

Coach - End of Season checklist

Please see the End of Season checklist below.

Once all items on the list are checked and completed by you, I will submit to the business office for you to receive your coaching stipend.

Thank you for your help this season.

1. Collect ALL uniforms and put them in the appropriate, labeled tote in the Athletic Office (Room 203 in Junior High upstairs). Inventory info is to be put on the End of Season report form
2. Be sure ALL referee vouchers from the season have been turned in
3. Be sure any injury forms have been completed and turned in to the High School Nurse
4. All supplies, field equipment, etc needs to be placed in appropriate storage location, make AD aware of any missing or damaged equipment or uniform pieces
6. Complete End of Season Summary form and submit to the AD
7. Be sure the following information is entered *accurately* into *Schedule Galaxy*:
 1. FINAL roster
 2. Game / Contest results

It is important that these items are accurate, as this will reflect recipients of the “Triple Threat, Tri Sport Athlete” award at the *Varsity Sports Banquet* at the end of the school year.