

## ***HEAD COACH POST-SEASON CHECK LIST***

Head coaches should complete the following tasks at the end of the season. Return this form to the athletic director at your post-season meeting.

	Make certain all school equipment/uniforms are returned.
	Turn in fines for students responsible for missing equipment.
	Clean and store all equipment.
	Complete inventories with copies to the building athletic director.
	Issue letters and awards.
	Make recommendations regarding program and facilities.
	Make recommendations regarding equipment needs and repairs.
	Submit recommendations for next year's budget.
	Update records with team and individual achievements.
	Submit self-evaluation to building athletic director.
	Assist athletic director with the evaluation of assistant coaching staff.
	Other:

\_\_\_\_\_  
Coach

\_\_\_\_\_  
Sport

\_\_\_\_\_  
Year

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