

# Coaches Preseason Checklist

## CONTACT INFORMATION FOR ATHLETICS

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

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## 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](http://www.nfhslearn.org/courses) (online courses\*)
- [OHSAA coaching certification requirements](#) & directions (IRN #052514)
- Electronic signor is Archdiocese of Cincinnati
- CERTIFICATIONS MUST BE COMPLETED BEFORE PRACTICE!**

## Seasonal Coaches Meeting with Athletic Director

- [Final Forms \(coaches playbook\)\\*](#)
- [FenwickSports.org\\*](http://FenwickSports.org)
- [Emergency Action Plan](#) (Complete this with Amy)\*
- [Transportation \(bus\) request for away events](#)
- Roster due in Final Forms before season starts
- Social media (*twitter*) @fenwickSports
- Score reporting (Prep Connect Mobile App)\*
- Athlete of the week write up to AD by Sunday
- Manage facilities properly (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 (TBD)
- 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) - on the athletic site
- Post season team gathering (send date to BK)
- Post season evaluations (encourage parents to complete)

## 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) @ 1:30 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)

## 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 Coaches Evaluation (To Do)

- 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 (electronically)
- Team awards recorded in Final Forms notes per athlete
- League and post season awards selected through Final Forms
- Post season parent survey reviewed
- All scores updated on prep connect for all levels
- Assistant coaches evaluation form (coming from AD)
- Review of season goals (personal, team, assistants coaches)
- Scheduling recommendations

### Awards

- 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