

PLEASANT VALLEY SENIOR HIGH SCHOOL

Sport _____ Coach _____ Year _____

COACHES CHECK OUT FORM

ATHLETIC DIRECTOR VERIFICATION

_____ Conference with AD. Contact AD to set up appointment for Check Out

Items to Discuss/Return to AD

- _____ Turn in Emergency Cards
- _____ Injury Report Summary sheet collected
- _____ List of Team Award winners to A.D.
- _____ All Equipment checked-in – BOXED and LABELED
- _____ Bills for lost equipment to the Student Store & list to A.D.
- _____ Number inventory from current season
- _____ Sport Evaluation sheet complete
- _____ Season Record recap— To A.D.-print off of max preps
- _____ Overall wins _____ losses _____ ties _____
- _____ League wins _____ losses _____ ties _____
- _____ Medicine kit returned to Pat Carras
- _____ Equipment Stored _____ Uniforms _____
- _____ Awards night information _____
- _____ Keys returned OR checked out
- _____ Facilities issues
- _____ All areas complete
- _____ Discuss future coaching plans, and how season went
- _____ Paycheck released

NURSE'S OFFICE VERIFICATION-if necessary

- _____ Injury Report Summary verified
- _____ All Accident Reports complete

(Completed form kept on file in Athletic Director's office)