

Coach End-of-the-Season Checklist

- Prepare for playoffs and submit all paperwork (if applicable, see A.D.)
 - Submit playoff participation timesheet (if applicable)
 - Prepare for all-league awards
 - Attend post season league meeting
 - Give grades to AD for student/athletes
 - Have an end of the season celebration. Get parents to help. Inform boosters.
 - Collect and inventory uniforms. Should be clean and stored appropriately
 - Inventory and store all equipment
 - Submit repair request via e-mail for anything not functioning correctly to A.D.
 - Provide delinquencies to financial officer, Lisa Balga
 - Turn in keys (if not returning) to principal's secretary, Wendy Armstrong
 - Turn-in medical kit (if applicable)
 - Begin to build schedule for next year
 - JV / FS coaches, have an end-of-the-season meeting with varsity coach
 - Varsity coaches, attend end-of-the-season meeting with AD
- End-of-the-Year Meeting
- Inform A.D. of your intentions for coaching next year
 - Review season and set goals for the future
 - Discuss team needs and wants for next season
 - Review data from athlete survey

Thank you