

**HARDIN NORTHERN ATHLETICS
END OF SEASON CHECKLIST**

All coaches within the Hardin Northern Local School District must complete all end of season responsibilities in order to consider their coaching assignment completed. Failure to complete any item may affect future assignments and completion of pay. In an attempt to keep the Athletic Department informed about the accomplishments and concerns of our programs, all coaches must submit annual post-season reports. These reports should be completed within the following guidelines:

Fall Sports - December 1st; Winter Sports - April 1st; Spring Sports - June 1st

The reports include the following:

- _____ 1. Athletic Award Form - List of players and the award they received
- _____ 2. Special Award Form - List of players receiving individual sport awards (Varsity Only)
- _____ 3. Game Results Report - Schedule of games played and scores for all levels
- _____ 4. Inventory Form - Everything your program has
- _____ 5. Post-Season Request Form - A list of items needed or wanted for next year
- _____ 6. Season Summary Form - An outline of important information from the season
- _____ 7. Assistant Coach Evaluation Form(s) (Varsity Only)
- _____ 8. Varsity Stats on file in the AD's Office (Varsity Only)
- _____ 9. Head Coach - Meet with AD for evaluation by Principal and AD

The Varsity Head Coach is responsible for collecting information for all levels of their program.

The following must also be completed before meeting with AD:

- 1. Collect and store all uniforms and equipment properly for the next season. Contact parents of athletes who have not returned their equipment.
- 2. Clean and organize training room, supplies, and equipment.
- 3. Make sure locker room is clean and all players have cleaned out their lockers.
- 4. Make sure coach's office is clean and materials are organized in order to share with another coach for the next season.

All responsibilities have been completed:

Athletic Director: _____

Date: _____

Head Coach: _____

Date: _____

Sport: _____

Year: _____

**HARDIN NORTHERN ATHLETICS
SPECIAL AWARDS FORM**

Each varsity coach may award up to six special awards to be given during the award night. The awards may be determined by the coach but listed below are possible awards as suggested by the athletic handbook. This form must be completed as soon as possible and returned to the athletic director so that awards may be ordered.

Possible Awards:

BASEBALL/SOFTBALL

1. Most Valuable Player (coaches vote)
2. Highest Batting Average
3. Outstanding Pitcher
4. Coaches Award
5. Polar Bear Award (team vote)

BASKETBALL (BOYS)

1. Most Valuable Player (coaches vote)
2. Offensive Player of the Year
3. Defensive Player of the Year
4. Most Assists
5. Most Improved Player
6. Polar Bear Award (team vote)

BASKETBALL (GIRLS)

1. Most Valuable Player (coaches vote)
2. Most Rebounds
3. Most Assists
4. Most Improved Player
5. Role Player
6. Polar Bear Award (team vote)

FOOTBALL

1. Most Valuable Player (coaches vote)
2. Most Valuable Offensive Back
3. Most Valuable Offensive Lineman
4. Most Valuable Defensive Back
5. Most Valuable Defensive Lineman
6. Polar Bear Award (team vote)

TRACK

1. Most Valuable Player (coaches vote)
2. Most Improved
3. Century Winner - Earned 100 points or more
4. Polar Bear Award (team vote)

VOLLEYBALL

1. Most Valuable Player (coaches vote)
2. Best Defensive Player
3. Best Offensive Player
4. Best Server
5. Most Improved Player
6. Polar Bear Award (team vote)

AWARDS GIVEN:

	Exact wording of award to be given:	Athlete given award:
1		
2		
3		
4		
5		
6		

Note:

- You do not have to give 6 awards
- Even if you do not know who will receive your awards this form must be turned in with the award titles so that they can be ordered

HARDIN NORTHERN ATHLETICS GAME RESULTS REPORT

Please complete the scores and opponents for each game of your season. Please note games played in tournament.

SPORT: _____ LEVEL: _____ YEAR: _____

COMPLETED BY: _____ DATE: _____

#	DATE	HN	SCORE	OPPONENT	SCORE	SITE
1		HN				
2		HN				
3		HN				
4		HN				
5		HN				
6		HN				
7		HN				
8		HN				
9		HN				
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25		HN				
26		HN				
27		HN				
28		HN				

OVERALL RECORD: WINS _____ LOSSES _____

BVC RECORD WINS _____ LOSSES _____

HARDIN NORTHERN ATHLETICS GAME RESULTS REPORT

Please complete the scores and opponents for each game of your season. Please note games played in tournament.

SPORT: _____ LEVEL: _____ YEAR: _____

COMPLETED BY: _____ DATE: _____

#	DATE	HN	SCORE	OPPONENT	SCORE	SITE
1		HN				
2		HN				
3		HN				
4		HN				
5		HN				
6		HN				
7		HN				
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26		HN				
27		HN				
28		HN				

OVERALL RECORD: WINS _____ LOSSES _____

BVC RECORD WINS _____ LOSSES _____

HARDIN NORTHERN ATHLETICS GAME RESULTS REPORT

Please complete the scores and opponents for each game of your season. Please note games played in tournament.

SPORT: _____ LEVEL: _____ YEAR: _____

COMPLETED BY: _____ DATE: _____

#	DATE	HN	SCORE	OPPONENT	SCORE	SITE
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27		HN				
28		HN				

OVERALL RECORD: WINS _____ LOSSES _____

BVC RECORD WINS _____ LOSSES _____

**HARDIN NORTHERN ATHLETICS
INVENTORY FORM**

Please take the time to accurately inventory and list all items your sport is responsible for. Please include any pertinent information in the comments section.

SPORT: _____

YEAR: _____

COMPLETED BY: _____

DATE: _____

	ITEM	QUANTITY	COMMENTS
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
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**HARDIN NORTHERN ATHLETICS
SEASON SUMMARY**

Please complete each of the following sections.

SPORT: _____ YEAR: _____ COMPLETED BY: _____

List any new team and/or individual records. Also, note any special honors won by any individuals:

Note any recommendations for next year:

List any outstanding equipment or money:

List any unacceptable or outstanding officials:

Other comments:

**HARDIN NORTHERN ATHLETICS
ASSISTANT COACH EVALUATION FORM**

SPORT: _____

HEAD COACH: _____

ASSISTANT COACH: _____

POSITION: _____

		GOOD	AVERAGE	NEEDS IMPROVED
1	Loyalty to head coach and system			
2	Care of equipment			
3	Knowledge of sport			
4	Teaching ability			
5	Ability to motivate			
6	Rapport between coach and players			
7	Intensity of interest in coaching this sport			
8	Supervision of players in locker room and other areas			
9	Rapport between coach and rest of coaching staff			
10	Accepts duties given by head coach			
11	General evaluation of this coach by the Head Coach			

COMMENTS:

RECOMMENDATIONS:

Signature of coach being evaluated only indicates that all phases of the appraisal have been conducted with the full knowledge of that coach.

Head Coach's Signature: _____

Date: _____

Assistant Coach's Signature: _____

Date: _____

Athletic Director's Signature: _____

Date: _____

**HARDIN NORTHERN ATHLETICS
ASSISTANT COACH EVALUATION FORM**

SPORT: _____

HEAD COACH: _____

ASSISTANT COACH: _____

POSITION: _____

		GOOD	AVERAGE	NEEDS IMPROVED
1	Loyalty to head coach and system			
2	Care of equipment			
3	Knowledge of sport			
4	Teaching ability			
5	Ability to motivate			
6	Rapport between coach and players			
7	Intensity of interest in coaching this sport			
8	Supervision of players in locker room and other areas			
9	Rapport between coach and rest of coaching staff			
10	Accepts duties given by head coach			
11	General evaluation of this coach by the Head Coach			

COMMENTS:

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Head Coach's Signature: _____

Date: _____

Assistant Coach's Signature: _____

Date: _____

Athletic Director's Signature: _____

Date: _____

**HARDIN NORTHERN ATHLETICS
ASSISTANT COACH EVALUATION FORM**

SPORT: _____

HEAD COACH: _____

ASSISTANT COACH: _____

POSITION: _____

		GOOD	AVERAGE	NEEDS IMPROVED
1	Loyalty to head coach and system			
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Date: _____

Assistant Coach's Signature: _____

Date: _____

Athletic Director's Signature: _____

Date: _____

**HARDIN NORTHERN ATHLETICS
ASSISTANT COACH EVALUATION FORM**

SPORT: _____

HEAD COACH: _____

ASSISTANT COACH: _____

POSITION: _____

		GOOD	AVERAGE	NEEDS IMPROVED
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Date: _____

Assistant Coach's Signature: _____

Date: _____

Athletic Director's Signature: _____

Date: _____

**HARDIN NORTHERN ATHLETICS
ASSISTANT COACH EVALUATION FORM**

SPORT: _____

HEAD COACH: _____

ASSISTANT COACH: _____

POSITION: _____

		GOOD	AVERAGE	NEEDS IMPROVED
1	Loyalty to head coach and system			
2	Care of equipment			
3	Knowledge of sport			
4	Teaching ability			
5	Ability to motivate			
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COMMENTS:

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Date: _____

Assistant Coach's Signature: _____

Date: _____

Athletic Director's Signature: _____

Date: _____

**HARDIN NORTHERN ATHLETICS
ASSISTANT COACH EVALUATION FORM**

SPORT: _____

HEAD COACH: _____

ASSISTANT COACH: _____

POSITION: _____

		GOOD	AVERAGE	NEEDS IMPROVED
1	Loyalty to head coach and system			
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Head Coach's Signature: _____

Date: _____

Assistant Coach's Signature: _____

Date: _____

Athletic Director's Signature: _____

Date: _____