



DOUGHERTY VALLEY HIGH SCHOOL

Home of the Wildcats and Traditions in Excellence!

THE ATHLETIC ADVISOR 2

PRE-SEASON PLANNING

As your sport season approaches there are some pre-season requirements and planning:

Hiring Coaches

- All coaches, whether paid or volunteer, must be approved by the Athletic Director prior to hiring.
- Paid coaches must apply on Edjoin.edu. Volunteer coaches must be cleared through [Be A Mentor](#)
- All coaches must be complete the attached list of items: [Coaches Clearance Requirements](#)
- All coaches must be certified and complete (within a year) the “Fundamentals of Coaching” certification training.

Budgets

- Schedule a meeting with Peggy Thomas to go over budget pthomas@dvhigh.net or 925-479-6414 **This should be done no later than 1 month prior to tryouts** this will allow us time to set up the webstore with correct donation amounts that can be paid at the time of registration
- Work with your Athletic Booster or team manager to come up with funding for program needs.
- Develop a team order form for your parent meeting

Game Schedules

- Please send the AD your preseason and league schedules
- Once the preseason meeting is done – any game changes must be approved by the AD and Admin at both sites
- AD will email you a schedule to approve after games have been entered into Home-Campus

Field Trip Requests

- Must be turned into AD prior to your first contest – best to turn in at the preseason meeting with the following:

- Rosters for all three levels – (can be turned into AD after final cuts are made)
- Season Schedule
- Tournaments must have their own forms with itinerary, roster and approved drivers/chaperones

Fundraisers/Tournaments:

- Any fundraisers or tournaments must be approved **before** you can advertise
 - This includes any snack bars, apparel sales, etc you will be running during the tournament/Fundraisers
- On campus tournaments or fundraisers must have a facilities request form as well as the fundraiser request form. – any questions see Peggy Thomas