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| **Coaches Pre Season Checklist** |
| **Google Drive** | Make sure you have access to the Carlton Athletics folder in your google drive.  |  |
| **Coaches Portal** | Take some time to navigate through the following sections of the coach’s portal: Season Planner, Event Planner & Travel Planner. |  |
| **Twitter** | Post results, action shots and information about your team throughout the entire season. Tweets should focus on our athletes and teams only. We don’t want to advertise for other teams.Username: @PACarlton Password: c4rlt0nr0cks! |  |
| **Tryout Information** | Tryout start date aligns with the SHSAA start of season dateTryout dates and times have been established with the Sr. coach of your sport |  |
| **Bookings** | You have booked your gyms, officials, and vans for the season |  |
| **Documentation** | You have printed off your travel permission forms (signed by Admin), E7 Health forms, Carlton Athletic Team Guidelines,  |  |
| **Coaches Beginning of Season Checklist** |
| **Information for the Office** | Rosters will be submitted to the administrator/secretary in charge of athletics.  |  |
| **Parent Meeting** | Set up a parent meeting in the first week of your season. Discuss expectations, play time, handout forms, season schedule, and tournament parent help for canteen and gates |  |
| **Med Kits & Jerseys** | Set up a time with the athletic director to pick up from the CPAC PE office1. You have assigned each player a number and recorded it on your inventory document. The athletes must sign the inventory document.2. Your athletes have read and understand the $100 student fee charge for any lost jersey. 3. You MUST collect the jerseys at the end of every competitionMed kits are available in the back of the CPAC office. It is your responsibility to restock your kits with what you need.  |  |
| **Locker Assignment** | Sr. Teams will be assigned lockers for their season by their coach. These are not to be used for PE classes, and must be cleaned out at the end of the season.  |  |
| **SHSAA** | The E5 form is found online at [www.shsaa.ca](http://www.shsaa.ca). This will be done at the office, but should be reviewed Click on exnet login. Username: Carlton Password: In8WGo. All teams will be notified if they have any ineligible players. |  |
| **Player Eligibility** | If a student in grade 10-12 has transferred from another school, they will have to fill out a transfer form available at student services. If the student has already played 3 years since entering grade 10, or is 19 years old prior to the start of the school year, they will be ineligible. Check with the athletics administrator if you are unsure  |  |
| **Coaches Post Season Checklist** |
| **Med Kits & Uniforms** | You have to returned these items to the CPAC PE office1. The uniforms are washed2. Completed “Jersey Inventory” document3. Med kit containers returned (no garbage please) |  |
| **Locker Clean-Out** | Lockers and locker room is cleaned out promptly |  |
| **Team Photo** | Team photo was taken with photo club teacherYour team must be in team jerseys or Carlton clothing.  |  |
| **Congratulations on a great season!** |