summer camp with Boosters coverage .
- _____ 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 (AD 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. AD 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

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.