



End of Season Checklist

SPORT/ACTIVITY: _____ SEASON: _____

HEAD COACH/SPONSOR: _____

Have the following been completed?

- TEAM AWARDS FORM & AWARDS PROGRAM turned in
- SPORT BANQUET-Notify Athletic Department-Date, Time, & Location
- VARSITY LETTER winners list turned in
- END OF SEASON RECORD FORM & SEASON SUMMARY FORM turned in
- INVENTORY FORM turned in
- UNIFORMS/EQUIPMENT prepared for laundry & repair
- LOST EQUIPMENT FORM turned in
- FIRST AID KIT cleaned & stored
- LOCKERS cleaned & vacated, padlocks returned
- POSTSEASON MEETING WITH COACHING STAFF
- RECOMMENDATIONS FOR COACHING STAFF NEXT YEAR
- SEASON EVALUATION REVIEW & GOALS & OBJECTIVES
- RATE & RECOMMEND OFFICIALS
- VERIFY ACTIVITY ACCT-Do not make any purchases without a PO# or admin. authorization

Signature of Head Coach

_____/_____/_____
Date

Signature of Athletic Director

_____/_____/_____
Date

Ankeny Centennial Athletic Department