

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

- 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.
- 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 inventory and location of storage have been reported to the Director of Athletics. (Use the forms provided in the appendix).
- Reconditioning needs have been discussed with the Director of Athletics.
- Requisitions for the next season are completed for all levels by the head coach. This procedure must be completed by February 15th for all coaches but it is encourage that coaches complete this process at the end of the season while their needs are still fresh in their minds.
- Head coach has check with assistants at all levels to make sure that all accident reports and claim forms 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.