



# Lincolnview Athletic Department

15945 Middle Point Road, Van Wert, OH 45891

Phone: 419-968-2343 Fax: 419-968-2305

Website: [www.lincolnview.k12.oh.us](http://www.lincolnview.k12.oh.us)

Greg Leeth, Athletic Director

Eric Fishpaw, Assistant Athletic Director

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## Lincolnview Athletics End of Season Checklist

- \_\_\_\_\_ Complete season record form (attached).
- \_\_\_\_\_ Complete season awards for individuals (attached).
- \_\_\_\_\_ Turn in score books or store in cage in mezzanine. Provide athletic department with individual and team season stats.
- \_\_\_\_\_ Return med kits to training room.
- \_\_\_\_\_ Volunteer and lay coaches must return keys and fob to athletic department. Staff employees can keep keys and fob.
- \_\_\_\_\_ Collect and store uniforms and equipment. Remember to collect equipment that is in the Community Center. Do not have athletes turn in uniforms to the office and make certain to get them all collected.
- \_\_\_\_\_ Varsity coaches can give three special awards (plaques) at an end of the year awards program. If you would like to give additional awards, please let me know. Varsity coaches, please schedule your awards programs through me, even if you plan to have it off school property. Remember, I will need at least a week to get awards, so make sure to allow enough time between submitting your awards and the scheduled date of the awards program.
- \_\_\_\_\_ JH teams are not provided awards. My recommendation is for coaches to have an end of season pizza party or meeting to enjoy time with your team and to collect uniforms. Please make sure all JH uniforms are collected.
- \_\_\_\_\_ Complete the payment for supplemental service form (attached).

**“We Believe Everyone Can Be An Achiever Through Education.”**