

EDINA HIGH SCHOOL
ACTIVITIES & ATHLETICS OFFICE
Pre-season Agenda/Checklist

Name: _____ Activity/Sport: _____ Date: _____

This will be my _____ year of high school coaching in the year _____.

Checklist we will discuss:

- Coaching Positions
- MSHSL CER (review with all coaches on staff)
- Volunteer coaches?
- Lake Conference – Q's?
- Season Schedule- Check All Levels w/Natalie!
- Officials Vouchers
- Lower Level Officials
- EHS [Coaches](#) Handbook
- Contracts – Signed?
- Fundraiser(s)
- Captains: _____
- Budgets (*PO Form-must use "prior" to ordering*)
- Parent-Athlete-Coach (PAC) Meeting: _____
- Facilities Schedule – practices scheduled.
- Registration MSHSL date. (Managers as well!)
- Rosters on MSHSL Website
- Season Banquet Location & Date: _____
- Bus Requests (due 2 weeks prior to first event)
- ☐ Parent/Guardian Transportation Release
- Early release - NEW - Christine
- Overnight trips [form](#) – Policy 538
- Exceptional Athlete Information – [Policy 628](#)
- Booster Club Funding Request
- [Holiday Schedule guide](#) for fall & [Holiday Building Hours](#)
- [AD office responsibilities](#)
- Others: Teacher appreciation day?

Please plan to discuss the following questions in relation to your program.

Hopes and expectations for the upcoming season:

●

Any concerns going into the year?

●

What are you most looking forward to this season?

Please answer the following questions in relation to Troy Stein and the AD's office:

What can we do to help?

Hornet Pride!