

## **Prior to Preseason:**

(1) Confirm with athletic coordinator where and when you will practice, and get necessary equipment. Develop practice and game schedules to give athletes at preseason meeting. Also, if there are any **team** requirements you have above and beyond the general policies be sure to have these in writing to share with parents and players at the meeting. These should be cleared with the athletic coordinator prior to making them policy.

(2) Attend preseason sign-up meeting

(3) Make it clear to athletes: All paperwork must be completed and returned to a designated place, (coach, mail box in office, athletic office), by noon the Friday prior to the opening day. At noon the coach will alphabetize all the paperwork, remove the Med Card (Consent for Treatment) and retain for coach use, and give the papers to the nurse with an alphabetized list attached. The list will be returned to the coach prior to the first practice to indicate who is cleared to practice.

Any athlete who does not hand in paperwork by the noon deadline **will not be allowed to practice that first day!** This gives the health office time to go through and ensure each athlete is cleared to play. It also teaches responsibility from day 1 – there will always be deadlines and they must be met!

We should not be running paperwork into the nurse at 3:00pm the day of our first practice! Athletes should never “*take to the practice field*” if not cleared by the nurses office \* **just because they completed paperwork doesn't mean they are cleared!**