

Coaches Preseason Checklist

Michael Coleman, CAA, Director of Athletics
Becky Konz, Athletic Assistant
Amy Anders, Athletic Trainer
Don Horn, Maintenance

CONTACT INFORMATION FOR ATHLETICS

mcoleman@fenwickfalcons.org
bkonz@fenwickfalcons.org
aanders@fenwickfalcons.org
dhorn@fenwickfalcons.org

Office: 513-423-0724 Cell: 937-558-6033
Office: 513-423-0724 Cell: 513-460-4097
Cell: 513-227-5620
Cell: 513-594-5636

Coaching Certification (PAP) New or Renewal

- Fingerprinting at selection.com
- Virtus live training for all new coaches or volunteers
- B4 Form (ongoing background check)
- Contact Brenda Stier at bstier@fenwickfalcons.org
- The above must be completed before contact w/students
- Concussion in Sports (valid 3 Years)*
- First aid training (valid 2-3 Years)*
- Fundamentals of coaching (one time course)*
- CPR (valid 2 Years; schedule with Amy, BF AT)
- Sudden Cardiac Arrest through Final Forms (valid 1 year)
- Upload all certificates to Final Forms
- www.nfhslearn.org/courses (online courses*)
- [OHSAA coaching certification requirements](http://OHSAA.coachingcertificationrequirements)
- (IRN #052514)
- Electronic signor is Archdiocese of Cincinnati
- CERTIFICATIONS MUST BE COMPLETED BEFORE PRACTICE!**

Seasonal Coaches Meeting with Athletic Director

- [Final Forms \(coaches playbook\)*](#)
- [OHSAA coaches info](#)
- [Southwest district info](#)
- [GCL Co-ed](#)
- [Fenwicksports.org*](#)
- [Emergency Action Plan](#) (Complete this with Amy)*
- Roster due in Final Forms before season starts
- Transportation request for away events (Google spreadsheet)
- Social media (*twitter*) @fenwicksports
- Score reporting (Prep Connect Mobile App)*
- Rating officials (MYOHSAA)*
- Athlete of the week write up to AD by Sunday
- Facilities (doors, locker rooms, playing areas)
- Falcon feeder dates (to Athletic Office ASAP)
- Gametime music request to AD before season
- Senior awards meeting in April '19 (TBA)
- Summer camp ('19) information due by Jan 1.
- InsideOut Coaching Transformational Purpose Statement and (18-19) goals due before season
- Sports Leader
- BSN-Brad; btokarsky@bsnsports.com
- Coaching keys and badges
- Confirm 'Senior Night Date'

Parent Meeting Items

- [Individual team meeting info](#) (Page #3)
- [Final Forms](#) (updated before practice starts)
- [Division III Celebratory](#)
- [National Letter of Intent](#)
- BSN-Brad; btokarsky@bsnsports.com
- Game help volunteers (to BK)*
- Parent reps (Updated contact info to AD)
- Senior recognitions (15-20 min max)
- Banners-Easterling (size should be '2 x '3) - Web
- Post season team gathering (send date to BK)

Important Dates (FALL)

- [School calendar](#)
- 1 Fenwick (8/3-5)
- Boys and girls soccer alumni games (8/5)
- Buick Drive Fundraiser (8/5)
- Fall sports meeting (8/5) @ 1:00 pm in the Gym (everyone)
- Fall sports pictures (8/14)
- Freshman orientation (8/20); NO PRACTICE UNTIL AFTER 3P
- First day of school (8/23)
- Meet the teacher night (9/7)
- No School (9/28)
- Homecoming game and alumni tailgate (10/5)
- Homecoming dance (10/6)
- Official college visit day (10/10)
- GCLC cross country meet (10/13)
- Football all league meeting at Fenwick (10/28)
- NLI date: football and soccer (2/6/19)
- NLI date: basketball and other (4/17/19)
- [ACT/SAT Dates](#)
- Athletic Committee meetings (TBA)
- Golden Bear game dates (TBA)
- Falcon feeder dates (TBA)

POST-SEASON ITEMS

Post-Season Play

- Please keep athletic office informed regarding seed meetings, tourney info, all star games or any other post season activity

Post-Season Evaluation (Parents and Athletes)

- An email will be sent to parents via Final Forms encouraging them to complete a post season survey.

Post-Season Coaches Evaluation (See required items below)

- Complete inventory of uniforms in final forms
- Wish list items with quantities and cost
- Needed items with quantities and cost
- Turn in a summary of team/individual stats
- Team awards recorded in Final Forms notes per athlete
- League and post season awards selected through Final Forms

Awards - Dave?

- Please communicate with Becky Konz regarding end of season certificates, numbers, letters, pins by the end of regular season; awards will be pulled based on Final Forms information, so please designate the proper award info for each athlete

End of Season Party

- Distribute all awards and return any remaining to athletics
- Contact Becky to reserve space at the HS; complete form
- NO ALCOHOL