



# Spring 2021 Coach Pre-Season Checklist



- **Submitted volunteer registration online.**
  - If not: visit <https://www.loudounsoccer.com/Default.aspx?tabid=2331503&isLogin=True> to log-in to your account, and submit a volunteer application ASAP!
- **Assigned to a team.**
  - Log in to your account around 5 PM on 3/19 and click on “Volunteer” to see your team assignment.
  - If you’re not assigned: contact your Program Director (the person who contacted you first about coaching), or
    - Pre-School, Pre-K, Kindergarten, Grades 1-2: Daryn Patricio at [daryn.patricio@loudounsoccer.com](mailto:daryn.patricio@loudounsoccer.com)
    - Rec 2, Challenge 1 and 2, Classic, or HS 7v7: Karen Corpe at [karen.corpe@loudounsoccer.com](mailto:karen.corpe@loudounsoccer.com)
- **Accessed and viewed your team page**
  - Once logged in, click on “Volunteer,” then the link to your team page
  - Read this [Team Page overview](#) to better learn its features.
- **Communicated with other assigned coach (Head or Assistant, if applicable) regarding upcoming season.**
  - You may have been assigned with a coach you’re unfamiliar with – introduce yourself!
- **Head coach only: emailed team families using club-provided “Welcome Email” template through (updated to reflect your details and style) covering the following topics:**
  - Background and Coaching Philosophy – Contact Information – COVID-19 precautions - Picture Day (Grades 6 and younger) – Game and Practice Schedules – Uniforms – Parent Code of Conduct – Player medical conditions or allergies you should be aware of – and anything else worth sharing.
  - **IMPORTANT: extend a welcome to your families ASAP, and follow-up with information (e.g. practice and game schedules) when that info becomes available**
- **Verified that your Sports Connect has a mobile number listed.**
  - Individuals will be able to opt-in to weather alert texts ([instructions available online](#)). Click the “gear” icon in your account to ensure you have a mobile number listed and have opted into text alerts.
- **Received practice schedule (grades K-12 only).**
  - Note: this may not be communicated till the week of 3/22, and will be added to your Team Page.
  - The first week of training will be posted; the days/times/locations will be consistent for the full season, and those dates will be added to your calendar shortly.
  - To request changes: contact Jamie Rawson at [Jamie.rawson@loudounsoccer.com](mailto:Jamie.rawson@loudounsoccer.com).
- **Directed anyone helping with your team on the field (a parent, sibling, friend, neighbor, etc.) to register online if they have not already done so, and communicated with your Program Manager so that person is added to your roster.**
  - If not: they should register through their Sports Connect user account, and then inform your Program Manager. All Team Officials MUST be registered, pass a background check, and complete SafeSport Training. Only those on your Team Page are considered approved!!!
- **Review COVID-19 policies.**



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- Visit [www.loudounsoccer.com](http://www.loudounsoccer.com), and review our COVID-19 policies for both [practices](#) and [game days](#).
- **Received gear and equipment at [Rec Coach Equipment Distribution Day and Coach Clinic](#).**
  - Saturday, March 20 – come for the equipment, stay for a field session
  - Sunday March 21 – equipment pickup only.
- **Attended [Virtual Pre-Season Meetings](#)**
  - Admin sessions on Tuesday March 23
  - Coaching sessions on Wednesday March 24 and Thursday March 25
- **Completed SafeSport training.**
  - All coaches MUST complete this training (certification is good for one year).
  - [Details are available online](#).
- **Visited [Coaches Info Center](#) to review rule book, policies, and rule updates.**
- **Visited [policies page](#) to review inclement weather and other important policies.**
- **Reviewed concussion protocols and policy.**
  - If not: read [the concussion document posted here](#)
  - All coaches are encouraged to review the [Heads Up webinar series from the CDC](#)
- **Reviewed the Fields page to become familiar with the layout of the parks and schools where your team will play (many locations have multiple fields).**
  - Become familiar with the layout – many locations include multiple fields.
  - Visit <https://www.loudounsoccer.com/Default.aspx?tabid=2504879>
  - Note field maps will be updated as the fields are painted at each site.
- **Visited the [Coaching Education Resource Center](#) to prepare for the season, reviewing practice plans and game day tips.**
- **Head coach only: Received your Pre-Play Questionnaire and Database, and shared questionnaire link with families**
  - Will be sent by your program manager prior to your first scheduled session.
  - Contact Karen Buer at [Karen.buer@loudounsoccer.com](mailto:Karen.buer@loudounsoccer.com) with any issues related to your questionnaire or database.
- **Head coach only: reviewed/completed Medical Roster with parent/guardian of each player.**
  - Available at <https://www.loudounsoccer.com/Default.aspx?tabid=2651923#q11> and provided in your team folder.
  - Complete it at one of your first team practices.
  - Please keep this with you for all team functions in the event of an emergency.
- **Downloaded the Game Changer app for your phone (optional)**
  - Visit the [Coaches Info Center](#) for details.
  - It is recommended you wait till 3/29 to allow for a cleaner import.