



College Park Athletics

End of Season Check Out List

Coaches-

Thank you for your hard work and dedication this season. The following items must be completed within two weeks of your last match/game. We will need to schedule a meeting to complete the list and have our post season exit evaluation.

- 1._____ Schedule end-of-season Check Our meeting with AD
- 2._____ Collect/inventory all equipment and provide the inventory list to AD
- 3._____ Collect/inventory all uniforms and provide the inventory list to AD
- 4._____ Organize/inventory your team cabinet or storage areas
- 5._____ Submit a uniforms/equipment needs list for next season
- 6._____ Provide a list of unreturned uniforms/equipment
- 7._____ Complete your post season evaluation and provide to the AD
- 8._____ Complete your JV/Asst Coach evaluations and provide to the AD
- 9._____ Organize awards ceremony (fill out and return the form to athletics secretary)
- 10._____ Confirm all invoices/reimbursements/fund have been turned into boosters
- 11._____ Turn in keys (all keys from all coaches in the program must be returned)
- 12._____ League Record
- 13._____ Overall Record
- 14._____ Finish/Place in League/team and individual accomplishment

Sport_____ Coach_____ AD_____