

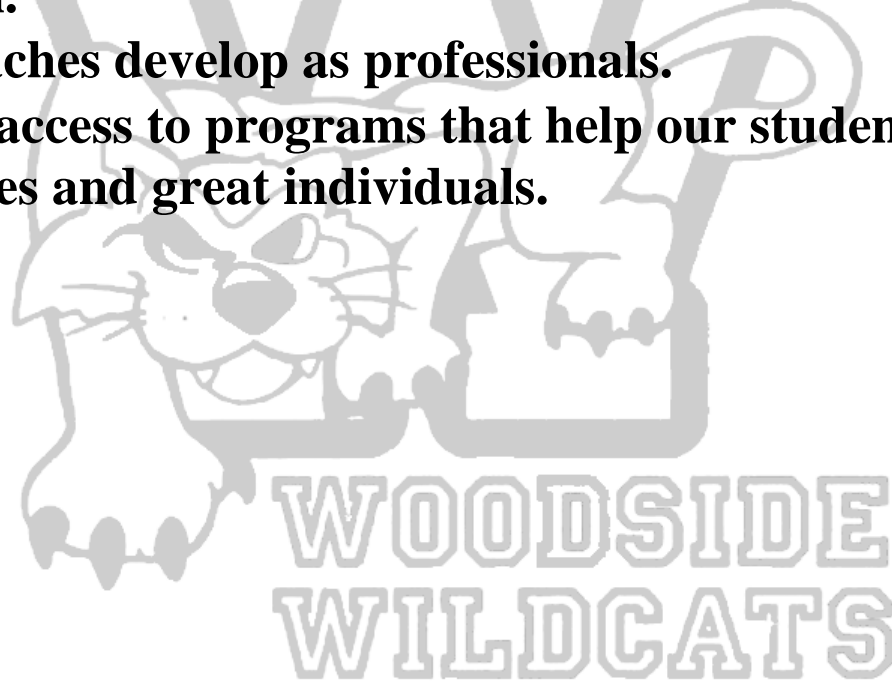
# **Coaches Handbook**

## **2016-2017**

**Woodside High School**  
199 Churchill Avenue  
Woodside, CA 94062-1152

## **This handbook will:**

- **Outline Woodside's athletic program's expectations.**
- **Provide valuable resources.**
- **Help you become effective and efficient managers of your program.**
- **Help coaches develop as professionals.**
- **Provide access to programs that help our students develop as athletes and great individuals.**



# Wildcat Important Contacts

Name
Charles Velscl
Alvaro Calder
Jocelyn Tejeda
Heidi Flaig
Susan Garcia

rg
rg

Name
Denise Hines
Terry Stogner
Leslie With
Joaquin Vega

.k12.ca.us



## Key Dates/Events for Athletics – 2016/17

---

August 2nd - Coaches Meeting/PCA Training: MUR Conf. Room 5pm-7:30pm

August 5/8<sup>th</sup> – **Fall Sports** begin practice, athletic packets are due.

August 11<sup>th</sup> – **Athletic Kick-Off Event**, all coaches & sports (QUAD and MUR): **5-7pm**

August 17<sup>th</sup> – First Day of School

August 19<sup>th</sup> – Final day to complete Fall Sports registration

August 25<sup>th</sup> – **Fall Sportsmanship Meeting**, PAC, 6pm (PCA-Triple Impact Competitor)

August 26<sup>th</sup> – Final rosters for fall submitted to AD and onto the PAL

September 5<sup>th</sup> – Labor Day, check times for practice access.

September 16<sup>th</sup> – Progress Report Period ends – check grades Sept 21-22.

October 3rd – ‘Sit Out Period’ for fall sports ends.

October 21st – **First Quarter ends**: check eligibility/modify/verify rosters.

October 27<sup>th</sup> – New eligibility period begins.

October 28<sup>th</sup> – Final day to complete Winter Sports registration

October 30<sup>th</sup> – Football, volleyball, water polo rosters due on MaxPreps for CCS playoffs

October 31st – **Winter Sports** begin practice

November 5<sup>th</sup> – Girls Tennis & Volleyball CCS Seeding Meetings, season summary sheets due.

PAL Cross Country Championships

November 6<sup>th</sup> – Water Polo (B & G) CCS Seeding Meetings, season summary sheets due.

November 8<sup>th</sup> – Cross Country league results & official entry forms due from league reps.

November 11<sup>th</sup> – Veteran’s Day – no school – check times for practice access.

November 13<sup>th</sup> – Football CCS Seeding Meetings, season summary sheets due.

November 17<sup>th</sup> – **Winter Sportsmanship Meeting**, PAC, 1:15pm (AD)

November 17<sup>th</sup> – **NCAA College Night**, MUR, 7pm (PCA)

November 18<sup>th</sup> – End of 2<sup>nd</sup> Quarter Progress Report - check grades Nov 22.

November 21st – Scrimmages permitted for winter sports.

November 23-25 – Thanksgiving Break – check times for practice access.

December 6<sup>th</sup> – **Fall Sports awards – 7 pm, PAC**

December 9<sup>th</sup> - Rosters for winter submitted to AD and onto the PAL.

December 12<sup>th</sup>-21st – Study Week/Final Exams – check eligibility/modify/verify rosters.

December 22nd – January 11th: No school, check times for practice/game access.

January 2nd - ‘Sit Out Period’ for winter sports ends.

January 4<sup>th</sup> - New eligibility period begins.

January 16<sup>th</sup> – MLK Holiday – check times for practice access.

January 27<sup>th</sup> – Final day to complete Spring sports registration.

January 30<sup>th</sup> – **Spring sports** begin practice.

Basketball and soccer rosters due on MaxPreps for CCS playoffs

February 13<sup>th</sup> - Wrestling Seeding Meeting/ Scrimmages permitted for Spring sports.

February 17<sup>th</sup> - End of 3<sup>rd</sup> Quarter Progress Report - check grades Feb. 22.

February 20/21 – President’s Holiday – check times for practice access

February 19<sup>th</sup> – Boy’s and Girl’s Soccer Seeding Meeting/Season Summary Sheets due.

February 20<sup>th</sup> – Boy’s and Girl’s Basketball Seeding Meeting/Season Summary Sheets due.

February 24<sup>th</sup> – Rosters for Spring submitted to AD and onto the PAL.

March 8<sup>th</sup> – **Winter Sports Banquet - 7 pm, MUR.**

March 24<sup>th</sup> – End of Third Quarter - check eligibility/modify/verify rosters.

March 30<sup>th</sup> - New eligibility period begins.

April 3<sup>rd</sup> - ‘Sit Out Period’ for spring sports ends.

April 10-14<sup>th</sup> - ‘Spring Break’ Holiday – check times for practice access.

April 29<sup>th</sup> - Golf Seeding Meeting/League Official Entries/Season Summary Sheets due.

April 30<sup>th</sup> – Baseball and softball rosters due on MaxPreps for CCS playoffs

May 1<sup>st</sup> – Boy’s Tennis Seeding Meeting/Season Summary Sheets /Team Entry/Roster Forms.

May 7<sup>th</sup> – Swimming Master Entry Forms due.

May 9<sup>th</sup> – Badminton Seeding Meeting/Official Entry Forms due.

May 14<sup>th</sup> – Baseball & Softball Seeding Meeting/Season Summary Sheets due.

May 16<sup>th</sup> - Track and Field CCS Entries due.

May 17<sup>th</sup> – **Spring Sports Banquet - 7 pm, PAC.**

May 23<sup>rd</sup> – **Coaches Recognition, TBA**

# Wildcat Coaching Expectations

## Woodside Goals

### *Mission Statement*

Athletics has been a staple at Woodside High School for over fifty years, and it is our mission to provide our student athletes with the values that they need to possess to achieve excellence in the classroom.

At Woodside High School, we want to provide our young athletes with the values that they need to possess to achieve excellence in the classroom.

“The quality of their education should be the same as the quality of their athletic experience.”

### *Our Goals*

- \*Develop student athletes into well-rounded individuals.
- \*Promote a love of sports and physical activity.
- \*Pursue excellence in all endeavors.
- \*Provide a safe and fun environment for all athletes.
- \*Communicate with parents and the community.
- \*Uphold the highest standards of sportsmanship.
- \*Foster a sense of pride and loyalty to the school.

The administration and coaches will work together to ensure that the athletes receive the best possible experience.

Woodside High School



including successful

regardless

so that

-Promote Orange Fridays.

## Community

- Invite the alumni to come to games and recognize groups.
- Sports Camps (coaches can make income and players can be paid).
- Strong Communication with the local media.

**Fundraising**

All Fundraise events must be pre-approved by Leslie With, Activities Director, before they begin.

**Coaching Code**

- Clear Expectations.
- Perpetual Professionalism.
- Implementation of appropriate methods of instruction.

Progra

Practic

*Immed*

- \*Create
- \*Create
- \*Every
- \*Every
- \*Wood
- \*Highli



# Woodside High School Athletics

## List of Expectations

### *Pre Season*

- \*Check
- \*Check
- \*Clear

- \*Clear
- \*Comp
- \*Arran;

- \*Updat
- \*Attenc
- 
- \*Updat



### *Sea*

- \*Check
- \*Parent
- \*EXEM
- \*Dress
- \*Team
- \*IMPO
- \*Updat
- \*Check rosters and clearance - only players who are cleared can practice
- \*Fill out an accident reports (school health clerk)
- \*Contact AD/AVP immediately with any major violations (ejections, fights, etc.)
- \*ALWAYS secure locker room before and after team suits up
- \*ALWAYS make sure that athletes have a ride home
- \*SUPPORT OTHER TEAMS especially your JV program
- \*Recognize teacher support
- \*CONSIDER SAFE TUTORIALS for struggling students (see AVP Calderon)
- \*Any game changes must be approved through the AD



- \*Take plenty of team pictures for website
- \*ATTEND A BOOSTER MEETING and support Athletic Boosters ... apply for financial support
- \*If you have to reschedule a game for any reason, you must check in with Athletic Director or Calderon about possible coverage and transportation issues. THIS IS VERY IMPORTANT!
- \***You will remain with your team at all games and practices until all students on your team are picked up by their parents**

*Pos*

- \*Take i
- \*Exit ir
- \*Award
- \*Team
- \*Summ
- \*Turn i
- \*Attenc



# Wildcat Commitment

1. All coaches will strive to support one another during the school year. We need to be consistent as a coaching staff regarding our expectations and how we communicate with the team and community about our teams. Any issues we have with one another will be dealt with in a professional manner with the coaches and athletic director.

- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.



in other  
maintain a  
of their  
rogram  
letics.  
well as

# CIF/SUHSD Code of Ethics

The "Code of Ethics" has been issued by the California State Department of Education and is part of the regulations of *Administrative Code, Title V, Section 5596*. It has been developed to protect and promote the best interests of the sports programs and the coaching profession. Its primary purpose is to clarify and distinguish ethical and approved professional practices from those which are detrimental and harmful. Its secondary purpose is to emphasize the purpose and values of the sports program. The code is intended to guide the actions of coaches and administrators in the performance of their duties. It is the responsibility of all coaches and administrators to ensure that the code is followed and to report any violations of the code to the appropriate authorities.



anabolic steroids, or any substance to increase physical development or performance that is not approved by the United States Food and Drug Administration, Surgeon General, or the United States or American Medical Association.

12. Avoid recruitment of athletes from other schools.
13. Follow the rules of behavior and the procedures for crowd control as established by the local board of education and the league in which the district participates.

**In addition to the above requirements of the state, the following items of ethics have been developed by the Sequoia Union High School District:**

- 14. Establish player safety and welfare as the highest priority.
- 15. Always be aware of the tremendous influence a coach wields, for good or bad.
- 16. Never place the value of winning above that of instilling the highest desirable ideals and



o teach

eration

ing the

hall be

oposing

rds and

phases.

- 28. Never physically punish or verbally abuse players.
- 29. Be loyal to the coaching profession and the coaches of this section, and conduct yourselves as worthy members of the coaching profession.

# CIF – Sportsmanship and Pursuing Victory with Honor

1. The essential elements of character building and ethics in CIF sports are embodied in the concept of sportsmanship and six core principles: trustworthiness, respect, responsibility, fairness, caring and good citizenship. The highest potential of sports is



ts and  
irectors  
aching,

l sports  
, social,  
e skills

ivilege,  
and off

sports  
odes of

emand  
ules.

l in all

sports

Leadership must ensure that the first priority of their student-athletes is a serious commitment to getting an education and developing the academic skills and character to succeed.

9. School Boards, superintendents, principals, school administrators and everyone involved at any level of governance in the CIF must maintain ultimate responsibility for the quality and integrity of CIF programs. Such individuals must assure that education and character development responsibilities are not compromised to achieve sports performance goals and that the academic, social, emotional, physical and ethical well-being of student-athletes is always placed above desires and pressured to win.

10. All employees of member schools must be directly involved and committed to the academic success of student-athletes and the character-building goals of the school.
11. Everyone involved in competition including parents, spectators, associated study body leaders, and all auxiliary groups have a duty to honor the traditions of the sport and to treat other participants with respect. Coaches have a special responsibility to model respectful behavior and the duty to demand that their student-athletes refrain from disrespectful conduct including verbal abuse of opponents and officials, profane or belligerent trash-talking, taunting and inappropriate celebrations.
12. School Boards, superintendents, and school administrators of CIF member schools must



ning or  
e basic  
ies and  
id good  
as well

owth, a  
of our

rogram  
ancing  
g those

ograms.  
against  
) undue  
rudent,

ing the  
xample,  
to be

# Woodside Coaches Checklist

1. All athletes who are trying out have been cleared by the front office. I have copies of each "Emergency Card" for my athletes.
2. My roster is current and the Athletic Director and the Administration Office have a copy of the alphabetical roster. I have also submitted my schedule of games and have requested

3. ent and iminate
4. sed. of the
5. s.
6. old my
7. in any
8. tending
9. for all
10. have a



Be the (

# General Information Regarding Eligibility

1. All students must be a Woodside student the previous year or a freshman. If they were not here last year or you know that they are recent transfers, they must apply for eligibility from ably, a

2.

3.

4.

5.



1 points

2A.

student  
sked to  
re than

**Eligibil**  
Starting

1<sup>st</sup> Qua  
Semest  
3<sup>rd</sup> Qua

(That n  
time for an eligibilty and integibilty. FAL BYLAWS ARTICLE III SECTION 5.)

.6  
17  
17

and



# Emergencies

## Injury

If there is a player who is injured and an athletic trainer is available, please call him/her over immediately.

If there

it aid.

If a student is injured on the practice field,

well as

Contact

## Evacuation

If there is an evacuation of the field, please follow your coach's instructions.

football well as

If there is an evacuation of the safe place,

side. If you are unable to



Important information:

- 1) At the end of each school year the Student Body sets up its budget for the following school year. It is estimated that approximately 70% of the student body budget is allocated to athletics. Since student body accounts can be audited and there are strict guidelines to how money can be spent, it is very important that everyone follows the guidelines that have been established.

2)



-season  
e asked  
ning of  
require  
work in  
k must  
date of

**Athletic  
Information  
from  
Student  
Body**



# Fundraising 101

Approved clubs and organizations on campus may conduct fundraisers to raise money to go into their accounts. In accordance with California State Law, a school's elected student officers (BOSA) must approve all fundraisers in advance. The following is a guideline to help in planning a fundraiser.

## Approval

When a group decides to hold a fundraiser, the first thing they must do is complete the Event Approval/Facility Use form (Form F) located in D-7. Part one of the form must be completed along with selecting Fundraiser and completing that information. If your fundraiser is going to be on campus and requires equipment, then the Facility/Equipment section must be completed. The form must have the specific date of the fundraiser on it and be turned in at **least 2 weeks** prior to the event. The form is to be turned in to the Student Activities Director. From there, the BOSA members will review and approve or deny the request. Please note that many groups on campus want to fundraise. Having pre-approval and following the process helps to avoid groups competing against one another.

## Types of Fundraisers

Please note that there are some forms of fundraisers that are encouraged and others that are not allowed at all.

**Raffles and Lotteries are not allowed at all as a form of fundraisers.** Groups are welcome to come by D-7 for more ideas on types of fundraisers

If a group would like to sell food items they will need to get approval from food services. A group can NOT sell items that are in direct competition with school food services. Any food that is sold during the school day must be of a nutritional value and comply with the SB 12 requirements (Form G).

The junior class and parent group has the right to sell concessions at all home sporting events on campus, primarily football and basketball. If a group wishes to do a concession at a sporting event, that group must complete a fundraiser request form AND have approval from the junior class.

Groups are encouraged to go beyond food in order to raise money. Any items that groups would like to sell must be approved. Please note that if a group is purchasing items to sell, the group must also make sure to get approval for the purchase.

Off campus fundraisers, like car washes are also an option. Most places will ask for proof of insurance. This can be obtained through the Activities Director. Please be sure to provide the following information:

Name of the location

Name of owner/manager

Address, phone number, and fax number (if available) of location

Exact dates and times of the event

A minimum of 2 weeks is needed to obtain the proof of insurance from the district.

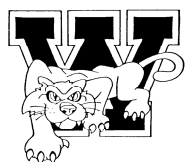
## Once it is approved

Once the fundraiser has been approved, then the organization can proceed. It is the responsibility of the organization to follow up with facilities and equipment needed.

The group will also need to contact the school treasurer in D-5 to obtain a cash box and/or receipt book if needed. The group's advisor or an adult representative must be present at all fundraisers.

## Publicizing the event

Organizations are allowed to publicize their fundraiser. It is the responsibility of the club to submit the information to be announced via school announcements. If a club wishes to make posters or fliers to display around campus, they must have the items approved in D-7 before posting them. Only blue tape may be used to hang items. Groups are welcome to come to D-7 to make posters and obtain blue tape.





Posters and advertisements may only be up for 2 weeks. The club will need to be sure that their signs are removed after the event.

If a group wishes to have a specific event publicized by Student Activities, then please notify us at least 2 weeks before the event. When informing Student Activities of the event, please be sure to include the date of the event, time, location and any other pertinent information. Student Activities can promote events through their Facebook and Instagram pages.

### **Fundraisers for charitable organizations**

Sometimes groups like to raise money to help other organizations in their cause, like a food bank or cancer research. This noble act is encouraged, but still needs to go through a process in order to be approved. First, it is strongly recommended that groups that raise money for outside organizations encourage people to donate **directly** to that organization. It is important to inform those who are making the donation as to what the money will be used for or where it will be going. To use money from a club's account to make a donation must have district approval. After the money has been raised, the group along with the advisor must submit a letter to the district to be presented and approved by the school board. A model format for the letter is available to help clubs (Form H).

### **Soliciting Donations**

Many people are happy just to donate money to school organizations. If a group is holding a donation drive or soliciting donations, it is still required to complete a fundraiser request form so the Activities Office is aware. If a letter is being sent home, please provide a copy of the letter. All money raised will be deposited directly into the organizations account. Advisors/coaches are responsible for writing Thank You notes to the donors. All donations of \$100 or more are required to be reported to the School Board. Please flag these donations so the School Treasurer can include them in her monthly report.

Any and all checks must be made payable to *Woodside High School*, in the memo section it is advised to write the team/organization name. Never have a donation written directly to an individual.

There are many online programs that help organizations raise money. Please note that while convenient, these programs still take a percentage of the money. Most of these programs require an account to deposit the money. **An advisor/coach should never use their personal account to collect money.** Student body does have its own PayPal account which can be used to deposit money. If a group is interested in using the account, please speak with the Activities Director.

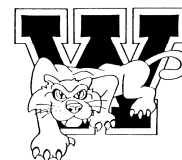
### **Handling Money**

The club/group is responsible to work closely with the school treasurer. If a club needs a cash box and starter money, the group must see the treasurer. Once the fundraiser is over, the money raised must immediately be turned into the school treasurer. Students should NOT hold on to the money. If the event is held off campus, the advisor must hold on to the money and return it as soon as he/she can to the treasurer. It is strongly recommended that two people count the money before returning it to the treasurer. A deposit slip should be completed when turning in money to the school treasurer. Once the treasurer has the money she will also count it. A double count will hopefully help avoid any issues or discrepancies. Please note that all money raised must be placed in the club's student body account.

### **Evaluate the event**

Most groups hold an event, yet never reflect on if the event was worth the time and effort. Some years something may be a good money maker, while other years it is not.

Organizations are encouraged to review the pros and cons of the fundraiser to see if it is something worth continuing.





## ATHLETICS

At the end of each school year the Student Body sets up its budget for the following school year. It is estimated that approximately 70% of the student body budget is allocated to athletics. Since student body accounts can be audited and there are strict guidelines as to how money can be spent, it is very important that everyone follows the guidelines that have been established.

## ACCOUNTING

All student organizations are to have their accounts set up with the school treasurer in D-5, including sports' accounts. **Due to state laws and the requirements for audits ALL student organizations must comply with the financial policies and procedures.** The general rule is that money raised by the students must be approved to be spent by the students on the students. This means that BOSA must approve all expenditures.

All organizations who plan on raising money as well as spending money must submit an Estimated Budget Sheet (Form C). Before any money can be spent, a budget plan must be submitted and approved by the students in the club/organization and then approved by BOSA. Organizations are to make sure that enough money is available prior to spending money. The purpose of this budget sheet is to review how money is planned to be spent. No organization is allowed to 'wipe out' an account. It is expected that some money be in place for the team for the following season.

BOSA allocates the amount each team is provided for officials from the general Student Body Fund. Any expenses above what is allocated are to be covered by a team's account. Student Body will pay for all officials for **all league games and one pre-season** game. The expenses of officials for league games have already been approved by the BOSA team. Please estimate how much money your team will be spending this school year on equipment, uniforms, tournaments, and any miscellaneous items.

Under the income section, please include how money will be raised to help cover team expenses. If a team is going to ask Athletic Booster Organization (ABO) to pay for items, please be sure to fill in what specifically ABO is being asked to pay. Please note that any donations of items or purchases through donation are property of Student Body and therefore belong to the school. The goal again is to comply with the mandates of the district as well as make the paperwork easy on the teams.

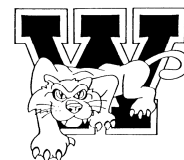
Once a budget is approved organizations can make the approved purchases. When placing orders it is important that organizations get a Purchase Order (P.O.) (Form D). If an approved purchase is made for the organization, the purchaser can also get reimbursed as long as there is an original, itemized receipt. The purchaser will need to complete a Request for Expenditure form from the school treasurer and turn in the original receipt. Please note that cash advances are NOT available. **If a purchase or expense is made that has not been approved, then BOSA has the right to decline payment.**

## APPROPRIATE EXPENSES

Please note that the funds held under student body accounts are restricted and may only be spent if approved by the students and on the students. Here are some general guidelines when it comes to spending student body money.

First, the money is to be spent on the students. It is against the rules to spend student body money on personal items for coaches or teachers. Any uniforms or equipment purchased through Student Body accounts must remain with the school. Therefore a process needs to be established when distributing uniforms. If athletes choose to keep their uniforms, then they must purchase it. Athletes who do not return their uniform at the end of the season will be given a fine.

Purchases over \$50 will need to have a purchase order issued or written permission to make the actual purchase. Your budget, for example, may state you are purchasing uniforms or t-shirts. Someone still needs to verify that the design is acceptable and appropriate for our students, the prices are reasonable and that you have the funds to actually pay for the order. Without a PO or written permission your request to pay a vendor or to be reimbursed will be denied. Please be sure all parents and students are aware of this rule before they help your group.



Vendors should be able to prepare a quote for you or provide product information (description & cost). Please have this ready when you are requesting approvals or when you submit your budget. Requests for payment of registration fees (for tournaments, meets, or entrance to a venue) require documentation of cost (flyers, registration forms, ticket prices). Original itemized receipts are required for reimbursements.

If there is ever any question or concern over expenses, please feel free to ask.

## **PAYING OFFICIALS**

The Student Body allocation for officials will only cover the regular season and 1 pre-season game. If your sport has an organization billing for officials and umpires, you will be asked to review the bill before it is paid. Please contact the School Treasurer at the beginning of the season so she has your current phone number or email address. For sports that require the coach to submit a request to pay an official, please complete the necessary paperwork in a timely manner. The vendor information must include the official's name, address and social security number. Please provide the date of the game and your opponent.

## **REVENUE**

The Student Body is able to support the various organizations on campus thanks to different ways we obtain revenue. **All ticket sales for sporting events go to the general student body fund.** Only Student Body can sell tickets at sporting events. Athletic teams help with the revenue by purchasing PAL stickers. A percentage of different school events, like dances, also go into the general student body fund. Therefore, encouraging students to go to different events actually helps teams raise money.

Organizations can generate their own revenue by holding approved fundraisers. **Please review the Fundraising information provided.** Teams are not allowed to charge students to play.

Teams are welcome to ask for donations. All donations are to be deposited into the team's club account with the school treasurer. Coaches are responsible for writing any thank you notes for donations. Receipts should be given to individuals when they make a donation.

Any and all checks must be made payable to *Woodside High School*, in the memo section it is advised to write the team name. Never have a donation written directly to an individual.

## **ATHLETIC BOOSTER ORGANIZATION**

Woodside High School is very lucky to have a strong and supportive Athletic Booster Organization (ABO) which supports all of the athletes at Woodside High School. The ABO has been very generous over the years helping teams pay for expenses and items.

The first step in the process is to submit the budget to student body. Coaches are asked to identify what purchases specifically ABO will be asked to pay.

The coach is to get a form from and turn it in to the Athletic Director. The Athletic Director and AVP will review all requests with the Athletic Booster Organization.

If the request is approved by ABO, then the Athletic Director will communicate with the coach and school treasurer how much has been approved and for what the money is to be used towards. The money from ABO will be deposited into the team account. The coach will then use the same Student Body process to purchase the item(s) requested. Please note that all items purchased are property of Student Body and remain with the team.

## **DEPOSITS**

Please complete the student body deposit slip for each of your deposits. Note the activity that the funds are from (fundraiser, uniform purchase, donations). When collecting money, especially from your players, you need to write



the payer a receipt. Three part receipt books are available from the Treasurer in D-5. The second part of the receipt should be turned in with deposits. This procedure is mandated by our school district and is an audit item.

The coach and team are responsible for writing thank you notes to donors. All donations of \$100 or more are required to be reported to the School Board. Please flag these donations so the School Treasurer can include them in her monthly report.

## **PUBLICITY**

Organizations are encouraged to publicize their meetings and events. There are various ways to publicize to the school community.

If organizations want to hang posters or fliers, they must first be approved by the Activities Director. Items can only be posted in the hall ways or around the quad. Students must ask for permission to post items in a teacher's classroom. **Only blue tape is allowed to be used to hang items.** Postings are allowed to be up for no more than two weeks. It is the responsibility of the club/organization to take down their posters. Please note that failure to comply by the rules may result in not being allowed to post items in the future.

If a group wishes to have a specific event publicized by Student Activities, then please notify us at least 2 weeks before the event. When informing Student Activities of the event, please be sure to include the date of the event, time, location and any other pertinent information. Student Activities can promote events through their Facebook and Instagram pages.

The marquee is run through Student Activities. Every week the marquee is updated with sporting events. If you have something specific that you would like to have advertised on the marquee, please notify the Activities Director.

Clubs/organizations who wish to promote their events through the video announcements need to submit their announcements to Gwen Sidley by Wednesday of the week proceeding when the announcement will play. It is best to email her at [gsidley@seq.org](mailto:gsidley@seq.org). Advisors/coaches must approve the announcement before it is to air.





# Additional Information and Documents

1. Athletics Clearances

2. CPS Forms

