

**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 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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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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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 |
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