

Pay Release Form

- 1. Check in equipment:
 - Have equipment washed, etc...
 - Store equipment in the proper storage area.
 - 2. Missing, lost, or stolen equipment **must be paid for by the athlete** to whom it was issued. **No athlete should receive an award before you have collected money for misused or lost equipment.**
 - This includes locks issued by your staff!
 - 3. Take an inventory of equipment, etc...
 - 4. Turn in written season summary* including:
 - Record (league/overall),
 - Competition by competition scores,
 - Award winners (name(s), class, type of award),
 - Final conference standing (if applicable),
 - Other important information about your season.
 - 5. Turn in a list of letter winners so the athletes can be issued an award.
 - 6. Return keys used during the season. Head coaches, please collect keys from assistants
 - 7. Submit a budget for the next season.
 - 8. Make recommendations **in writing** regarding:
 - Future schedules, duties, and/or facilities,
 - Coaching staff,
 - Other???
 - 9. **Complete evaluation of assistants and keep on file.**
 - 10. Complete and turn in this form releasing your pay. Assistants (high school and middle school), get the form from your head coach.
- * **Submit a copy of the season summary to the Yearbook Staff .**

Notice: You will not receive your final coaching pay until this entire form has been completed and turned in!!!

Release of Final Coaching Pay

Please release _____'s final paycheck for coaching
(Coach's name)

_____. I am satisfied that all of the "end of the season" responsibilities as
(Sport)

listed in this handout have been fulfilled as of _____.
(Date)

Signed _____
(Head Coach) (Date)

Approved _____
(Athletic Director) (Date)