

# FOUNTAIN VALLEY HIGH SCHOOL ATHLETICS

To: Head Coaches

From: Roger Holmes

Date: May 10, 2022

Re: **Start of Season Things to Do**

1. **New Coach Hires--Processing:** If you have any new coaches who have not yet been processed and cleared by HR (if you are not sure, ask) please make an appointment to meet with A.D. immediately for paperwork & processing. All coaches must be processed before they coach!
2. **Coaches Pay:** Make sure you fill out the Coach's Pay Form and get to Lara in Activities.
3. **CPR/First Aid Clearance and Certification Classes:** Head Coach is responsible to enforce that the entire staff is cleared in the following (see the next page for links to each):
  - **NFHS Fundamentals of Coaching Certificate**
  - **NFHS Concussion in Sports Certificate**
  - **First Aid and /or CPR card- make sure that renewals are up to date**
  - **NFHS Heat Illness Prevention Certificate**
  - **NFHS Sudden Cardiac Arrest Certificate**
  - **Target Solutions (Pick this up at HR)**
4. **Schedules** – Use the template on our FV Athletics Website. If you make any changes to the schedule you have already submitted, you must notify Activities & A.D. immediately. **When sending us your revised schedule, highlight or underline the changed games.**
5. **Bus/Van Transportation Worksheet:** **Complete asap** and **return** to Lara so bus fees can be calculated. Use the templates that are online at [www.fvathletics.com](http://www.fvathletics.com)
6. **Bus Requests:** We are using the Bus Hive request system. A link to Bus Hive can be found on our [www.fvathletics.com](http://www.fvathletics.com) website under the 'Athletic Info' tab. **\*It is your responsibility to make sure you have busses scheduled! NOTE: ALL REQUESTS MUST BE SUBMITTED AT LEAST 10 WORKING DAYS PRIOR TO DEPARTURE.**
7. **Tournaments:** If you are hosting a tournament, the event must be sanctioned by CIF. Please give information to A.D. for processing.
8. **CIF Approval:** If you are traveling outside the southern section or to another state you must request CIF approval. Complete the enclosed form or complete on CIF website.
9. **Overnight Trips:** If you are going on any overnight trips, you must submit a Field Trip Request Form. The link to the form is in the 'Athletics Info' section of our [fvathletics.com](http://fvathletics.com) website. Follow the Field Trip Cheat Sheet or Field Trip Flow Chart for what you are required to do for your specific trip. Complete this early in the process! Allowing a minimum of 60-90 days for approval.
10. **Transfers:** If you know you have a transfer student, don't wait until your season starts. Send him/her to the A.D. right away so we can start CIF paperwork.

## 11. Athlete Clearance

**Physicals:** All athletes must have their physicals prior to summer practice or Fall try-outs!!

**Rosters:** Please provide a roster to Lara & A.D. on the form located on [www.fvathletics.com](http://www.fvathletics.com)

**Clearance Dates:** Check with Val **after** you have turned in your transportation requests.

**Clearance/Concussion Testing:** Online clearance and ImPact instructions can be found at [www.fvathletics.com](http://www.fvathletics.com) under the 'Athletics Info' tab.

### Required Coaching Certifications

- **NFHS Fundamentals of Coaching Certificate**
  - If you do not possess a current NFHS Cert, you must take and pass the Fundamentals of Coaching Class. <https://nfhslearn.com/courses/fundamentals-of-coaching> Print out the certificate of completion at the end of the course and bring that with you to the district.
- **NFHS Concussion in Sports Certificate**
  - If you do not possess a current NFHS Cert, you must take and pass the NFHS Concussion in Sports course. <https://nfhslearn.com/courses/concussion-in-sports-2> Print out the certificate of completion at the end of the course and bring that with you to the district.
- **Heat Illness Prevention**
  - If you do not possess a current NFHS Cert., you must take and pass the NFHS Heat Illness Prevention course: <https://nfhslearn.com/courses/heat-illness-prevention-2> Print out the certificate of completion at the end of the course and bring with you to the district.
- **Sudden Cardiac Arrest Test**
  - If you do not possess a current NFHS Cert, you must take and pass the NFHS Sudden Cardiac Arrest Course: <https://nfhslearn.com/courses/sudden-cardiac-arrest>. Print out the certificate of completion at the end of the course and bring with you to the district.
- **CPR/First Aid**
  - If you do not possess a current CPR/First Aid card, you must take and pass a hands on CPR/First Aid class. Online class is not acceptable.
- **Target Solutions**
  - Packet available at District Office

## **New Online Bus Request Process**

We continue in using an online system, **BusHive Field Trip Requests** for our bus scheduling.

- 1) Go to [www.fvathletics.com](http://www.fvathletics.com) and click on the “Athletics Info” tab on the navigation bar. Click on the Bus Hive Site link to get started.
- 3) Once your account is created, follow the instructions for entering in your bus requests on the next page.

## Pre-Season Coaches Checklist

\_\_\_\_\_ Schedule

\_\_\_\_\_ Team Roster to Lara and AD

\_\_\_\_\_ Bus/Van Transportation Fee Worksheet to Lara

\_\_\_\_\_ Online Bus Requests

\_\_\_\_\_ Coaches Pay Form to Lara

\_\_\_\_\_ Coaches First Aid/ CPR Certifications Current

\_\_\_\_\_ Overnight Field Trip Request and Itineraries turned in to AD

\_\_\_\_\_ All transfer student-athletes referred to AD

Date: \_\_\_\_\_

CIF Southern Section

10932 Pine Street

Los Alamitos, CA 90720

To whom it may concern:

Fountain Valley High School would like permission for our \_\_\_\_\_

(sport)

To travel to: \_\_\_\_\_.

Sport: \_\_\_\_\_

Tournament Name: \_\_\_\_\_

(address) \_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_

Level: \_\_\_\_\_

Thank you for your consideration,

Paul Lopez  
Principal  
Fountain Valley High School