



DEVELOPING CHAMPIONS FOR LIFE!
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HEAD COACHES PRE-SEASON CHECKLIST

- Submitted volunteer registration online
 - <https://tshq.bluesombrero.com/Default.aspx?tabid=2331503>
- Assigned to a team
 - If not: contact your Age Group Coordinator (the person who contacted you first about coaching)
- Received log-in information via email to view your roster
 - To log-in go to <https://tshq.bluesombrero.com/Default.aspx?tabid=2331503>
 - If you have not received this information, contact your Age Group Coordinator or Program Manager
 - If you cannot log-in: try using a different browser, or attempt to log-in again multiple times using your preferred browser
 - If you still cannot, contact Loudoun Soccer
 - Micro 3-4, Minis Pre-K & K: Daryn Patricio at daryn.patricio@loudounsoccer.com
 - Grades 1-8, U16-U19: Karen Corpe at karen.corpe@loudounsoccer.com
- Viewed and printed rosters, including the Medical Release roster
 - If not, log-in (see above) and select View Rosters
 - Communicate any roster-related issues to your Age Group Coordinator/Program Manager
- Communicated with other assigned coach (Head or Assistant, if applicable) regarding upcoming season
- Emailed team families using club-provided “Welcome Email” template, updated to reflect you and your team, covering the following topics:
 - IMPORTANT: extend a welcome to your families ASAP, and follow-up with information (e.g. practice schedules) when that info becomes available
 - Background and Coaching Philosophy
 - Contact Information
 - Picture Day
 - Game and Practice Schedules
 - Uniforms
 - Parent Code of Conduct
 - Requesting that any notable or significant medical conditions of players be shared with you
 - Healthy Snack Schedule (optional)
- Attended pre-season coach meeting and clinic
 - See schedule on Coaching Education page
- Received gear and equipment at pre-season coach meeting and clinic
 - If not, contact Program Manager and/or Age Group Coordinator



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- Received practice schedule (Kindergarten and older)
 - If not, contact Jamie Rawson at Jamie.rawson@loudounsoccer.com
- Directed anyone helping with your team on the field (parent, sibling, friend, neighbor etc.) to register online if they have not already done so, and communicated with your AGC so that that person is added to your roster
 - All team officials must be registered and pass a background check
- Reviewed rule book, policies, and rule updates
 - All forms, policies, and rule book can be found on the Coach Information and Coaching Education pages
- Reviewed inclement weather policies
- Reviewed concussion protocols and policy
- Reviewed the Fields pages of the club website to become familiar with the layout of the parks and schools where your team will play (many locations have multiple fields)
- Signed up at rainedout.com to stay informed about field closures
 - https://www.rainedout.net/team_page.php?a=2ff31a0571b4cc6fd5fe
- Visited the Coaching Education and Coaching Extras pages to prepare for the season, reviewing practice plans and game day tips
- Reviewed Medical Roster with parent/guardian of each player