

## Memorandum

# TROY

## SCHOOL DISTRICT

### ATHLETICS

4420 Livernois  
Troy, MI 48098  
248/823-5093

**TO:** Varsity Coaches, Middle School Principals and Building Athletic Directors

**FROM:** Mike Jolly, Director of Athletics

**RE:** End of Season Reports

**DATE:** August 12, 2004

Included are copies of the following forms:

1. Inventory form
2. Request for supplies/equipment\*
3. End of season statistics (for **EACH** level in your program)/(M.S. awards)
4. Athletic participation report (for **EACH** level in your program)/(M.S. Roster)  
**High School Coaches complete 5,6,7**
5. Roster of letter winners (for **EACH** level in your program)
6. All State Recognition Information form
7. Coaches receiving and advanced check prior to attending the State Finals  
need to turn their receipts into the District Athletic Department before  
their head coach meeting.

**Evaluation forms (for assistant coaches), will be sent to Middle School Principals and both High School Athletics Directors for distribution.**

#### TIMELINES:

The target date for completion of these reports is within two weeks after the season ends. Please attach completed forms in this folder and submit it to your building athletic director.

#### INVENTORY:

The varsity head coach is responsible for the total inventory of all teams in his/her sport. Please be sure to list numbers of uniforms, supply, and equipment items in your current inventory for your sport. When filling out the request for supplies/equipment form, be as specific as possible and **include make, model, style, color, sizes, lettering, numbers, logos, and price if possible.**

Building directors are responsible for the total athletic inventory in each school and requests for uniforms, supplies and equipment should be reviewed with them. The building athletic director should sign each completed inventory and request for supplies/equipment form before submitting them to the athletic office.

#### **BUDGET PLANNING:**

Since athletic budgets are submitted a year in advance, all budget planning data should be submitted by December for the following year. When special equipment needs or major expense are anticipated and put in writing 2-3 years in advance, the chances of obtaining the item(s) within the desired timelines are greatly enhanced. This is most helpful in long range planning.

**\*Exception: This form must be submitted according to new timelines.**

#### **EVALUATION:**

Please follow the timelines defined in the staff handbook. Head coaches are responsible to evaluate assistant coaches. The building director provides input and may attend the conference. **Upon completion of the evaluation conference with each assistant, both coaches should sign the form.** The coach being evaluated retains one copy. The other copy is to be included in this folder, which is submitted to the building athletic director. Middle school athletic directors assist the building principal in evaluation of the middle school coaches.

When all evaluations and reports are submitted to the building athletic director, arrangements will be made for evaluation conferences with all head coaches.

#### **REPORTS:**

**The athletic department is responsible to maintain accurate comprehensive historical records of our athletic program. HEAD COACHES are responsible to see that letter winner rosters, end of season statistics and athletic participation reports are submitted for each team in their sport. Please submit these reports within established timelines.**