

**MARATHON OLYMPIANS ATHLETIC PROGRAM
 INTERSCHOLASTIC ATHLETICS-END OF SEASON
 CHECK OFF LIST FOR COACHES**

Name of Coach	Sport
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- Athletes that have successfully completed your season have been highlighted on a copy of the NYSPHSAA Athletic Eligibility Compliance Report form and this form has been turned into the Director of Athletics.
- The Interscholastic Athletics-End of the Season Report form has been completed and turned into the Director of Athletics. It is important that this form is completed so that information can be used to recognize athletes at the Annual Awards Night.
- All district owned equipment issued has been collected and stored properly ABOVE the Small Gym at the Elementary School.
- Medical Kit, AED Unit, and Coaches Handbook has been returned to the Director of Athletics.
- A list of all athletes who owe money for lost equipment has been turned in to the Director of Athletics to determine cost. Coaches should send a letter to inform parents or guardians of any charges that have been issued to the athlete. (Use the forms and sample form letter provided in the appendix).
- All keys have been turned in to the Director of Athletics, unless arrangements are made with the Director of Athletics.
- An assessment of inventory (Equipment and Uniforms) has been reported to the Director of Athletics.
- Reconditioning needs have been discussed with the Director of Athletics and all equipment has been checked for safety concerns. Any equipment deemed unsafe or its useful life has expired has been pulled from the inventory and turned in to the Director of Athletics.
- Requisitions for the next season are completed for all levels by the head coach. This procedure must be completed by the end of the season. Spring Coaches must complete by April 1st.
- Head coach has check with assistants at all levels to make sure that all accident reports have been turned in to the Nurse's Office.
- The assistant coach has completed all of his/her responsibilities to the satisfaction of the Head Coach.
- The head coach has completed all of the areas listed above and has contacted the Director of Athletics to arrange for a meeting to discuss end of season reports, coach's evaluation and any other pertinent information.

The above items have been completed and all my season responsibilities have been completed. Please submit my payroll at this time.

Signature of Coach

Date