Coaches End of Season Procedures:

1. Collect all uniforms at the end of the season, or on the last game (Return to AD washed and clean within 2 weeks of end of season).
2. Turn in all equipment signed out (First Aid Kit, Water Jugs, Water Bottles, Team Equipment).
3. Complete and email to AD, an Inventory of all Kahuku High School equipment and Uniforms (form on the school web site www.kahukuhs.org, Athletic Section, Coaches Forms).
4. Schedule your evaluation within 2 weeks of end of your season with the AD.
5. Complete Student Statement Forms for lost/destroyed equipment and/or uniforms not returned within 2 weeks of end of season (Obligation Forms at front office).
7. Complete Assistant Coach Evaluation forms (on the school web site www.kahukuhs.org, Athletic Section, Coaches Forms).
8. Complete Request for equipment for next season (on the school web site www.kahukuhs.org, Athletic Section, Coaches Forms).
9. Turn in all forms to AD (Risk Form Copies, Self Evaluation, Student Statements at Evaluation with AD)
10. Attend your sport end of season evaluation meeting.
11. Complete your Evaluation with AD.
12. If any changes occur in the off-season notify the AD.
13. Start planning and preparing for off-season work outs, and creating a calendar.

Coaches may submit information to AD for the school web site, and parent bulletin. This way we can communicate schedules and information during summer or off-season to parents. Especially Fall sports that meet early in May for sign ups.

Revised 11/22/13

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