**Braxton County Athletics**

**Athletic Director**

 **Dan Wilson**

**Braxton County Schools Athletics End of Season Checkout**

**School: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Sport:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Year:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Season:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Coach:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Directions For End of the Year Checkout**: At the conclusion of each induvial sporting event date provided by the WVSSAC. Each coach will be required to complete a post season checkout with the Athletic Director. The following is a list required documentation to complete checkout.

**Yearly Annual Report** must be typed or printed and shall include:

1. All honors and awards both team and individual.
2. Schedule with win/loss record
3. Statistics
4. List of all letter winners in alpha order by grade
5. Any other information that is important.

**BCHS Coaching POST SEASON CHECKOUT: (Each Coach Must complete and have AD initial)**

\_\_\_\_\_\_\_ (AD Initials) Annual Report (must be typed and emailed to AD)

\_\_\_\_\_\_\_ (AD Initials) Equipment Inventory

\_\_\_\_\_\_\_ (AD Initials) Equipment boxed and properly stored in storage facility

\_\_\_\_\_\_\_ (AD Initials) Equipment wish list added to inventory (for next year) ·

\_\_\_\_\_\_\_ (AD Initials) All expenses/ financial paperwork submitted

\_\_\_\_\_\_\_ (AD Initials) Senior Athlete of Year Nomination

\_\_\_\_\_\_\_ (AD Initials) Return Coaches manual

\_\_\_\_\_\_\_ (AD Initials) Return Emergency forms

\_\_\_\_\_\_\_ (AD Initials) Incentive pay for advancing in tournament play submitted to school finance secretary

\_\_\_\_\_\_\_ (AD Initials) Schedule meeting for evaluation (no later than 2 weeks after end of season)

\_\_\_\_\_\_\_ (AD Initials) Typed or printed list of letter winners by grade in alpha order

\_\_\_\_\_\_\_ (AD Initials) Signed and completed yearly coach evaluation

**Coaching Intent for Coaching the Following Season**:

\_\_\_\_ Plan to coach next season[ ]

\_\_\_\_ Undecided plans to coach the following season [ ]

\_\_\_\_ Do not plan to coach next season [ ]  Submitted Resignation letter to Athletic Director [ ]

Signature of Coach: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_

Signature of AD: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

(Note: AD will keep the End of the year checkout and all information on file)