

**Half Hollow Hills Central School District
Athletic Department
525 Half Hollow Road
Dix Hills, New York 11746
631-592-3065**

MEMO TO: All Coaches

FROM: Debra A. Ferry, Director of Athletics

SUBJECT: Coaching Guidelines

*******INSTRUCTIONS*******

It is important that you access everything online

1. All district coaching information and forms are found on the HHH website: Staff...downloadable forms...password – wigginscoaches handbook.
 - a. End of season instructions
 - b. End of season forms (pay authorization, indebted, reports etc.)
 - c. Roster forms
 - d. Awards forms
2. **All Forms must be submitted online** (except inventory & pay authorization).
3. Please access you Section XI page using your password. Section requests that you check the page regularly for updated information pertaining to your sport specifically. The following information can be obtained on that page.
 - a. Schedules
 - b. Bus Times
 - c. Ratings