

COACHES POST SEASON CHECKLIST

The following is a list of responsibilities that each coach or coaching staff is expected to complete.

- Turn in Emergency Information Sheets (they are passed on to the next sport/activity)
- Turn in final roster with awards. Include all of your student/athletes who will receive something like: a bar, letter, numbers, all-conference/region/state, etc. The awards will be plaques unless otherwise requested. Each sport should budget \$200 for awards.
- Turn in completed inventory. List all items that you use and are in storage. Furthermore, it is the coach/advisors responsibility to collect equipment, uniforms, etc.
- Turn in your End of Season report. The copy will be given to the Yearbook staff. This should include season record for all levels (varsity, jv, c-team).
- Attend all-conference meeting (high school only)
- Attend Awards Banquet in March (high school only)
- Complete WIAA online participation report (beginning number/ending numbers) and officials ranking form for the conference and WIAA.

If a coach/advisor doesn't complete the entire post season checklist, you may not get paid until done.