

Lakeview Community Schools



Coaches and Sponsors Handbook

LAKEVIEW JR/SR HIGH SCHOOL COACHES HANDBOOK

Revised May 2023

Welcome to the staff of Lakeview Jr/Sr. High School. As Activities Director, I hope you enjoy your position as part of the Lakeview staff. I am willing to assist you in any way possible; so please do not hesitate to ask if you need anything.

The purpose of this handbook is threefold:

- (1) To create uniformity in dealing with each coach/sponsor and sport/activity,
- (2) To give all coaches/sponsors the proper procedures to follow,
- (3) To have a uniform set of procedures.

The philosophy that we strive to have as part of every program is success, growth and participation: Success, in that every time an athlete competes he/she strives to win; Growth, whereby practices are developed so fundamentals and skill level is improved and values such as sportsmanship, character, and leadership are stressed and expected; Participation, so that all athletes feel a part of the team and are given an opportunity to participate to the best of their ability.

Hopefully, most of your responsibilities will be defined and your questions will be answered, throughout the use of this handbook. Please keep in mind that additions, changes, or deletions will be an ongoing process. Evaluation of the handbook will be conducted annually.

Dan Krueger
Activities Director

GENERAL INFORMATION

LAKEVIEW JR/SR HIGH SCHOOL

LOCATION	3744 83 rd Street
TELEPHONE	402-564-8518
FAX NUMBER	402-564-5209
SCHOOL NICKNAME	Vikings
SCHOOL COLORS	Royal Blue & White
PRINCIPAL	Steve Borer
ACTIVITIES DIRECTOR	Dan Krueger
7/8 GRADE AD	Kurt Frenzen, Aaron Wilson, Drew Ahlers
SUPERINTENDENT	Jason Cline
STATE AFFILIATION	NEBRASKA SCHOOL ACTIVITIES ASSOCIATION

CONFERENCE AFFILIATION – CENTRAL CONFERENCE



Adams Central



Aurora



Crete



Lakeview



Lexington



Northwest



Schuyler



Seward



York

Media contact information:

Columbus Telegram	402-564-2741	sports@columbustelegram.com
Columbus News Team	402-562-5548	news@columbusnewsteam.com
KLIR/KKOT/KZEN	402-564-2866	kevin.mcnabb@alphamediausa.com
OMAHA WORLD HERALD	1-800-284-6397	
LINCOLN JOURNAL & STAR	1-800-742-7315	
Associated press	1-800-300-8340	

NEBRASKA COACHES CREED

- I BELIEVE** interschool sports have an important place in the general education scheme, and pledge myself to cooperate with others in the field of education, to so administer them that their values shall never be questioned.
- I BELIEVE** the other coaches in interschool sports are earnest in their desire to keep the interschool program high on the plane of citizenship training, and I shall do all that I can to further their efforts.
- I BELIEVE** my own actions should be so regulated as to reflect credit to this.
- I SHALL** abide by the rules of the games in letter and spirit.
- I BELIEVE** in my exercise of all the patience, tolerance, and diplomacy at my command in my relations with all players, co-workers, game officials, and spectators.
- I BELIEVE** proper administration of all sports offers effective laboratory methods for development of high ideals of sportsmanship, qualities of cooperation, courage, unselfishness and self-control, desire for clean healthful living, and respect for wise discipline and authority.
- I BELIEVE** these admirable characteristics, properly instilled by me through teaching and demonstration, will have long carry-over and will aid each one connected with the sport to become a better citizen.
- I BELIEVE** in and will support all reasonable moves to improve athletic conditions, to provide for adequate equipment, and to promote the welfare of an increased number of participants.

LAKEVIEW COMMUNITY SCHOOLS
JOB DESCRIPTION: HEAD COACHES/SPONSORS – ALL LEVELS

1. **Organize and Administer** – Be responsible for all matters pertaining to the organization and administration of the coaching of the team under his/her direction and shall enforce all rules of Lakeview Community Schools and of the Nebraska High School Activities Association as they pertain to the respective sports.
2. **Assist Coaches/Sponsors** - Assign duties to all assistant coaches and evaluate the performance of these assistant coaches as they fulfill their duties and responsibilities.
3. **Jr. High Coordination** – Communicate with Jr. High coaches to insure that program is run in accordance with the high school program.
4. **Practice Sessions** – Plan and conduct all practice sessions.
5. **Media** – Be responsible for preparing public information releases regarding their particular sport.
6. **Squad Roster** – Maintain an accurate squad roster at all times being sure that it is up-to-date and on file with the activities office.
7. **Player Physical/Clearance Form** – Cooperate with the activities director in verifying that no candidate is issued equipment or allowed to practice until he/she has a completed physical form on file with the activities office.
8. **Supervision** – Assign at least one coach/sponsor to be with the squad at all times. This includes locker room supervision until all squad members have left the building and then seeing that all lights are turned off and all doors locked.
9. **Budget Request** – Prepare a detailed equipment and supply budget request to be submitted to the Activities Director.
10. **Equipment** – Inspect all equipment, oversee the issuance and collection of equipment, maintain equipment inventory records, and direct activities of student managers. Also, enforce rules regarding care of equipment.
11. **Duties** – Conduct all staff meetings, and be in charge of all tryouts, practices, team meetings and athletic contests when the team is involved.

12. **Recommendations** – Recommend, to the activities director, teams that may be scheduled and officials to be employed.
 13. **Advisor** – Serve as an advisor to the students on his/her squad and to help them, by advice or direction, with problems.
 14. **Instruction of Equipment Usage** – Instruct team members that equipment is to be worn only for the purpose for which it was purchased; namely, for practice sessions and game competition for interscholastic athletics.
 15. **Conditioning** – Announce and enforce rules and regulations pertaining to conditioning of players and training rules affecting the health and safety of the players. All head coaches are expected to incorporate weight training into their in-season program. They are also expected to actively participate in the summer weights and conditioning program.
 16. **Injuries** – Report injuries of participants to the parents and the proper school officials – Trainer, Principal and Activities Director.
 17. **Loyalty** – Be interested and loyal to the school’s program. He/she is expected to support the entire program and to be an active participant in striving to improve the activities program as the total educational program of the schools.
 18. **Support** – Be expected, after decisions and policies have been established, to support and conform to them both in fact and spirit.
 19. **General Nature Decisions** – Make decisions of a general nature that are in keeping with the established policies and procedures of the school.
20. **Year-End Report** – Head coaches must complete the “year end report” no later than two weeks after the conclusion of your season. The report form will be emailed to you prior to the conclusion of your season.

At the conclusion of each sports season, I would like the Jr. High School coaches/ sponsors to provide the following information to the head coaches/sponsors. Head coaches/sponsors can then provide this information to me as part of their year-end report.

1. **Equipment Inventory** – A complete inventory of Jr. High equipment and clothing. This should include usable items only. Please discard all unusable items.
2. **Budget Request** – A detailed budget request for the upcoming year. Please base this request on past numbers and anticipated participation. Please consider colors, numbering patterns, and sizes.
3. **Suggestions** – Written suggestions on improvement of program.

I want this to be a joint effort of Jr. High School and High School head coaches/ sponsors so that we may continue to have an excellent 7-12 program.

JOB DESCRIPTION: ALL ASSISTANT COACHES/SPONSORS – ALL LEVELS

1. **Support** – Support the head coach in conducting the athletic program of that particular sport/activity and the total activities program of Lakeview Community Schools, in general.
2. **Loyalty** – Be loyal to the head coach and to the team.
3. **Meetings** – Attend staff meetings when called by the head coach.
4. **Scouting** – Assist with scouting of varsity games.
5. **Misc. duties** – Assume any duties assigned by the head coach/sponsor pertaining to the overall athletic program of the particular sport. Some of these duties might be: conducting portions of practice drills, handling equipment, determining eligibility, working with student managers, public relation, and statistics.
6. **Absence of Head Coach** – In the absence of the head coach/sponsor, he/she shall assume all responsibilities herein designated as those of the head coach/sponsor.

PROCEDURES FOR CONDUCTING ACTIVITY PROGRAMS

Awards Nights – As soon as possible, after the conclusion of your season, coaches/sponsors are required to host an “awards night” for their participants and parents. These awards nights are to be scheduled before your first contest, and must be listed on our master schedule. (see the awards night protocol document that is attached.)

Letters - 1st time letter winners will receive “Block L” letter. All letters received after the 1st will be recognized with a “Letter Certificate” that is to be presented at your annual Awards Night.

Budget procedure - Head coaches/sponsors recommend to the activities director all requests and supplies. Budget requests will be discussed at your end of year meeting that must be scheduled no later than 3 weeks after the conclusion of your season.

Damaged or broken school property - The coach/sponsor is responsible for reporting any broken or damaged piece of school property as soon as possible to activities director.

Emergencies - Notify parents as soon as possible. If transportation to hospital is necessary, head coach/sponsors or assigned assistant should accompany ambulance.

Equipment - Head coach/sponsor is responsible for handing out and collecting all uniforms and equipment. If not returned, you are responsible for collecting the amount due. Record all equipment issued.

Facilities - Activities Director, with head coaches/sponsors, will arrange times and places for practices of all teams. Make sure to be on time when starting and stopping if another group is waiting.

Loyalty - Support your fellow coaches/sponsors. If you question something, ask them. Success of our total program comes about only with everyone pulling for everyone else. Our goal is the success of each student/athlete in the Lakeview program.

Maintenance - All coaches/sponsors should assist in the pick up and general appearance of your area. Any problems should be directed to activities director’s office who in turn will deal with custodians.

Twitter – Every coach/sponsor is encouraged to develop a twitter page to help communicate with their team/group. Follow our main page @Lakeviewhigh and pertinent tweets will be retweeted. The hashtag #Lakeviewvikes should also be used to help spread the word.

Negligence and Liabilities - Every coach/sponsor should know the legal aspects involved with negligence and liability. General rule is to act the way a prudent person would in all situations and make sure you or an assistant is always supervising all phases of your practices and games. Make all of your players/participants aware of any dangers or dangerous phases of your sport and make sure to update training methods.

Physical Examination - Each athlete must have a physical exam if participating in NSAA sanctioned athletic events. **DO NOT** allow anyone to participate until the physical form is turned in to the office.

Procedures for canceling school activities - This procedure will pertain to all Lakeview Community Schools activities (home and away) and all related transportation. All final decisions regarding the cancellation or postponement of any school activity will be made by the Lakeview High School activities director or his designee (listed in order based upon availability).

1. Dan Krueger A. D. – 402-984-0518
2. Steve Borer, Principal - 402-910-0368
3. Jason Cline, Supt. – 402-564-0518
4. Coach or Sponsor of the activity involved

In the event that there are questions or concerns regarding the weather/driving conditions, it will be the responsibility of the coach/sponsor to contact the activities director or his designee. In such instances, the activities director or his designee will investigate the road conditions and review the forecast. Based on the investigation, a decision will be made by the activities director or his designee, and they will contact the host school regarding our participation in the scheduled activity.

In the event that an activity is canceled, the activities director or his designee will make the following contacts:

- rSchoolToday
- Host school to inform them of our decision
- Columbus Telegram
- Radio Station – KLIR & KKOT
- Principal, Assistant Principal, and Superintendent to inform them of the decision

In situations where a decision is made to make the trip, but after getting out on the roads the weather and/or driving conditions are not safe, the coach/sponsor of the activity and driver may make a decision to return to Lakeview. If this occurs, the contacts listed above will need to be made in addition to having students contact their parents/guardians.

In the event that we make the trip to our destination and there will be a delay in our arrival time home as a result of weather conditions, or in the event that a mechanical breakdown occurs, the coach/sponsor will contact the activities director right away.

If a circumstance arises that is not directly covered by this procedure, it will be the responsibility of the coach/sponsor to use his/her best judgment for the safety and well being of our students. In all situations, coaches and sponsors will directly supervise all students until all have been picked up. It is especially important to note that no students are to be left unsupervised at the school regardless of the time.

Practice Time – All practice times and locations must be approved in advance by the activities director. Most practice times should be in the one and one-half hour to two-hour range and follow your daily schedule. Any practices consistently over the two-hour limit should be brought to the activities director's attention with reasons. Practices held when school is not in session (vacations, holidays, etc.) must be approved in advance. Pre-approved morning practice cannot begin before 6:00 AM. Two-a-day practice need to be approved by the activities director after consulting with the building principal. Academics are the priority and such practices should not be held during semester tests unless extenuating circumstances are present.

Safety - Every coach/sponsor should check daily on the aspects of safety—field, gym area, etc., as well as on the overall health of players. Any hazard to safety should be brought to the attention of the activities director.

Scheduling of Games - Schedules are made by the Central Conference and the activities director. No coach/sponsor has the authority to schedule any event without first getting authorization from the activities director.

Squad selection - Head coach/sponsor is to work with assistants in selection of all squads for which he/she is responsible. The head coach/sponsor in each sport should make every attempt to establish objective criteria to be used in the evaluation of athletes in his/her program.

Cut policy – Student participation in an extracurricular activity is an important aspect of the overall education process. We will try to accommodate all students that wish to participate. If a situation arises that requires squad limitations, the head coach must set up a meeting with the Activities Director to discuss the situation. No action prior to the meeting shall be taken to limit the size of the squad or to “cut” any participant.

Sub varsity level programs – Will stress participation, while keeping a focus on competing (winning). The balance between participation and competing (winning) will lean toward participation at the lower grades and begin to shift toward competing (winning) in the upper grades.

Suspension - Any coach suspending an athlete should turn in a written report (via email) to the activities director explaining the circumstances for the suspension. Any area involving this should be a part of the coach’s/sponsor’s rules explained to athletes prior to the beginning of practices.

Transportation Schedule - A master schedule of bus and/or van transportation is available on our school website. Each coach/sponsor is responsible for submitting transportation requests to the activities director prior to the start of their season. Each coach/sponsor is responsible for double checking all transportation needs (on the master schedule) prior to each event. Any changes to the master schedule need to be brought to the attention of the activities director as soon as possible.

Athletic Guidelines - Prior to the first day of practice, for each sport season, each coach will supply every athlete on his/her team a handbook including training regulations, requirements for earning a letter, schedule, dress code and all other pertinent information. On the last page of these guidelines the parents and athletes will sign their names for verification that they have read it and agree to follow it. This must be returned before practice.

Keys - Keys are not to be loaned to students.

Wednesday Night - No contest will be scheduled for Wednesday nights. Exception will be state and district contests over which we have no control. All practices must be finished by 6:00 and locker room areas cleared by 6:30 p.m.

Coaching/Sponsors Clinics - Must be included in budget. Requests to attend clinics during the school year must be approved by the activities director.

Head Coaches at Lakeview High School will . . .

be allowed up to two days per sport as Professional Leave and all substitute teachers will be paid by the appropriate account. Assistant Coaches will be allowed one day per sport. The two days of professional development can include attending the state tournament in their sport, clinics, or any other professional development opportunity endorsed by the Activities Director.

be provided school transportation if requested and available.

All such requests must be presented and justified to the Lakeview High School Activities Director in advance of the state tournament. If endorsed by the activities director, such requests will be forwarded to the Lakeview High School Principal, and Superintendent of Schools for final approval.

Contests/Performances on School Days – When athletes are to be absent from school due to competition or to attend school sponsored events, coaches/sponsors should turn in a roster at least three days in advance so teachers can plan their class accordingly.

Game/Activity Day Preparations - Each coach/sponsor should check with the activities director to be sure all final arrangements have been made for game day. Track coaches are expected to have the field ready for each event. Basketball, Volleyball, and Wrestling coaches are expected to help get the gym set up for each contest. Cross Country & Golf coaches are expected to set up their event sites according to their needs.

Program and Eligibility Information - Coaches/sponsors are requested to have their program information and eligibility information to the activities director and the activities office administrative assistant at least 10 days prior to their first contest.

Off-Season Program - If the coach/sponsor should decide to have an off-season program he/she must supervise and organize it with the approval of the activities director. These programs are not to interfere with the in-season programs.

Fundraising – All fundraising activities must be approved in advance. Coaches/sponsors are not to begin any fundraising activity until after they have received a returned copy of a fundraising approval form from the Activities Director.

Concessions – Coach and sponsors have the opportunity to earn money for their team/group by working one of the many concession stands that are offered each school year. I would strongly encourage you to take advantage of the opportunity.

Transportation - Transportation will be provided by the school in buses or vans. In no case may a student drive his/her own car to out of town activities. Athletes are to ride home on the bus. A student may ride home from a contest with his/her own parent if a waiver form is submitted by the parent in person to the coach/sponsor in charge.

Leave Slips – Coaches/sponsors who will be absent from school to take part in an event are encouraged to submit their leave slips as soon as possible. It is good practice to submit slips for all known absences prior to the beginning of your season if possible.

Lodging - Lodging arrangements will be made by the activities director and the participating head coach/sponsor. Arrangements should be made as soon as possible and as the number of qualifiers are determined by state competition.

School Attendance – Students who are absent, because of illness, on a day when he/she is scheduled to participate in an activity, will not be allowed to participate in the activity unless the student returns to school and is in attendance no less than the three class periods immediately preceding the activity.

Weight Room - A program is available in the weight room for use by all athletes. Athletes may not use the weight room if unsupervised.

Video - Video equipment is available for activities. Each coach/sponsor should make his/her own arrangements for having contests taped. All coaches are encouraged to incorporate the use of "Hudl" into their programs.

Publicity - Each head coach/sponsor or assigned assistant is to report scores and necessary information following each contest.

NSAA Bulletins - The maximum length of seasons will be as prescribed by the NSAA. The NSAA bulletins are available on the NSAA website (www.nsaahome.org) each month. The head coaches/sponsors are expected to read each bulletin and forward any pertinent information on to their assistants.

NSAA Rules Meeting - All head coaches/sponsors must attend (or view online) the NSAA sponsored rule meeting for his/her sport/activity prior to the start of the season. The online rules meeting should be completed during the NSAA free period. Cost incurred due to not viewing the rules meeting during the NSAA free period will be the responsibility of the head coaches/sponsors.

Athletic Purchases - All purchases must have authorization from the activities director and be accompanied by a purchase order.

Scholastic Requirements - A student must maintain passing grades in at least 20 hours of credit in the previous semester. A student must be enrolled in 20 semester hours. Also, the student must be eligible according to the school eligibility policy.

Parents' Nights - If you wish to honor parents, you may hold a parents' night at your activity. Complementary admission will be made available. No athletic department funds will be used for gifts. Set the date and time with the activities director A.S.A.P.

Non-School Participation Rule – Coaches/sponsors should inform students/athletes that a sport season begins with the first day of practice as permitted by NSAA rules, and if a student/athlete participates in any contest in that sport other than that sponsored by Lakeview High School in a particular sport, he/she is could be rendered ineligible for the remainder of that sports season. Please inform students of the date of first day of permitted practice.

Hazing - There is no place in activities or the school system for any form of "hazing" of students. Any participant found to be involved in any form of "hazing" will be dealt with by the coach/sponsor in charge after consulting with the activities director. This punishment could be as severe as dismissal from the squad for the remainder of the season. **Coaches** make sure your athletes are aware of this policy!!!

Coaches working with athletes during another sport season - At Lakeview High School, we want to encourage our students to be involved in as many activities as possible. We also feel it is necessary for all coaches to support all the athletes and coaches in every sport. By doing so, we have a unified athletic program that promotes success for all of our student athletes.

A healthy part of this support we have for each other is communication. Open, honest communication is essential for any successful athletic program. This is necessary when it comes to coaches working with athletes out of season who are involved in another sport that is in-season. Therefore, Lakeview High School has the following policy regarding coaches working with an athlete who is in another sport during that sport's season:

- A coach in the Lakeview High School may not work on any out-of-season skill-development activities with an athlete who is participating in a different sport while that sport is in-season unless he/she communicates with the in-season coach.

- If there is a conflict between coaches about what is appropriate for the student-athlete and it cannot be resolved between them, they will bring the conflict to the activities director.

- The activities director must approve of such activities prior to them taking place.

- The activities director may at any time withdraw his/her permission for the athlete to participate in the out-of-season workouts.

- Any out-of-season workouts must follow the guidelines of the NSAA out-of-season regulations as well as policies of Lakeview Community Schools.

SUPERVISION

- 1. Locker Room/Facility-** It is the responsibility of each coach/sponsor to actually supervise or set up a supervision system of all squad members at all times when the locker room/facility is in use. Property destruction, property abuse, stealing and rowdiness should not be tolerated. You are responsible until the last athlete leaves the building and you should be the last one out. If your group is the last one using the area for which you are responsible check the showers to see that they are all off, see that the floor is picked up, put lights out and making sure doors and windows are secure.
- 2. Gymnasium and Field** – Students/Athletes must be supervised during all practice sessions. If you cannot be in the gym or on the field make sure you set up a supervisory procedure with assistants. All students/athletes should be made aware of this system and the rules of conduct should be very clear.

PRACTICE REGULATIONS - LAKEVIEW HIGH SCHOOL

- 1. School Facilities** – Any student/athlete working out using school facilities must be under the direct sponsorship of a coach/sponsor.
- 2. Off Season Conditioning** - Daily off-season conditioning programs cannot begin until after first scheduled contest of the season in progress. Example: Basketball conditioning could not begin until the Monday after the first scheduled football game. Under no circumstances will any off-season program begin until 4:00 p.m. with the exception of weight training.
- 3. Change Sports** -No individual will be allowed to change sports during a season unless they do so within 10 days after the season starts. (Season starts with the first day of organized practice.) Exception: If both coaches agree that switching sports is for the benefit of the student involved.
- 4. Sunday Practices** - No Sunday practices except when a varsity team is going to play a tournament game on Monday. Then practice may be held on Sunday afternoon with the approval of the activities director & President of the Board of Education.
- 5. Parental Permission Form** - No one may practice until a parental permission form and physical examination form have been completed and turned into the Activities Office.

★ ★ ★ ★ PRESEASON MEETING SUGGESTIONS ★ ★ ★ ★

1. **Meetings** - Schedule meetings prior to the first day of permitted practice. This will eliminate the possibility of an individual violating a rule of which he/she was not aware.
2. **Attendance** - Take attendance and record the names of individuals attending the meeting.
3. **Topics** - Have a written record of topics covered.
4. **NSAA Eligibility Rules** - Inform and explain NSAA eligibility rules to the athletes. Give examples of the types of activities, which must be avoided in order to not violate the non-school participation rule.
5. **Limitations** - Inform and explain, depending on the activity, the contest limitations, event limitations, and entry limitations which govern the activity.
6. **Penalties** - Explain the possible penalties if NSAA rules are violated.
7. **Injuries** - Inform the students and parents of the type of injuries that can result from participation in athletic activities, the causes and practices which can lead to such injuries, and the ways such injuries can be minimized or avoided. This procedure may serve as a general warning to parents and participants, but should not replace specific warnings given by a coach during practice drills.
8. **Safety Rules** - For each particular sport there are a number of rules which have safety implications; cover those rules and the reasons for the rules. (Examples: Butt blocking, face tackling in football, and the blocking of the airborne shooter rule in basketball.)
9. **Insurance** - Explain the catastrophic insurance coverage, emphasizing that school-sponsored transportation to and from contests and practices must be used if a student is to be covered.

★ ★ ★ SEASON SPORTS MEETING. . . ★ ★ ★

1. **WILL BE HELD BEFORE EACH SPORTS SEASON.**
2. **ALL STUDENT/ATHLETES AND PARENTS ARE ENCOURAGED TO ATTEND THE MEETING PRIOR TO THE STUDENT'S FIRST SPORT SEASON.**
3. **PARENTS SHOULD ATTEND THE MEETING WITH THE HEAD COACH/SPONSOR FOR EACH SPORT IN WHICH THEIR STUDENT/ATHLETE PARTICIPATES.**

Appendixes

- 1 - Post season awards night protocol
- 2 – Fundraising request form.
- 3 – Booster club request form
- 4 – End of year report

Post Season Awards Night Protocol

To maintain consistency, all coaches are required to follow this protocol:

Awards night will be scheduled by the date of your first contest. Request needs to be made to the AD and it needs to appear on the school calendar at the beginning of the season. (No Wednesday nights)

MAKE THE DATE KNOWN! It is the responsibility of each coach to see to it that notice is placed in the daily bulletin. Further, it would be a good idea to inform parents via email, phone, or letter. Encourage others to attend as well. (Grandparents, Patrons, Fans, etc.) Daily Bulletin email address: lhsdb@lakeview.esu7.org

Send a carbon copy also to: rrodehorst@lakeview.esu7.org (Rachael)

The athletic department will pay for pizza and for the players and coaching staff. The coach will be responsible for ordering the pizza and drinks. Pizza should be ordered from Valentino's or Godfather's unless previous arrangements have been made with the athletic director.

After the dinner, a program will be conducted for all parents, grandparents, patrons, fans, etc. that choose to attend. The program should be a **MINIMUM** of thirty minutes. The program **MUST** include the following:

Mandatory:

1. Summary of the season.
2. **Awarding of letters for all athletes that qualify** (get these from me prior to the day of the program)
3. **Individual recognition of all participants** at all levels in your program. This should include support staff such as managers, stat-keepers, etc. (It is advisable to speak to the positive contributions that each individual made to your program)
4. Recognition of any individual who received any post season honors if they are known at the time of your awards night. (All conference/state, Academic all state, All district, etc.)
5. Public thank you to those that assisted with the season. (parents, cheerleaders, stat-keepers, video staff, etc.)

Parents want to hear something nice about their kids and they expect more than a short, unorganized program. It is your duty as the head coach of your sport to provide a quality recognition program at the conclusion of your season.

Optional:

1. Certificate of participation for each participant.
2. Team awards such as MVP, most improved, etc.
3. Presentation of a highlight DVD or slideshow.

We will construct and distribute a "program" at honors night. **KEEP DATA.** Email it too me at the end of your season. (By May 1 for spring sports.) Use sample provide for necessary data to collect and report.

Lakeview Jr/Sr High Fundraiser – Information Sheet

- To be turned in **ELECTRONICALLY** to the Activities Director **PRIOR** to starting the fundraiser – approval must be received before fundraiser is considered.

Date submitted:

Fundraising Group:

Sponsor in Charge:

Type of fundraiser and/or Item (s) to be sold:

Expected funds to be raised (approximate total):

Proceeds to be used for (specific purposes):

Date(s) fundraiser will be taking place:

Other information about fundraiser:

Reminder:

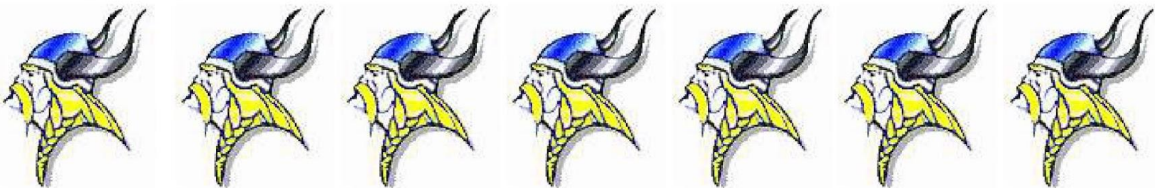
- No funds raised by fundraisers are to be used for non-school specific purposes unless approved prior to activity (i.e. - donations to specific causes, etc.)
- Funds raised for a specific activity are to be directed for use by that specific activity.

Approved by Activities Director OR Principal:

Approved _____ Denied _____

Administrator: _____ Date: _____

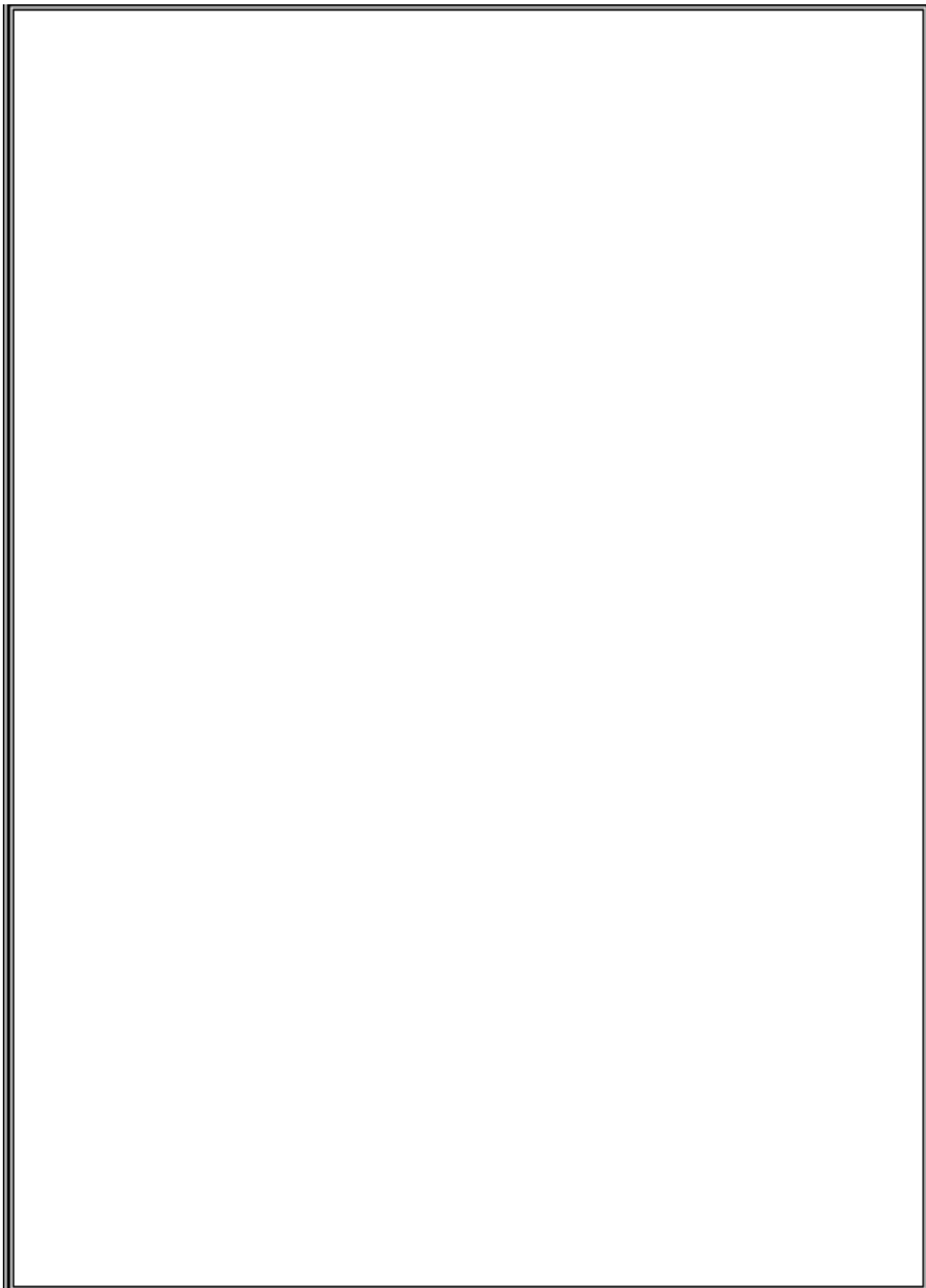
LAKEVIEW ADULT BOOSTER CLUB REQUEST FORM



The Lakeview Booster Club welcomes your request. There are steps you must follow and information we must have in order for us to consider those requests. Anyone making a request may attend a meeting in person to present their request orally and answer questions, but must leave while a vote is taken -or- they may present their request in writing prior to the start of the monthly meeting.

The following steps are necessary for the request to be considered:

1. Written requests must be received by the first day of the month in order to be considered that month. All late requests will be considered the following month. (The Boosters would appreciate all persons contemplating a request to present them as early in the year and with as much notice and information as possible.)
2. The person or organization submitting a request must furnish the following information:
 - a). Complete description of the supplies/equipment/transportation being requested.



Lakeview High School

ACTIVITY YEARLY REPORT

School Year

20 ___ - 20 ___

SPORT OR ACTIVITY

This report submitted by:

Signature

Check List

Have all keys been returned? _____ Account for those not returned: _____

Have you returned all borrowed articles? _____ Exceptions: _____

Have all records been properly recorded? _____ Exceptions: _____

Have you filed a financial statement of all activity money under your supervision? _____

Exceptions: _____

Be sure that all items are properly arranged and stored for the summer.

LETTERING CRITERIA

Activity _____

List any “New Records” that were set for the season. List both individual and team records.

List the “Special Honors” received by team members – All-Conference, All-State. Etc.

SQUAD INFORMATION

Please list all of the participants that finished the season in good standing. Indicate those who lettered. Indicate managers with "MGR"

Name	Letter	Name	Letter

COMPETITION INFORMATION

Record: Won _____ Lost _____ Percent _____ State Rated _____

Score

Opponent	Date	Where	Us	Them

INVENTORY

Activity _____ Coach/Sponsor _____

Item Description	Number	Usable	Unusable

BUDGET

Activity _____ Submitted by _____

Article (Inc. Training)	Company & Address	Quant	Cost Each	Total	Date Approved

COMPANIES CONTACTED FOR BIDS:

Type of Equipment or Training Supplies	Company	Quantity	Bid Per Item	TOTAL

MISSING EQUIPMENT REPORT

Activity _____ Submitted by _____

Athlete's Name	Description of Equipment

RECOMMENDATIONS, SUGGESTIONS FOR IMPROVING YOUR PROGRAM

SUMMARY OF THE SEASON

COACH GOALS FOR NEXT SEASON

AD GOALS FOR NEXT SEASON
