

Coaches Post-Season Checklist

- Prepare for playoffs and submit playoff entry form on Home Campus (if needed, see AD)
- Submit playoff participation timesheet (IK12 Form on Athletics Website)
- Prepare for all-league awards
- Attend post-season league meeting
- Let AD know who will receive PE/Elective credit
- Have an end of the season celebration
- Collect and inventory uniforms. Should be clean and stored appropriately
- Inventory and store all equipment
- Submit repair request via email (to AD) for anything not functioning correctly
- Provide delinquencies to ASB Financial Tech, Mary Nguyen
- Turn in keys (if not returning) to Cori Walker in the front office
- Turn in medical kit to athletic training office (if applicable)
- Begin to build your schedule for next year
- JV Coaches, have an end of the season meeting with the varsity coach
- Varsity Coaches, attend an end of the season meeting with the AD
 - Inform AD of your intentions for coaching next year
 - Review season and set goals for the future
 - Discuss team needs and wants for next season