**Pre-Season Planning Guide**

*Disclaimer: The list below includes suggested items for consideration to help guide your pre-season planning. Add and remove elements as needed based on your specific requirements.*

**General Medical Topics**

* AEDs
* EpiPen
* Narcan
* Impact Testing
* Parent Meetings
* Emergency Action Plan ([download template](https://www.playonsports.com/hubfs/2024-AD360/Episodes/AD%20360%20Episode%203%20-%20EAP/Template%20-%20Emergency%20Action%20Plan.docx))

**Communications**

* Include Full Coaches Directory with emails and cell phones for all coaches (they may need to contact each other)
* New coaches: provide directions for setting up email accounts
* Athletic Website
* Athletic Schedules Public View
* Online Registration Link
* Incoming Students Interest Survey Results
* NCAA Home Page
* NCAA Eligibility Home Page
* Sportsmanship Letters
* To Student-Athletes
* To Parents
* Parent/Coach Relationship

**Scheduling**

* Indoor Practice Schedule
* “Live” Individual Master Schedules
  + Check all dates and times carefully. Add and edit sports and activities as needed for boys and girls.
    - BASEBALL
    - BASKETBALL
    - CHEERLEADING
    - CROSS COUNTRY
    - FOOTBALL
    - GOLF
    - GYMNASTICS
    - LACROSSE
    - SOCCER
    - SOFTBALL
    - SWIMMING & DIVING
    - TENNIS
    - TRACK & FIELD
    - VOLLEYBALL
    - WRESTLING

**Event Management**

* Athletic Website
* Ticketing
* Concessions
* Streaming
* Fundraising
* Sponsorships
* Gate Attendants
* Event Staff
* Reconciliation Process
* Onsite Signage
* Bus Schedule
* Travel Release
* Score Reporting

**Policies**

* Selection and Approval of Captains
* Senior Cut “Policy”
* Athletic Policies
* College Signing Day Procedures and Forms
* Booster Club Information
* Equipment and Returned Reconditioning Deliveries
* Transportation

**Certifications and Training**

* Coaching Accreditation
  + Include list of Coaches and their certification information. Give a heads up to those that need to renew their certs as early as possible.

**Important Dates**

* SAT Dates and ACT Dates
* AP Testing Dates
* Leadership Meeting Dates
* Senior Night
* Homecoming
* Fall Break
* Winter Break
* Spring Break
* School Holidays
* Graduation