**Sport:**

**School Year:**

**Coach:**

**At the completion of your season, please see to it that all items on this checklist have been completed no later than ONE WEEK after the last game or tournament.**

**1. Arrange for a mandatory meeting with your team either the day of the last game or within a day or two of the last game to be sure all equipment is collected or all responsibilities of all team members have been met. It is strongly suggested you collect the equipment immediately upon returning to the locker room after the last game.**

**2. Inventory all equipment and follow-up on any equipment which has not been returned. Contact student, call home, etc.**

**3. After you have made personal contact with those who are missing equipment, list the missing items on the End of Season Indebted Sheet –see attached. Return all the Coach’s Authorization Cards in Alphabetical order. If you teach in the school, late equipment should be returned to you, NOT to the Athletic Office. If you are out of the district, they may return equipment to the Athletic Office, but it is still your responsibility to follow-up.**

**4. You are responsible for turning in the following items NO LATER THAN ONE WEEK after the completion of the season:**

**A. Final Roster**

**B. Team Record Sheets (with all the information completed, including**

**(All Division, All Conference, etc.)**

**C. List of needs for next year**

**D. Keys**

**E. Coach’s Authorization Cards**

**F. Indebted Form**

**G. Equipment (Balls, Ball Bags, First Aid Kit, Ice Chest, Scrimmage Vests, Air Horns, etc.)**

**Please arrange to meet with Mr. Bongino for a general post season discussion.**

**It is very important that you meet these responsibilities as soon as possible after the completion of your season.**

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| **Cold Spring Harbor Athletic Department** | | | | |  |
| **“A Commitment to Excellence”** | | | | |  |
| **FINAL ROSTER** | | | |  |  |
| **Team:** |  | **Level:** | **Head Coach:** |  |  |
|  |  |  | **Asst. Coach:** |  |  |
|  |  |  | **Asst. Coach:** |  |  |
|  |  |  |  |  |  |
| **Last Name** | **First Name** | **Grade** | **Position/Captain** | **Number** | **Primary email** |
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| Athletic Director: | Michael Bongino |  |
| Athletic Trainer: | Diego Garcia |  |  |  |  |

**INDEBTED LIST**

|  |  |
| --- | --- |
| **SEASON:** | **YEAR:** |
| **SPORT:** | **LEVEL:** | **COACH:** |

**THE FOLLOWING ATHLETES DID NOT RETURN SCHOOL EQUIPMENT AND OR CLOTHING AT THE END OF THE SEASON**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **#** | **NAME** | **GRADE** | **DESCRIPTION/INVENTORY** | **PARENTAL CONTACT: Y/N & DATE** |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |
| 5 |  |  |  |  |
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| 9 |  |  |  |  |
| 10 |  |  |  |  |

|  |  |
| --- | --- |
| **Summary of Season:**  **Team Highlights:**   * **Place of Finish:** * **Overall Record:** * **Individual Accomplishments (records etc…)** |  |

Synopsis of Season:

Highlights:

Top Potential High School Athletes:

Lack of Commitment: