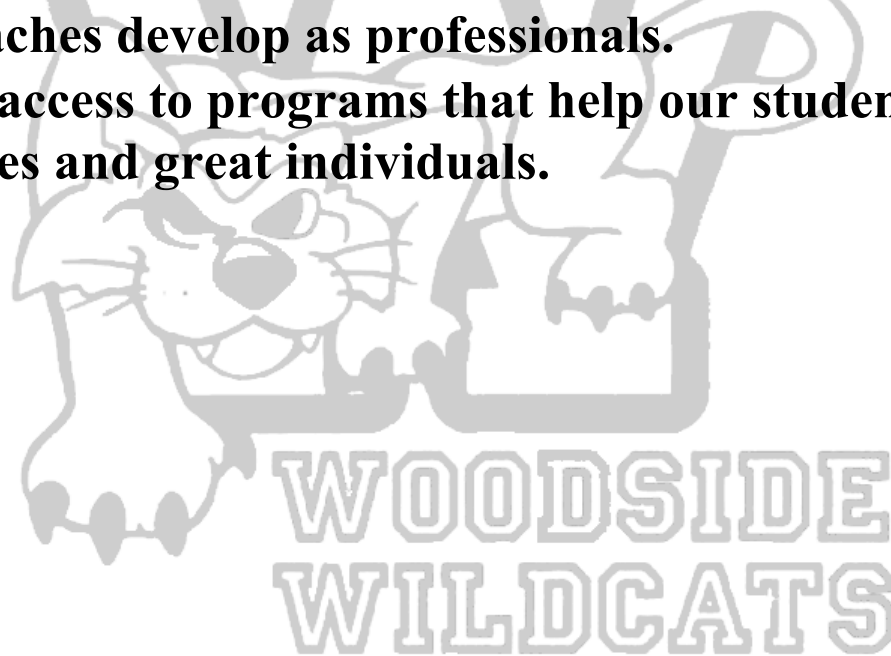


Coaches Handbook

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

WHS ATHLETIC ADMINISTRATION Woodside High School, (650) 367-9750 www.woodsidehs.org

Name	Title	Ext.	E-Mail Address
Tim Faulkner	Athletic Director	43710	tfaulkner@seq.org
Chuck Velschow	Administrative Vice-Principal in charge of Athletics	40030	cvelschow@seq.org
Jocelyn Tejada	AVP Administrative Assistant to Alvaro Calderon (Eligibility & Clearance)	40031	jtejeda@seq.org
Nanette Pasion	Heath Aide	40060	npasion@seq.org
Susan Garcia	Treasurer	40050	sgarcia@seq.org

ADDITIONAL CONTACTS

Name	Title	Phone	E-Mail Address
Denise Hines	Facilities	(650) 367-9750 ext. 40011	dhines@seq.org
Terry Stogner	PAL Commissioner	(650) 802-5454	tstogner@smcoe.k12.ca.us
Leslie With	Activities Director	(650) 367-9750 ext. 44000	lwith@seq.org
Joaquin Vega	Plant Manager	((650) 367-9750 ext. 40080	jvega@seq.org

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 as well as the fields of competition.

At Woodside High School, we believe that athletics instills many values in our students, including discipline, responsibility and passion for excellence that are integral parts in becoming successful young adults.

“The quality of a person’s life is in direct proportion to their commitment to excellence, regardless of their chosen field of endeavor.” --**Vince Lombardi**

Our Goals

- *Develop Fundamentals and Concepts of Teamwork.
- *Promote Multiple Sport Athletes Who Excel in the Classroom and Leadership Positions.
- *Pursue Victory with Honor.
- *Provide Opportunities for Leadership.
- *Commitment to Community Service.
- *Uphold School Traditions.
- *Foster School Spirit and Staff Support.

The administration is committed to providing our athletic department with positive support so that they may foster an environment of excellence for our students.

School Spirit

- Bring teams as a group to other sports’ games.
- Promote the school’s academic programs.
- Rallies and recognition.
- Encourage students to attend extra-curricular activities such as dances, plays etc.
- 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.
- Professional development opportunities.
- Commitment to teaching sportsmanship.
- Commitment to knowing league and CIF rules as well as school.
- Coach is a role model.

Program Building

- Youth Sports Camps.
- Team Dinners.
- Media Relations Designee.

Practice/Commitment Expectations – How will you positively deal with the following...

- Students who are late?
- Students who want to quit?
- Students who miss practice?
- How will you justify cutting a student?

Immediate Goals

- *Create a Summer Camp Program.
- *Create a PR Kit or Method (Web, local media, etc.).
- *Every coach has access to professional development opportunity.
- *Every Coach is provided with a uniform.
- *Woodside High School will host several tournaments.
- *Highlight athletes at school and community.

Woodside High School Athletics

List of Expectations

Pre Season

- *Check inventory and order equipment – see Tim Faulkner (Athletic Director)
- *Check facilities and inform maintenance – see Chuck Velschow
- *Clear CPR, TB and Coaching Certification (CIF Sportsmanship)
 - Sign coaching contract
 - Inform Athletic Director if you will be splitting stipends
- *Clear Fundraising Ideas with Leslie With
- *Complete pre-season schedule
- *Arrange for all transportation
 - Bus or Van – See Athletic Director
- *Update personal contact information (coaching staff) with Athletic Director
- *Attend Clinics – check with Athletic Director and AVP Velschow
 - Make arrangements for conditioning and parent meetings
- *Update Sports Web Site (Tim Faulkner)

Season

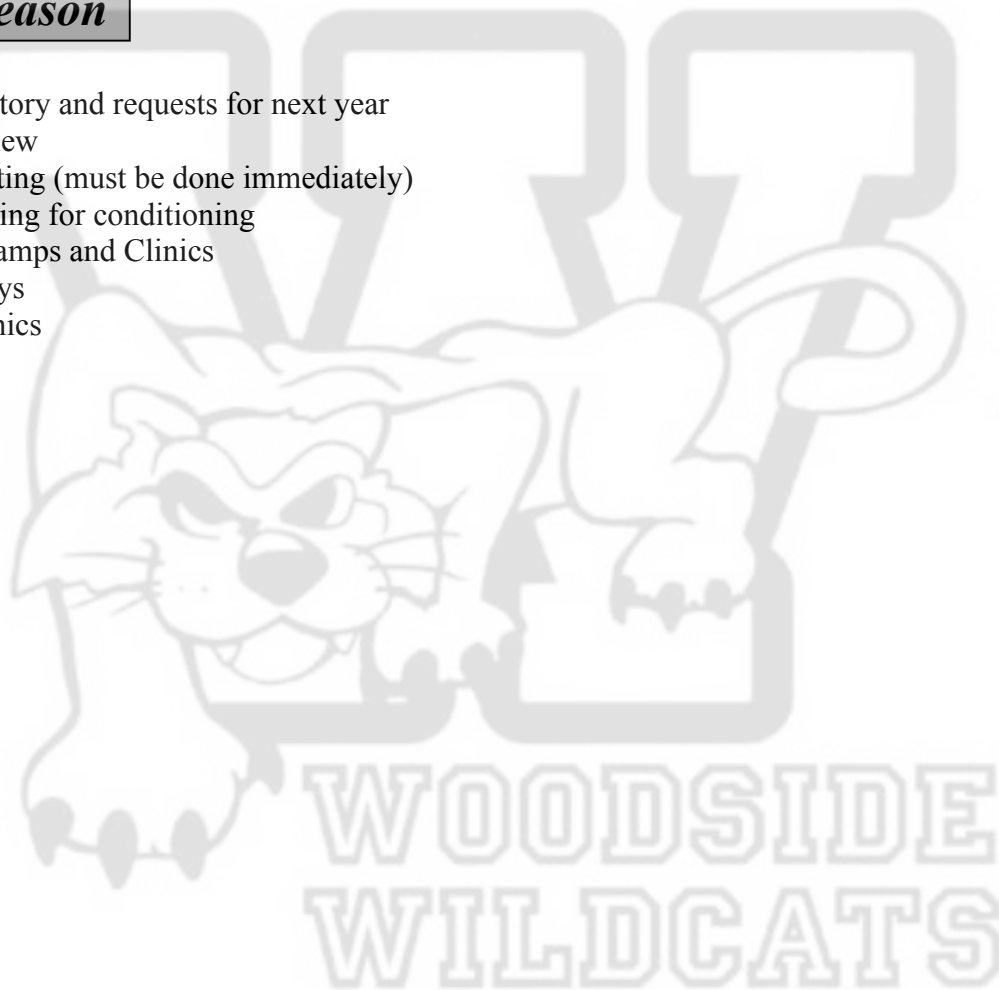
- *Check out Keys (AVP Velschow)
- *Parent meeting and expectations and rules
- *EXEMPLIFY GOOD SPORTSMANSHIP – MAKE Woodside PROUD
- *Dress in a manner appropriate to your sport.
- *Team build and fundraiser
- *IMPORTANT: Bring a medical kit and student information cards for all games/practices
- *Update Website with team information
- *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 Velschow)
- *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 Mr. Velschow 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**

Post Season

- *Take inventory and requests for next year
- *Exit interview
- *Awards voting (must be done immediately)
- *Team meeting for conditioning
- *Summer Camps and Clinics
- *Turn in Keys
- *Attend Clinics



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. All coaches will promote multi-sport participation.
3. All coaches will adhere to their proper start times for their season and not infringe on other athlete's commitment.
4. All coaches will positively represent Woodside High School. We expect you to maintain a professional relationship with referees, parents/guardians, teachers and athletes.
5. All coaches will put the athletes' safety and mental well-being at the forefront of their responsibilities.
6. All coaches must be ready to share and compromise with regard to summer program participation. Summer is a time for our athletes to enjoy many things... including athletics.
7. All coaches will participate in professional development opportunities.
8. All coaches will attend to the best of their ability PAL/CIF required meetings as well as school award ceremonies.
9. All coaches will be flexible with educational priorities.
10. All coaches will have fun.

WOODSIDE
WILDCATS

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 programs in the Sequoia Union High School District and to stress the proper functions of coaches in relation to schools and players. Ethics have been defined as *the basic principals of right action*. Each Sequoia Union High School District coach shall:

1. Show respect for players, officials, and other coaches.
2. Respect the integrity and judgment of game officials.
3. Establish and model fair play, sportsmanship, and proper conduct.
4. Establish player safety and welfare as the highest priority.
5. Provide proper supervision of students at all times.
6. Use discretion when providing constructive criticism and when reprimanding players.
7. Maintain consistency in requiring all players to adhere to the established rules and standards of the game to be played.
8. Properly instruct players in the safe use of equipment.
9. Avoid exerting undue influence on a student’s decision to enroll in an athletic program at any public or private post-secondary educational institution.
10. Avoid exerting undue influence on student’s to take lighter academic course(s) in order to be eligible to participate in athletics.
11. Avoid suggesting, providing, or encouraging any athlete to use non-prescriptive drugs, 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 character traits in our players.
17. Never attempt to beat rules, or to take unfair advantage of an opponent, or to teach unsportsmanlike conduct.
18. Set the example for winning without boasting and for losing without bitterness.
19. Assume responsibility for observance and enforcement of proper conduct in cooperation with school officials who have been delegated this responsibility.
20. Be thoroughly familiar and acquainted with the rules and regulations governing the league and the CIF.
21. Never attempt to circumvent eligibility rules, or use ineligible players. This shall be considered unethical conduct.
22. Be loyal to superiors and support the policies of the school and administration.
23. Never publicly criticize other coaches or officials.
24. Offer congratulations in public--win or lose.
25. Never unethically scout a team. For example, it is unethical to observe an opposing team's practice.
26. Never indulge in conduct detrimental to players, officials, or spectators.
27. Use appropriate language when teaching and coaching players. Avoid foul words and phrases.
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 achieved when competition reflects these "six pillars of character."
2. It's the duty of School Boards, superintendents, school administrators, parents and school sports leadership -including coaches, athletic administrators, program directors and game officials - to promote sportsmanship and foster good character by teaching, enforcing, advocating and modeling these "six pillars of character."
3. To promote sportsmanship and foster the development of good character, school sports programs must be conducted in a manner that enhances the academic, emotional, social, physical and ethical development of student-athletes and teaches them positive life skills that will help them become personally successful and socially responsible.
4. Participation in school sports programs is a privilege, not a right. To earn that privilege, student-athletes must abide by the rules and they must conduct themselves, on and off the field, as positive role models who exemplify good character.
5. School Boards, superintendents, school administrators, parents and school sports leadership shall establish standards for participation by adopting and enforcing codes of conduct for coaches, athletes, parents and spectators.
6. All participants in high school sports must consistently demonstrate and demand scrupulous integrity and observe and enforce the spirit as well as the letter of the rules.
7. The importance of character, ethics and sportsmanship should be emphasized in all communications directed to student-athletes and their parents.
8. School Boards, superintendents, school administrators, parents and school 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 ensure that coaches, whether paid or voluntary, are competent to coach. Training or experience may determine minimal competence. These competencies include basic knowledge of: 1) The character building aspects of sports, including techniques and methods of teaching and reinforcing the core values comprising sportsmanship and good character. 2) The physical capabilities and limitations of the age group coached as well as the first aid. 3) Coaching principles and the rules and strategies of the sport.
13. Because of the powerful potential of sports as a vehicle for positive personal growth, a broad spectrum of school sports experiences should be made available to all of our diverse communities.
14. To safeguard the health of athletes and the integrity of the sport, school sports program must actively prohibit the use of alcohol, tobacco, drugs and performance enhancing substances, as well as demand compliance with all laws and regulations, including those related to gambling and the use of drugs.
15. Schools that offer athletic programs must safeguard the integrity of their programs. Commercial relationships should be continually monitored to ensure against inappropriate exploitation of the school's name or reputation. There should be no undue influence of commercial interests. In addition, sports programs must be prudent, avoiding undue dependency on particular companies or sponsors.
16. The profession of coaching is a profession of teaching. In addition to teaching the mental and physical dimensions of their sport, coaches, through words and example, must also strive to build the character of their athletes by teaching them to be trustworthy, respectful, responsible, fair, caring and good citizens.

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 transportation if necessary with the athletic director.
3. I use written practice/try-out plans and keep them on file. Part of this plan is equipment and facility clean-up for all practices and games.
 - a. I have inspected the facility prior to practice/games to identify and eliminate potential safety hazards.
 - b. Requests for repairs are forwarded immediately in writing to the AVP Office
 - c. I consistently teach the proper, safe methods of my sport and the equipment used.
4. I have a cell phone/telephone access at all practices or games. I have a copy of the Woodside Emergency numbers.
5. I have a first aid kit that is adequately stocked with my team at all practices and games.
6. I am aware of all early dismissal times and bus departures for my teams. I have told my athletes that they are responsible for all work missed.
7. I have reviewed the no-privilege list and will not allow a student to participate in any practice or game until he/she served detention.
8. I check in with students regularly about their academic progress and encourage attending tutorials as needed.
9. I have read and reviewed the rules of my sport as well as the CIF expectations for all coaches.
10. I have a plan for communicating with athletes and parents during the season. I also have a plan to advertise our program to the community.

Be the COACH you would have wanted to play for!

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 the CIF. Have the students see Athletic Director Tim Faulkner as soon as possible. Preferably, a couple of months before the season begins.
2. All students must be on track to graduate.
 - By the 10th grade year, they should have 40-55 credits amassed
 - By the 11th grade year, they should have 95-110 credits amassed
 - By the 12th grade year, they should have 150-165 credits amassed
3. All students must be taking 20 credits and have a weighted 2.0 GPA. (There are extra points given for honors classes.)
4. All summer schools must either take the place of a grade or be counted in the total GPA.
5. Grades and credits do not ultimately determine eligibility... the school does. If the student does not represent Woodside High School in a positive fashion, he/she will not be asked to participate in athletics. If they have violated any Education Codes, they will more than likely lose eligibility as well.

Eligibility Dates

Eligibility dates will be updated ever year throughout each quarter/semester.

For athletic academic eligibility there are four grading periods where we check for academic eligibility. The following are the grading periods:

1st Quarter- usually in October

2nd Quarter/1st Semester - January

3rd Quarter- March

4th Quarter/2nd Semester - June/August (We manually calculate summer school grades when an athlete reaches out to consider the classes taken. Calculations vary from case to case.)

(That noon on the day that grades are posted for the entire student body be the identified date and time for all eligibility and ineligibility. PAL Bylaws Article III section 3.)

Emergencies

Injury

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

If there is a player is injured and there is no athletic trainer available, administer essential first aid.

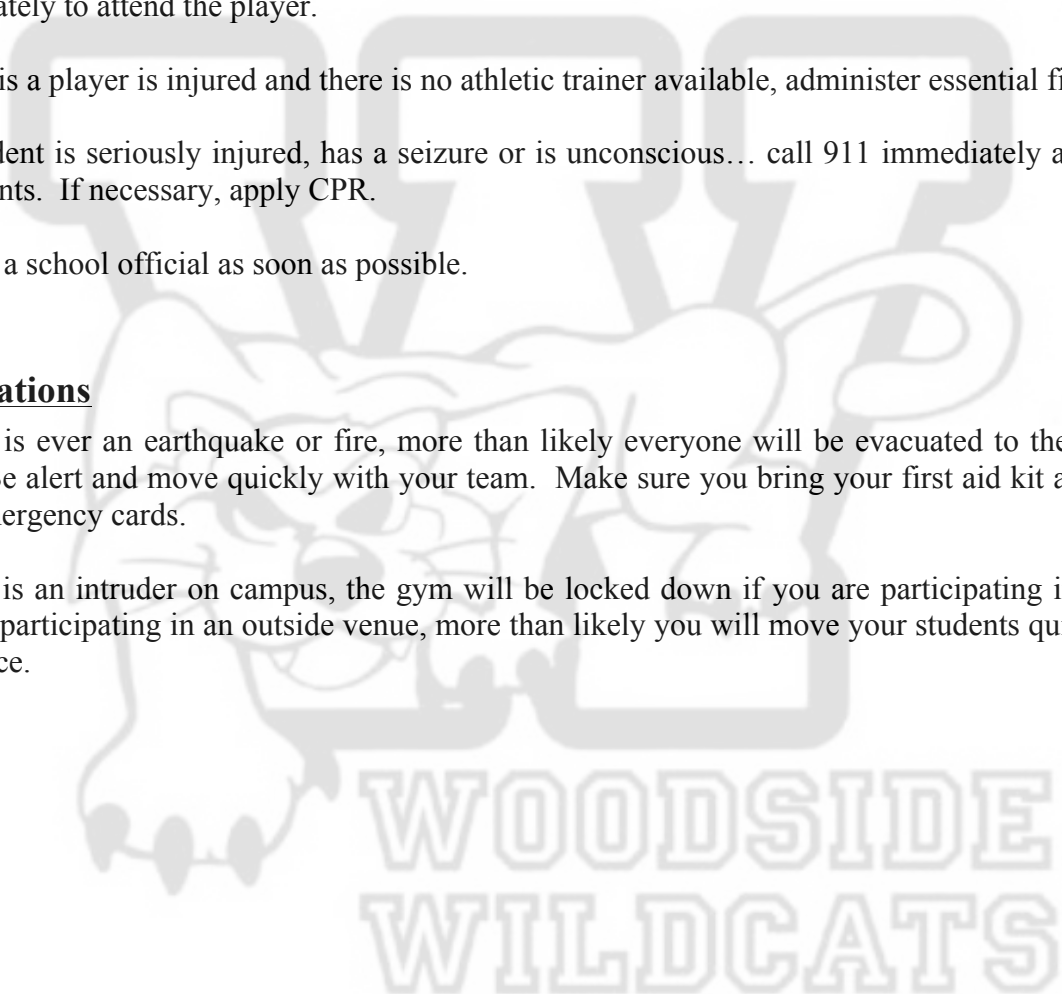
If a student is seriously injured, has a seizure or is unconscious... call 911 immediately as well as the parents. If necessary, apply CPR.

Contact a school official as soon as possible.

Evacuations

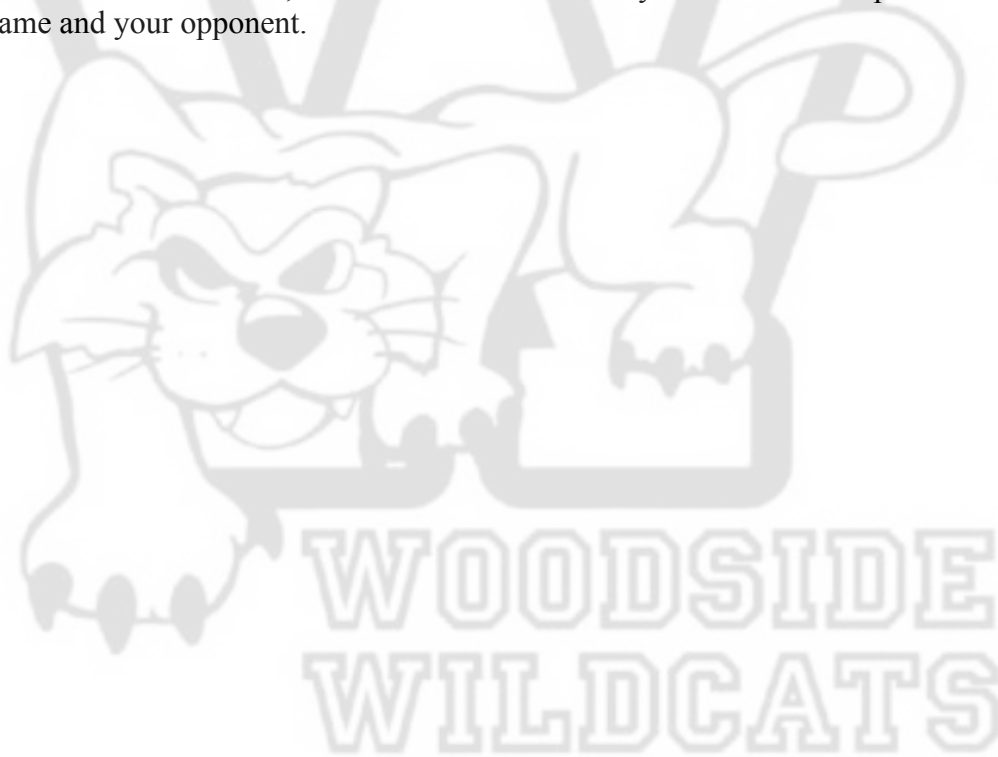
If there is ever an earthquake or fire, more than likely everyone will be evacuated to the football field. Be alert and move quickly with your team. Make sure you bring your first aid kit as well as your emergency cards.

If there is an intruder on campus, the gym will be locked down if you are participating inside. If you are participating in an outside venue, more than likely you will move your students quickly to a safe place.



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) The student Body allocation for officials will only cover 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 necessary paperwork must include the official's name, address and social security number. Please provide the date of the game and your opponent.



**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. Advisors/coaches must approve the announcement before it is to air.



Additional Information and Documents

- 1) Athletics Clearances
- 2) CPS Forms
- 3) Incident Report Form
- 4) Team Manager Contract
- 5) Athletic Team Needs and Wants Form
- 6) Request for Expenditure Form
- 7) Facility Request Form
- 8) Estimated Budget Form
- 9) ABO Request Form
- 10) ABO Request for Fund Organization Form
- 11) Team Attendance Sample Form

