

# Check Out List

Must be completed within two weeks of your last game/match.

- \_\_\_\_\_ Schedule end-of-season Check Out meeting with AD
- \_\_\_\_\_ Collect/inventory all equipment - provide inventory list to AD
- \_\_\_\_\_ Collect/inventory all uniforms-provide inventory list to AD
- \_\_\_\_\_ Organize/inventory team cabinet(s)
- \_\_\_\_\_ Submit request for uniform/equipment needs for next year
- \_\_\_\_\_ Turn in fine cards for unreturned uniforms/equipment
- \_\_\_\_\_ Provide AD with completed evaluations for Asst./JV Coaches
- \_\_\_\_\_ Organize awards ceremony
- \_\_\_\_\_ Confirm all invoices/reimbursements have been turned in
- \_\_\_\_\_ Turn in keys
- \_\_\_\_\_ League Record
- \_\_\_\_\_ Over-all Record
- \_\_\_\_\_ Finish/Place in League
- \_\_\_\_\_ Nominate Seniors for Awards
- \_\_\_\_\_ Nominate Seniors for Hall of Fame
- \_\_\_\_\_ Attendance Records
- \_\_\_\_\_ Update Address/Phone #s

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Coach Name - Sport