



FARMINGTON HIGH SCHOOL ATHLETICS

HEAD COACH PRESEASON CHECKLIST

Important Resource: The Farmington Coaches Hub contains the seasonal preseason checklists, important documents and resources, as well as the athletics and activities handbooks. You will need to use your @ISD192 email address to access this resource. Contact Badger if you need one!

[Farmington Coaches Hub](#)

IMPORTANT PHONE NUMBERS

Keith Badger	Activities & Athletics Director	Office: (651) 252-2515 Cell: (651) 338-4693
Sue Hurtgen	Activities Admin. Assistant	Office: (651) 252-2514
Colm Griffin	Middle School Athletics	Office: (651) 252-1515
Kayla Strodman	Athletic Trainer	(952) 250-5553
Scott Meier	Strength & Conditioning	(651) 341-7756
Tom Severson		Tom: (651) 246-6908
Greg Severson	Marschall Line Transportation	Greg: (651)-463-8689
Justin Carlson		Justin: (952) 452-3636

Off-Season Checklist

- ☐ **Take inventory of sport-specific equipment and share with the Athletic Director.** *This should include both annual supplies and equipment requests as well as long-term capital purchases that the AD should be aware of in advance of purchases.*
- ☐ **Set up your Hudl Account; Add Schedule, etc.**
- ☐ **Submit your Booster Club Budget to the Athletic Director.** *This is important when working towards Title IX compliance as well as budgeting district and booster dollars.*
- ☐ **Familiarize yourself with the documents below.** *These can be found at the Farmington Coaches Hub.*
 - a. [Farmington Coaches Hub](#)
 - b. [Booster Hub](#)
- ☐ **Schedule your preseason meeting with the Athletic Director.** *This meeting should take place no less than 30 days prior to the official start of your sport's season.*
- ☐ **Submit your buildings/grounds requests.** *The Athletic Office is asked to submit upcoming facility requests by January of each year (i.e. 2022-23 facility requests are due by January 2022). Plan ahead!*
- ☐ **Complete an [Emergency Action Plan](#) for each level of your program.** *It is highly recommended to review the EAPs on the first day of your season.*
- ☐ **Ensure that the correct logos and brand standards are used in all places within your program.** *The FPS Style Guide can be found, [HERE](#).*



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Preseason Checklist

- ☐ **Review the game schedules for all levels of your program and ensure they are 100% accurate on the SSC (rSchools) website.** Your schedule on the SSC website must include all scrimmages, non-conference, conference, tournaments, and postseason contests.
- ☐ **Enter your transportation schedule into the SSC (rSchools) website.** Instructions to complete this task can be found at the Farmington Coaches Hub, and [HERE](#). ALL trips should be included in the transportation report (team bonding, off-site practice, etc.). [HERE](#) is an exceptional example of how this should look.
- ☐ **Submit your annual supplies and equipment requests to Sue.** Please remember, transactions through the school district take time - you need to plan ahead. Start your supplies and equipment requests with Charlie Kern at BSN (ckern@bsnsports.com). Because of our BSN deal, we get great discounts on products. If you do find a better deal, there is no requirement to use BSN exclusively.
- ☐ **Register for your sport-specific MSHSCA Membership.** Per the Coaches & Advisors Handbook, the Athletic Office will pay for the membership of all head coaches. Booster Clubs should pay for assistant coach membership, should an assistant coach request it. We can complete this task at your preseason meeting or you can select "Check/Money Order" at checkout and submit your receipt to Sue.
- ☐ **Submit your program's handbook to the Athletic Director.** The [Coaches Hub](#) lists items that should be included in your handbook as well as shared at your PAC (Parent/Athlete/Coach) Meeting.
- ☐ **Set-up and update your MSHSL Coaching Account.** Help doing this can be found, [HERE](#).
- ☐ **If applicable, complete your sport-specific MSHSL Rules Exam and MSHSL CER.** The annual required coaches online rules meeting schedule can be found, [HERE](#) (linked and shared when the MSHSL makes it available.)
- ☐ **Set-up your in-season strength & conditioning schedule with Scott Meier** (smeier@farmington.k12.mn.us). In-season strength & conditioning, as Scott prescribes, is a non-negotiable component of Farmington Athletics. Come up with a plan and stick with it. Missing workouts and/or not communicating with Scott when changes occur is not acceptable.
- ☐ **Share your season's practice schedules with the Athletic Director.** This will be linked on the 'Team Calendar' portion of your team's page on the FarmingtonTigers.com website. A Google Calendar link is preferred.
- ☐ **Add Sue and Keith to your team's communication group.** This keeps us all informed.
- ☐ **Complete your preseason Needs/Goals/Analysis (NGA).** A link to that form can be found, [HERE](#).
- ☐ **Schedule your team & individual photographs.** Team and individual photos need to be submitted to the Athletic Director prior to your first contest. All coaches, players, and team managers must take an individual photo. When we meet, I need dates and times.
- ☐ **Make sure your District email is set up and ready to use.** Technology Information can be found, [HERE](#). Also, you will use the email's username and password to access ERMA.



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- ☐ **Do you have any students participating on a National Team or in an Olympic Development Program as an individual?** *If so, they must fill out a competition [application](#) through the MSHSL per bylaw 207. Regarding individual participation sports, remember that these events will count towards the athlete's maximum number of contests and some sports have limits.*
- ☐ **I would like to check-in with you weekly, informally.** *Please let me know the best time and day to connect with you to see how things are going, visit with your staff, etc.*

Weather Related Issues & After Hours / Holiday Building Use

- ☐ **Snow/Cold/Weather Days:** *If school is canceled due to inclement weather, teams may not practice. High School games/contests may be played depending on weather conditions at game time. A decision will be made by the Athletic Director, Principal, and Superintendent. 9th Grade games will be canceled. If school is let out early or after school activities are canceled due to inclement weather, teams may not practice. If there is any uncertainty, communicate with the AD before you make any announcements to your teams. In general, a decision will be made by 1:00 pm daily.*
- ☐ **Make sure that you understand the After Hours / Holiday Building Access process.** *That information is linked [HERE](#).*

Staffing & School Personnel

See the [Coaches Hub](#) for complete staffing information.

- ☐ **Submit every member of your coaching staff, paid and volunteer, to the Athletic Director. Please include all information. For reference, here is [Schedule D of the FEA Master Agreement](#). Include the following information:**
 - a. [Submit this form for your staff - MAKE A COPY.](#)
- ☐ **Schedule a time for me to meet with your entire staff.** *This will take 15 minutes, but I think it will be important!*

Student Eligibility & Rosters

See the [Farmington High School Athletics Eligibility Checklist](#) for more information.

- On the first day of your season, the Athletic Office will share with you the master eligibility list.
- If a student does not appear on this list, they are NOT eligible to practice in any way.
- When a student does appear on the list, they have been cleared to practice.
- Final eligibility will be determined by the AD and communicated to you prior to your first contest.
- Sue and Keith will enter your rosters into the SSC website.
- It is your responsibility to maintain accurate rosters throughout the season.
- Share roster changes immediately with the AD.



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- Coaches MUST fill out the [Roster Document](#) for **every level** of their program and send to Badger and Sue. This must be completed prior to your first contest!
- Coaches whose teams are featured on FHS Tigers Live must fill out the [Farmington High School Phonetic Roster](#) for **varsity** only and send to Badger.

Results & Media

- ☐ **Please report your contest results to me immediately following the event.** *As soon as a game/contest has been completed, send me results immediately. Who will be sending this information to me?*
- ☐ **Identify a parent, booster, or booster hire for action photography.** *The Athletics Office has some perks that can be of value to parents/families, boosters, etc. You ID the person and let me know who they are. Action photos should be shared with me within 24-hours of the game.*
- ☐ **Identify a way to share, or for me to get access to, your game/season/meet statistics or results sheet.** *How can I access this information in a timely manner and who is the person keeping stats for you?*
- ☐ **Promote your program, celebrate your successes!** *And, share those things with me!*
- ☐ **Update/Submit your bio and transformational purpose statement and send to me.** *This needs to be added to the website.*

Booster Club Support/Promotional Items

Booster Club Presidents should plan a preseason meeting with me. Review Booster Club Handbook.

- ☐ **Is your booster club making any donations to upgrade transportation (i.e. school bus to coach bus)?** *If so, you must fill out the [Booster-Funded Transportation Upgrade Request Form](#).*
- ☐ **Is your booster club sponsoring any overnight trips this year?** *If so, you must fill out the [Policy 610 Form for Extended Field Trips](#).*
- ☐ **On what dates do you have promotional events planned?** *Senior night, youth night, etc. Do you have plans to modify the gate?*
- ☐ **Who is your live stream camera operator (If you'll be on FHS Tigers Live)?** *Booster Clubs are responsible for finding someone to operate the camera on game nights.*
- ☐ **Are you hosting any invitational events this year?** *What is the plan for event staffing, gate revenue, etc.? The Athletic/Activities Office must be involved in the planning of major events! Do not make final plans without ensuring that Badger and Sue are in the know!*
- ☐ **Sponsor Banners and/or Posters hung in district facilities and Gameday Media/Programs produced for district-sponsored events need to be approved before they are published.** *Communicate with your boosters and have them send any requests to me.*