FALL SPORTS SEASON WRAP-UP CHECKLIST

Coaches: Use this checklist at the end of football, soccer, volleyball, cross-country, tennis, swimming and diving, and other fall sports. A consistent closeout routine helps protect equipment, maintain facilities, control costs, and prepare for next season.

1. Uniforms & Apparel

check

___ Collect and account for all uniforms, practice gear, warm-ups, jerseys, and issued apparel.

___ Inventory items by size and number; document missing, damaged, or unreturned items.

___ Follow care-label instructions to wash uniforms and remove dirt, sweat, and odors.

___ Check for stains, tears, loose stitching, broken zippers, and damaged numbers.

___ Repair reusable items and flag those that need replacement.

___ Dry all apparel completely before storing; avoid packing damp items in bags or bins.

___ Organize by sport, team, size, and season for easy distribution next year.

Missing or damaged uniform numbers/notes:

_____

_____

_____

_____

☐ Completed Initials_____ Date_____

2. Equipment & Gear

check

___ Collect, count, and inspect all team-issued and shared equipment.

___ Clean equipment according to manufacturer instructions; disinfect appropriate high-contact surfaces.

___ Inspect helmets, pads, protective gear, balls, nets, goals, bats, rackets, and other sport-specific equipment.

___ Tag damaged, unsafe, or questionable equipment and remove it from service until properly evaluated.

___ Check expiration dates, service-life guidance, and inspection requirements for protective equipment.

___ Inventory carts, ball racks, storage racks, benches, water coolers, and practice aids.

___ Identify equipment to repair, monitor, or replace before next season:

	REPAIR	MONITOR	REPLACE
_____	☐	☐	☐
_____	☐	☐	☐
_____	☐	☐	☐
_____	☐	☐	☐

☐ Completed Initials_____ Date_____

3. Cleaning & Off-Season Storage

check

___ Empty equipment bags, lockers, bins, and team storage areas; remove trash and personal belongings.

___ Clean and dry reusable gear before putting it away.

___ Store equipment in designated locations using labeled shelves, bins, racks, or carts.

___ Keep heavy items low and secure; avoid overloading shelves or blocking walkways and exits.

___ Store moisture-sensitive equipment in a dry, ventilated area away from leaks and excessive humidity.

check

___ Protect equipment from extreme temperatures, pests, direct sunlight, and other damaging conditions.

___ Secure valuable equipment and restrict access to authorized personnel.

___ Update storage labels and inventory records so next season's setup is easier.

Notes: _____

☐ Completed Initials_____ Date_____

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4. Fields, Courts & Facilities

check

___ Remove cones, flags, goals, nets, portable equipment, signage, and other temporary items.

___ Inspect playing surfaces for damage, drainage problems, divots, bare spots, or safety hazards.

___ **Football:** inspect goalposts, field markings, sideline equipment, and protective padding.

___ **Soccer:** inspect goals, anchors, nets, and field conditions.

___ **Volleyball:** inspect posts, net systems, padding, antennas, and court equipment.

___ **Cross-country and tennis:** inspect course markers, court surfaces, nets, and related equipment.

___ Schedule field restoration, winterization, or indoor facility maintenance as needed.

___ Report facility repairs, maintenance needs, and safety concerns to the appropriate staff.

☐ Completed Initials_____ Date_____

5. Rosters & Player Development

check

___ Finalize rosters, participation records, statistics, awards and season results.

___ Evaluate returning athletes and identify potential leaders and captains for next year.

___ Review participation trends, retention, and opportunities to recruit new athletes.

___ Identify athletes who may need additional instruction, conditioning, or skill development.

___ Schedule offseason workouts/goals, open gyms, camps, clinics, and permitted team activities.

___ Communicate offseason expectations and opportunities to athletes and families.

___ Keep evaluations objective, development-focused, and consistent with school and district policies. Protect student privacy and follow applicable rules for offseason activities.

☐ Completed Initials_____ Date_____

6. Budget, Administration & Lessons Learned

check

___ Reconcile equipment inventory and record missing, damaged, or retired items.

___ Prepare a prioritized replacement and purchasing list with estimated costs.

___ Submit receipts, invoices, reimbursements, and outstanding purchase documentation.

___ Review what worked well and what should change next season – facilities, scheduling and operations.

check

___ Record vendor, repair, warranty, and maintenance information for future reference.

___ Confirm that required incident reports and season-end administrative tasks are complete.

___ Share key needs and recommendations with the athletic director.

Notes: _____

☐ Completed Initials_____ Date_____

7. Final Sign-Off

Outstanding items / follow-up actions: _____

_____

_____

_____

Coach signature: _____ Date: _____

Athletic director review: _____ Date: _____

Always follow district procedures, manufacturer care instructions, applicable sport governing-body rules, and required safety inspections. This checklist supplements—not replaces—formal equipment inspections and facility maintenance procedures.

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