Half Hollow Hills Central School District Athletic Department

*END OF SEASON PROCEDURES*

**Collection of Uniforms:** All uniforms should be collected at the completion of the last contest, whether that contest is home or away. Make certain that all athletes return to school from an away contest with the team on the bus, and inform them, in advance, that they are not permitted to leave the building until they have returned clothing and equipment. Practice attire should be collected at the completion of the last practice. This includes sweatshirts, sweatpants, scrimmage shirts, warm-ups, etc.

**Make certain that the dates of return are recorded by item, on the back of the equipment issue card.**

**Annual Coaches Report:** Please make certain that County Award winners are noted, in addition to the Coaches Award and TEAM MVP Award. In individual sports, please make certain to list the specific award for each individual and the event (examples: All-League in the 400 Meters, All-County in Tennis in Doubles, etc.). **Be sure to list the sportsmanship awards, academic awards, and personal achievements.** If all information is not yet known, please be certain to send an update as soon as the information becomes available.

**Win-Loss Record:** Be sure to list the schedule chronologically, and include all scores and opponents.

**Roster of Award Winners:** In most cases, this will already have been turned in, as it is requested in advance. Be sure to check the awards roster from the prior year to make certain the award given is correct. All Modified, JV and Freshmen coaches are to review their individual team roster and check off the award column if the athlete completes the season, and make a note in the award column as to the reason that an individual will not be receiving an award. **Only Varsity coaches are required to submit a separate roster of awards form.**

**NOTE: Athletes who are indebted should not be given an award at the awards program.**

**Inventory Forms:** Make an appointment with the appropriate Assistant Principal at the end of the season and count every item. A pre-season count should have been done at the beginning of the season. Post-Season counts must be filled in. All coaches must check with the Building Coordinator as to the status of all items on order. Indicate those items that are on back order (B/O) and place a check next to all items that have been delivered. All items delivered during the season should have been given to the coach and recorded in the inventory. **Any items that need to be thrown away should be given to the Building Coordinator, who will make a note on the inventory form and delete those counts from the inventory. The Building Coordinator must sign the inventory form.** Make certain to complete the “request” column. The wish list must include sizes, numbers, and colors, where appropriate. If an item is to be supplemented (matched), being a sample with you to the end of season meeting.

**Indebted List:** Complete the list of names and attach the equipment issue cards to the back of it. Be sure to clearly identify all items not returned, and include the inventory number of the jersey, short, etc.

**Note: Once the list has been turned in with the cards, the only place that the debt can be cleared is in the Athletic Office at C.O. Do not take items back, or payment from athletes and parents after the end of the season paperwork has been submitted. Any athlete in debt will not be permitted to participate in any other sport season until the debt is satisfied.**

**Reconditioning:** Sort out all inventories and identify what needs to be sent out to the reconditioner. Let the Building Coordinator know what the counts are, and exactly what needs to be done.

**Storage Areas:** It is not the job of the custodial staff to clean up the team storage areas. All items kept in storage must be clean. Make certain that all inventories are secured, labeled by sport and boxed. The shelves and floors should be clean and the condition of the closet appropriate for another team who will use it.

*END OF SEASON CHECKOUT:*

* Call the building coordinator in advance to make an appointment to check out. As soon as this is done, and keys have been returned, send or drop off all papers (pay authorization, inventory, and end of season report) to my office. Once your end of season paperwork has been received, call my office to set up an end of season appointment.
* All coaches in the program will be paid together. Make certain that everyone pitches in to take care of the inventory and maintenance of storage areas.
* When we meet for the end of season meeting, bring with you a sample of any cloth item in the inventory that we need to supplement for next year. Also bring with you a catalog listing (name, brand, model, number and specifications) for any item that you want to order that is not currently in your inventory (new Specs). Include the sizes, numbers and specifications so I don’t have to call later on for clarification.
* All coaches will receive a letter to be sent home to parents/guardians notifying them of the Sports Awards Presentation. Coaches of the combined teams are to call the Athletic Office to discuss which night the team will attend. We have to balance out the number of athletes/parents/guardians attending at each site.