

**CALVIN CHRISTIAN HIGH SCHOOL
COACH'S CHECKLIST**

COACH _____ SPORT _____ DATE _____

- _____ 1. The coach has reviewed with the Athletic Director and signed the Annual Coach's Review.
- _____ 2. A completed inventory sheet of student equipment, uniforms and other equipment has been returned to the Athletic Director.
- _____ 3. All equipment and uniforms have been appropriately and adequately stored.
- _____ 4. First-Aid Kit turned in to the Athletic Director (if applicable)
- _____ 5. Officials rating sheets (if applicable) turned in to Athletic Director.
- _____ 6. Sportsmanship ballot (for varsity coaches) turned in to Athletic Director.
- _____ 7. A summary of team records has been returned to the Athletic Director.
- _____ 8. Athletic Director Evaluation Form turned in to Principal.
- _____ 9. Keys turned in or accounted for with Athletic Director.

_____ Turned in on _____
(date)

_____ Other _____
(specify)

Coach's signature _____

AD's signature _____

This completed sheet is to be given to the Athletic Director **WITHIN TWO WEEKS** of the close of the season for the sport involved. **TAKE NOTE:** You will not be paid unless everything on this sheet is taken care of.