



SDA FOUNDATION ATHLETIC COUNCIL

TEAM REPRESENTATIVE HANDBOOK



ATHLETIC HANDBOOK

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SAN DIEGUITO ACADEMY FOUNDATION MISSION STATEMENT:

We support the unique culture and quality programs of San Dieguito High School Academy by generating financial resources and promoting active parental and community support.

Introduction

Thank you for volunteering to be the team representative for your student's team. It's an incredibly important job and everyone involved with athletics at SDA thanks you. As a team representative, you are a voting member of the SDA Athletic Council. This handbook has been compiled to assist you in staying organized and hopefully make the overall management of your team easier. You are the main information conduit between the coach and your parents. It's important to be able to deliver a clear and consistent message in a timely manner.

The Athletic Council Mission is three-fold.

1. Raise the necessary funds required to field a competitive sports program.
2. Increase the awareness of SDA sports into our school & community.
3. Create organizational stability for your program from year to year.

Job Duties - Delegation

Sharing the responsibilities with other volunteer parents will help you in doing this job. We would highly recommend that you recruit as many parents as you can to get involved. Most parents welcome the opportunity to help if they have clear instructions on what needs to be done. It will be your job to recruit and deliver these instructions. We would recommend that you recruit at least one parent volunteer per section of this notebook. If you have a large program with a JV team, you might want to duplicate your effort at the JV level as well. You can then oversee their execution of your instructions, making light work for everyone involved, and keep you from getting burned out. The idea is to get the work done, not necessarily do it all yourself.

Athletic Council Meeting and Attendance

You are a voting member of the San Dieguito Academy Foundation Athletic Council (SDAFAC), and are expected to attend the **SDAFAC meetings on the second Tuesday of every month from 6:30PM to 8:00PM in the SDA Media Center**. It is very important that you attend every meeting. If you can't make a particular meeting, please send a substitute from your team. It's important that you attend the meetings regardless of your season because we may be making decisions that affect your team. Many important issues are discussed and voted on each month and we would like maximum participation from all sports in order to do what's best for the kids and the school. You are a critical part of any discussions that affect the sports program.



Funding the sports program

In general* the San Dieguito Union High School District funds one varsity coach and one junior varsity coach (when applicable) and the ASB (student fund) provides funding for the officials. In addition, each high school in the district receives budgeted funds to pay for substitutes when teacher-coaches have to be out of the classroom, minor capital purchasing, and emergency funds. However, this limited funding is not sufficient to operate the 18 CIF sanctioned programs at SDA.

* Athletic Directors each have a fixed number of stipends that are allocated to their school's athletic program. Therefore, not every team will have a JV coach.

Non-CIF Sports

For sports that are not sanctioned by the California Interscholastic Federation (CIF), the following policy applies. Subject to SDA Foundation approval, all non-CIF sports team will operate under the sponsorship of the SDA Foundation in accordance with the policy for Camps, Clinics and Tournaments (CCT). See pages 15-27 for details and forms. All coaches/assistant coaches will be subject to the clearance process through the San Dieguito Union High School District (SDUHSD). All players will be subject to the eligibility rules and participation guidelines as detailed in the Player/Parent Handbook. Team representatives are voting members of the Athletic Council and are expected to attend the SDAFAC meetings.

To fill the funding gap and ensure a strong athletic program at SDA, each team is required to raise the necessary funds to run their program.

Equipment, uniforms, tournament contributions, floater coaches, and other team specific expenses, are all paid for by the Athletic Council from funds raised by the individual teams. Player donations and fundraisers are the two most common ways to fund the team's program.

The Budget Process

In late spring, the team representatives with input from their coach detail out the expense items required for the upcoming season on the budget worksheets. They review the prior year's budget and expenses and discuss and agree on what changes will be made (i.e. more tournaments, needed equipment, floater coaches, etc.).

The AC Treasurer reviews this input and all other recurring expense, i.e. pictures, parties, awards, AC General Fund Contribution. The treasurer also reviews where each team is in their uniform cycle (when new uniforms will be purchased), how many participants there were the prior year (and expectations for the upcoming year), and anything else that may impact expenses.

Next the team income is estimated. Income for a team comes primarily from two sources - player donations and team fundraisers. An estimate of player donations is calculated based on the numbers of expected players, consideration for historically how many players on a team have contributed, and how close a team is to maintaining their suggested Fund Balance. Income from fundraising is also estimated based on how much has typically been raised in prior years. The AC Treasurer then incorporates all this information into the team's budget. The budget is submitted and approved by the Athletic Council and the SDA Foundation board and distributed to the team rep before the season begins.



DONATIONS

Donations are a major source of funding for all sports programs at SDA. That's why it is important to understand and communicate this to the team families. However they should also understand that all donations are voluntary and that a payment or fee is not required to play a sport. California courts ruled athletes could not be discriminated against in any way if a parent can't or won't make a donation. **Therefore, it's very important to make sure you explain that player donations are voluntary. They are not fees and no pressure should be applied to collecting donations.** It is also very important to remember that coaches are NOT to be informed who has or hasn't made a donation. **Playing decisions cannot be affected by the ability or willingness to donate.**

If player donations fall short for any reason (financial or otherwise), the shortfall must be made up in some other way - either by soliciting additional donations or through a team fundraiser. **The team is not allowed to run their program in the red.** So it is important as a team rep to clearly understand this and to be able to articulate it to your parents. When presented properly, especially when informed of the expenses covered by player donations, most families willingly donate to the team. Regardless of whether or not the family makes a donation, please ask that they **SIGN AND RETURN** the donation letter. This will assist you as the team rep in keeping track of donations. It is required that you collect all of the signed letters from the parents indicating they understand this process.

Mandatory Parent Meeting - SPORTS NIGHT

It's important to the success of the team to get the parents together as early into the season as possible to meet each other and review the team needs. Sports Night is a mandatory parent meeting held at the beginning of each season. This is also the best night to hold your initial team meeting and solicit player donations.

Let your parents know **BEFOREHAND** that there will be an opportunity to make a player donation by cash, check or credit card at the Sports Night meeting. If this is communicated correctly, you can collect a large majority of the donations at that meeting. It also gives you a chance to discuss the team's budget in an open forum and explain the player donations. Explain that it is your job to get everyone to sign and return the form. Please ask each family for a signature on the donation letter acknowledging that they understand the voluntary player donation and how it relates to the process of funding the team. Please remember that **PARENTS ARE NOT REQUIRED TO DONATE. ALL DONATIONS ARE VOLUNTARY.** However, we all know that if donations fall short, then parents will need to organize more fundraising events and activities to fund the program.

Have your coach present to share team information that night as well. Emphasize to parents that it's a great venue for parents to meet the coach without the distractions that come on practice or game days.



TEAM FUNDRAISING

Many teams elect to have fundraisers in order to keep their individual player donations as low as possible. All of the money raised by these fundraising activities goes into the individual team account and are used for team specific needs. (i.e. reduce player contributions, buy warm-ups, extra equipment, etc.)

SDAF/AC Fundraising Policy

The San Dieguito Academy Foundation is dedicated to consolidating and strengthening the fundraising efforts of all of its member organizations. It is the policy of the Foundation to have member fundraising activities accomplished through approved fundraising avenues. The SDA Foundation Board and the Athletic Council believes that optimum results and positive community relations occur when all member/participants comply with the Foundation Fundraising Policy. In order to help support expenses 10% of NET fundraising profit is allocated to the SDAF General Fund. This does NOT include donation income.

Approval Process

Any fundraising event done for the benefit of the individual sport needs to be approved by the SDA Foundation office PRIOR TO THE EVENT. Here are the steps to ensure you have the support and approval you need for your event and to get it on the calendar,

1. Complete the special events form at: <http://sdafoundation.com/sdaf/wp-content/uploads/2012/08/Special-Event-Fundraiser-Rev03.pdf>
2. Contact the SDA Foundation office at (760) 753-11121 ext 5152 or email to sdafoundation@sduhsd.net to schedule a meeting to discuss your needs.
3. Communicate your fundraising plans at the monthly AC meeting.
4. Initiate your request early so enough time can be given to the approval process.
5. Any activity that includes alcohol such as a parent fundraiser requires advance approval per the fundraising guidelines. There is no alcohol permitted at team events where students are present.

Types of Team Fundraising

There are several types of fundraisers that are typically organized by individual teams. These include restaurant nights, sales of spirit wear and promotional items, banner sales, sales of seasonal items, and one-of-a-kind events (shoe collections, rummage sales, etc.)

It's important to coordinate your event with the SDA Foundation office to encourage support throughout the school community and avoid conflicts with other events.

Restaurant fundraisers – Families patronize a designated restaurant on an agreed upon day during a specific time period. Restaurant donates a percentage of sales to the team. Here's how to organize a restaurant night:

1. Call or email the foundation office 3-4 weeks prior to ensure that the event is included on the school calendar. This will identify the sponsoring council and ensure that proceeds are allocated to the correct team. Coordinating the events with other teams and groups will also give each team the opportunity to promote and market their event to the entire school community.



2. Determine if the restaurant requires a W-9 or tax id letter. Contact the Foundation office and request copies.
3. After the event is held and proceeds are sent to the school, funds are deposited in the council account and appear on the monthly P&L report under the Fundraiser income account for each Council.

Spirit Wear Sales or seasonal item sales – Team sells decals, clothing, or team promotional items purchased from an approved vendor. Proceeds from the sales are distributed to the individual team. Please notify the SDA Foundation office to determine if any other teams are offering the same or similar merchandise to avoid duplication.

Banner Sales – Team sells banners that hang either on the field or gym. Proceeds from the sales are distributed to the individual team. There is a very specific policy regarding site approval, banner size and placement and language for the banner.

a) Site Approval

The hanging of banner/signs anywhere on school site to communicate with parents, students or the general public must be approved in advance by the Principal or designee. Advertising on message boards (except for those on athletic scoreboards) shall be limited to a corporate name included in association with honoring/acknowledging student accomplishments as an individual or through membership on (a) a school team or (b) in a school organization. Advertising displayed in support of athletic events must be mounted toward spectators and away from the extension of the campus. The message shall be on display for a limited period of time, i.e., one-week, one-season of sport. The nature of the display and the length of its appearance must be approved in advance by the Principal or designee.

b) Required Elements for All Signage

- Must contain business name and/or logo.
- Banner will be made of nylon-reinforced vinyl and shall be constructed with grommets for attachment via the use of zip ties.
- Signage size for stadium and fields will be limited to: **4' height x 8' width**
- Signage for gymnasium will be limited to: **3' height x 8' width**
- Will be navy blue color printed on a white background or white color printed on navy blue background as determined by principal or designee.

c) Content and Language

Prohibited material and content:

- Obscene, profane, sexually oriented, abusive, libelous, or slanderous
- Incite students to commit unlawful acts, violate school rules, or disrupt the school's orderly operation.
- Discriminates against, attack or denigrate any group on account of sex, disability, race, color, natural origin, religious creed, age, marital status, or sexual orientation, or promote one group over another.
- Encourages the illegal use of controlled substances or promotes criminal behavior.
- Violates or infringes upon the rights of any other person.
- Products and services which are illegal.
- Reference to tobacco, alcoholic beverages, intoxicants and energy drinks.
- R-rated and X-rated movies and those related to gambling.
- Materials pertaining to political parties, candidates or ballot measures.
- Solicit funds or services for an organization, with the exception of solicitations authorized in Board policy.



Advertisements or other types of promotional messages from sponsors cannot contain photographs or identifiable images of San Dieguito Academy students/athletes. Violation of this policy may jeopardize the student's athletic eligibility. All advertising and promotion, as well as solicitations, must adhere to the Advertising and Promotion Policy of the San Dieguito Union High School District.

d) Pricing – I am waiting to get pricing information from all teams so we can develop a final pricing policy

e) Banner Copyright Policy

The SDA Foundation respects the intellectual property of others and we ask our staff and member organizations to do the same. It is best to assume that any material (graphic and text) is copyrighted unless specific permission is given to copy it.

f) Disclaimer of Liability

By utilizing this advertising opportunity, you assume full responsibility for any loss, damage, or liability resulting there from, including, but not limited to the use of any materials or information on the banner. You hereby acknowledge that any reliance upon any materials contained on the banner shall be at your own sole risk. This SDA Foundation reserves the right, at its sole discretion and without any obligation, to make improvements to, or correct any error or omission in any portion of the materials. The SDA Foundation has the right to include or exclude material for the banner based on its content. Reference to any special commercial products, process or service by trade name, trademark, manufacturer, or otherwise, does not necessarily constitute or imply its endorsement, recommendation, or favoring by the SDA Foundation or its member groups.

Business Fundraising

For consistency in our approach to the business community, the SDA Foundation office coordinates all business fundraising/contacts within our community. This allows them to know when and how often parents and businesses are being asked to contribute. The goal is for the Foundation office to track and maintain a list of business donations through the donor database.

There are two kinds of business fundraising through the Foundation, cash donations and "in kind" donations. If your team needs in-kind donations for an approved event, i.e., food, beverages, raffle items, prizes, etc. please contact the SDA Foundation office, identify your event and specific need and discuss solicitation options.

All business solicitations (whether cash or in-kind) must use the **Donor form** in order to have a record and allow for tax receipts/donor recognition. Copies are available from SDAF office and online at <http://sdafoundation.com/who-we-are/2012-13-sdaf-council-support-forms/>. Be sure you give: • one copy to the donor, • one copy to the committee liaison and/or chair of the event, and • one copy to the Foundation office (needed to fulfill IRS requirements.)



If you know of a business or corporation that is interested in supporting SDA by cash donation or a matching fund program, please contact the SDA Foundation office.

VERY IMPORTANT: Please do not contact any business or merchant without following the above procedure so that we can maintain cordial and consistent relationships with the business community.

FINANCIAL PROCEDURES

As a non-profit 501c3 organization, the SDA Foundation is obligated to follow generally accepted accounting principles (GAAP) used in standard financial accounting. The Foundation is also required, as a tax-exempt organization, to submit an annual return and information report, the Form 990, which includes a significant amount of financial reporting information. Therefore, it is critical that all financial transactions and reporting procedures are followed by all teams.

1. Your Council must have funds on hand in your account to cover all requested disbursements.
2. **All checks accepted by the Foundation or its councils must be made out to SDA Foundation or the council.** No other endorsements are acceptable and will be returned.
3. **Absolutely NO outside accounts may be established to process funds for any council, event, team or activity.** All accounting, invoicing and check processing must be done through the Athletic Council treasurer and the SDA Foundation office. Likewise, checks should be mailed to the Foundation post office box – NEVER to council or team members home or business address.

Deposits – collected by the team

1. All funds collected by teams must be deposited with the Athletic Council (AC) Treasurer along with a copy of the **Deposit Form. The AC deposit form** is attached and is available online. Please use the form for both cash and check deposits.
2. When you deliver a cash deposit to the Foundation office, please get a signed receipt (copy) for your records from the Foundation representative. **Please do not leave cash in the Foundation office without getting a signed receipt.**
3. Funds collected must be deposited within 14 days of collection.
4. Any monies that are earmarked to a team will be credited 100% to that team.

Deposits – collected through the Foundation

1. Please notify the AC Treasurer and the Foundation office of any expected payments or donations related to your team activities or events (selling tickets, collecting money for trips or soliciting funds) prior to starting the activity or sending solicitations. This will ensure that the funds are allocated to the proper council and account.
2. Any payments received in the Foundation office for team events or activities will be filed in the Council folder and processed by the AC Treasurer.



3. To deposit funds to your team account, please use the **Deposit Form** and follow procedure noted above.

Disbursements – Check Requests and Reimbursements

1. Each Committee/Council has its own set of officers and internal procedures. Please make certain these are followed before requesting a disbursement from the Foundation CFO.
2. All funds disbursed by the SDA Foundation require authorized signatories. Authorized signers are the Executive Director, Board President and one other board member whose signatures appear on the bank authorization card.
3. Complete the **Check Request Form** and submit the form with ALL required documentation (see forms for instructions) to the Foundation office. All requests for reimbursements or payments must be accompanied by the appropriate **original** receipts or invoices/quotes and must be reviewed and signed by the AD, Treasurer, and team representative. **Email approvals are not permitted.** All check requests must be accompanied by the appropriate documentation and submitted to the Foundation office two to three weeks prior to event deadline or mailing date.
4. You may leave the paperwork in the Foundation office at SDA or mail paperwork to the PO Box. The mailbox address is SDAF, PO Box 235109, Encinitas, CA 92023.

VOLUNTEERS

DON'T BE SHY IN ASKING FOR HELP. People typically don't know what to do unless asked! **SO ASK!** Be prepared to talk about specific needs that are applicable to your sport. Ask for a volunteer for **EACH** task. Be careful not to move on to the next task until each task has been accepted. Make sure you keep track of which parent is volunteering for each task. You will need to communicate several times with each of them during the season and you don't want to forget who signed up.

FOLLOWING ARE SPECIFIC TASKS YOU CAN ASK VOLUNTEERS TO PERFORM.

1. Fundraising Volunteer(s)

Plan your fundraising events prior to the start of the season and recruit a project leader for each event or activity. History shows that teams who have a dedicated individual responsible for fundraising typically do better than having the team rep to do this. Refer them to the Fundraising Policy and Approval process and direct project leaders to meet with the SDA Foundation office early in the season to discuss support for their event.

2. Team Communication Volunteer

It is important to have accurate roster information so that you can keep the parents advised of team activities. Once the coach has the final team roster, have the players fill out a roster with parent addresses, phone numbers, cell phone numbers and email addresses. In order to get everyone at your mandatory meeting and communicate with everyone in a timely manner, you'll need this tool. Nowadays, email distribution lists or cell phone text messages are a great way to communicate your information. Inform parents of the primary communication vehicle for the team.



You can expect to be in contact with your team almost weekly about practice times, game times, schedule changes, snack schedules and other events. Without a good roster, it will be very difficult to communicate effectively. Please provide the AC board a copy of the roster so that we can make announcements to all athletic parents in our general email announcements. Many students have their own email addresses and cell phones. It would be advantageous for you to capture that information as well. SDAFAC needs only parent information. Appendix B has a recommended format to collect parent information. Please share it with your parents so they can communicate about car pools and other issues.

3. **Timekeeping, Scorekeeper, Statistics Volunteer(s)**

In many sports, a parent volunteer is needed to keep the score, the time, or both. In addition, the coach might request that statistics be kept. Before the first meeting, review these requirements with the coach. At your first meeting, ask for a volunteer coordinator for this position. On some teams, one parent does it at every game. With other teams, parents rotate through a schedule to get it done. Either way, you will need a coordinator to either do this function or coordinate that the function gets done.

4. **Uniform Volunteer**

Uniforms are purchased by the SDAFAC and donated back to the school. The normal cycle for replacing uniforms is usually about 3 years (depending on the sport and wear and tear). One-third of the uniform replacement cost is added to the total cost of running the sport and is part of the formula to calculate the player donation. This way, no team is penalized in the year that uniforms are purchased. Uniforms are purchased only if there is enough money in the teams account to do so.

The team representative and the head coach are responsible for distributing and collecting uniforms but we would recommend that you recruit a parent to take ownership. Once the uniforms are distributed, nothing has to be done until it's time to collect them at the end of the year. A great time to collect them is at the awards banquet.

A simple form has been provided in Appendix C to keep track of uniform distribution and returns. A sample form is also included to advise each family of their responsibility for returning the uniform at the end of the year. **NOTE: They will be charged the cost of the uniform if it is not returned.**

5. **Team Awards Banquet Volunteer**

At the end of the season each team will typically have an awards banquet. You will coordinate the team banquet with the head coach. If the banquet is held anywhere on campus, contact Megan Thompson in the Athletic Office as soon as you select a date to check availability and to book the facility.

If you are using the Encinitas Community Center, there is a small charge. The ECC requires insurance so please follow the instructions for insurance detailed below. The same policy applies to the use of any off-site venue. Teams are responsible for set up and clean up at either site.



Insurance Requirements

If you are holding an awards banquet or any fundraising event off-site (Encinitas Community Center, etc.) you will need to obtain an Insurance Certificate. Please notify the Foundation office at least two weeks prior to your event to obtain the required Certificate of Insurance.

Liquor liability – Any Foundation or council sponsored event where liquor is being served requires liquor liability coverage and must be included with the information provided to our insurance carrier. **When in doubt, please call the Foundation office.**

Transportation

Transportation scheduling is done through the Athletic Office and arrangements made by the Athletic secretary. The district donation of \$100 per player for bus service is included as part of the suggested family donation. **However, any out of county events involving bus transportation MUST be paid for out of team budgets unless it is related to a CIF game.**

Please Note: STUDENTS ARE NOT PERMITTED TO DRIVE TO TEAM EVENTS NOR ARE THEY PERMITTED TO DRIVE OTHER STUDENTS. STUDENTS ARE REQUIRED TO EITHER RIDE THE BUS OR RIDE WITH THEIR OWN PARENT. Carpooling is not permitted except for weekend events.

End of Season Parties and Gifts

Due to IRS regulations, money from the SDAFAC cannot be used to purchase gifts for coaches or team moms. Any money collected for a coach's gift needs to be done outside of the normal team budget. This may not exceed \$100.00 per policy of the San Dieguito Union High School District.

Please Note: There is no alcohol permitted at team events where students are present.

Team Stability and Succession Planning

It is very important the systems and processes that you put in place survive the program long after your student leaves the sport. That is one of the reasons for this notebook. One of the most important things you can do when it's time for you to transition out of your position is to recruit and train your successor.

The SDAFAC doesn't have the intimate knowledge of your sport, coach and/or players to find a substitute for you. You are in the best position to do this. If you are a graduating parent, please find a younger parent who is enthusiastic about your sport. Have them come to at least one or two meetings in the spring so in September, they feel comfortable and ready to start the school year running.



General Fund Support - The SDAF Athletic Council has a general fund which helps pay for larger capital expense that are either too expensive for individual teams or benefits a large number of athletes. Some of the items the general fund has paid for in the past are the girls' softball scoreboard, a heart defibrillator, the athletic trainer, a new ice machine and other items. Teams can apply for a grant from the general fund. Details on team grants are in another section of this document.

The general fund that benefits all teams is funded through a \$ 50 contribution per player.

Team Grant Process

1. Purpose

Grant distributions are targeted to SDA Athletic teams to help supplement on-going costs in running a competitive and successful program. Application is found in Appendix D. Items funded in the past are usually items with multi-year life and help in the ongoing training and development of the players in the program. Examples of items funded by this grant program include:

Softball Scoreboard
Defibrillator
Wrestling Mats
Ice Machine
Fencing / Netting

Dollars are **NOT** awarded for *normal yearly operating expenses* including:

Coaching fees
Game or training uniforms, or personal uniform items
Team bags, balls, pads, shin guards, helmets, sticks, bats, equipment refurbishing
The exception is one-time grant to start a sports program or as a temporary bridge to the next year.

2. Grant Submission Calendar

The SDAF Athletic Council has three grant periods as follows:

Season/Request Deadlines

Fall Sports/September 30th
Winter Sports/January 15th
Spring Sports/May 15th

Items that are not team specific can be made during any period and will be discussed and considered.

Emergency requests will be considered on a case-by-case basis for any team need after the deadline if necessary.

3. Process

Teams (rep/coach) must fill out the grant request in its entirety. Please provide detailed descriptions of the items being requested along with benefits to the program. Items already purchased during the current school year can be submitted but with no guarantee for reimbursement. Large ticket items over



\$250 require a detailed specification sheet (can usually be found on-line) and a second cost comparison for reference.

Submit the signed grant request along with an updated budget to the Athletic secretary's office no later than the deadline date. No late submissions will be accepted.

The grants will be reviewed by the SDAF Athletic Council with final approval within 30 days of the submission deadline at the monthly meeting. Team reps will receive e-mail notification from the Athletic Council and it will be noted in the minutes of the meeting.

When you have purchased the approved item, submit the final bill to the SDAF Athletic Council Treasurer. You will not be given more than what was approved by the committee, so make sure you include taxes and shipping charges in your request if you want these reimbursed. The grant monies must be used by the end of the season, unless written notification of the reason for the delay is submitted to and approved by the Grant Committee.

4. Consideration Factors:

Team Need: The most important factor weighed in the decision process is the absolute need of the item(s) being requested. This is discussed at length with school administration. Other considerations include family donations, number of students that the grant will benefit and the District acceptance of items granted (donated back to the district).

Participation in SDAFAC: The approval of grant requests is dependent upon team participation in Athletic Council's Fundraisers and team reps' participation and attendance at Athletic Council General Meetings along with team parents' participation.

Limits: Teams are asked to keep requests for grants to a reasonable and necessary level. SDAFAC Grant budgets / forecasts are known to all reps at the time of their grant request deadline and need to be taken into account when requesting funds. Consideration is also made to the amount of dollars granted to teams over the past 2 years.



CAMPS, CLINICS AND TOURNAMENTS (OUT OF SEASON PLAY) POLICY, GUIDELINES AND FORMS

POLICY AND GUIDELINES FOR CAMPS, CLINIC, TOURNAMENTS

The purpose of all camps, clinics, tournaments and special events (hereafter referred to as “activity” and “activities”) operating under the name of the San Dieguito High School Academy Foundation (“SDAF”) is to **help support the operating budget for the respective Foundation member athletic and other council groups.** This policy includes activities that are not school or district sponsored and are outside of the regular CIF schedule/season for a particular sport OR are Foundation approved non-CIF sports.

1. The Council benefiting from the activity will be responsible for all expenses incurred relevant to the activity. Expenses include but are not limited to; liability insurance, custodial fees, referees, equipment, clothing, invitations/flyers, awards or any other direct expense of the activity.
2. A five percent (5%) administrative fee will be assessed on the gross revenue and considered a direct expense of the activity.
3. The Foundation Executive Director will be responsible for coordinating the program requirements. The Foundation CFO will be responsible for directly paying all expenses generated from the activity. Team or council parent volunteers will be responsible for coordinating with the coach or instructor to complete the application packet and collect fees for the activity.
4. The net profit will be established after all direct expenses (**excluding coaching or instructor stipends**) mentioned in #1 above have been paid. Fifty-one percent (51%) of the net profit must benefit the sponsoring council or team. The remaining forty-nine percent (49%) of net profit may be used to pay stipends. (See sample budget)
5. Stipends may be paid to a coach, instructor and assistant coaches or instructors who supervise or direct the activity. The combined total of all stipends may not exceed 49 percent (49%) of the net profit. Stipends will be paid upon completion of the activity, and upon receipt of a Check Request form fully completed and executed by the designated parent volunteer (liaison).
6. All team and council liaisons and coaches/staff instructors must complete and submit to the Foundation the fully completed Camps/Clinics/Tournament **Approval Checklist** (Attachment II).
7. All San Dieguito coaches or camp staff instructors responsible for conducting summer activities must present their calendars and budgets for the activity to the Foundation office no later than May 1 and obtain special athletic or specialty camp insurance using the **Insurance Request Form** (Attachment III) and **Budget** (Attachment IV).
8. All coaches, instructors and non-student assistants working directly with students and student athletes must comply with the **SDAF Independent Contractor Agreement** (Attachment V) and with the District



requirements for clearance (fingerprinting, TB test, etc.) This agreement must be on file with the SDAF office before the start of the activity. Contact Foundation office for Personnel forms.

9. In accordance with SDAF policies, contracts with vendors, sponsors or any outside group can only be signed by the current Foundation president or Council Chair. Neither parents nor coaches/staff members are authorized to bind the Foundation in contractual agreements. No exceptions.

ATTACHMENT I

SAN DIEGUITO HIGH SCHOOL ACADEMY ATHLETICS

CAMPS/CLINICS/TOURNAMENTS INFORMATION/INSTRUCTIONS

Thank you for your interest in running a summer or out of season camp/clinic/tournament. In the following pages you will find the information that needs to be filled out and returned to SDA Athletic Director/Foundation Executive Director in order to run your camp or clinic.

Following you will find:

1. SDUHSD Guidelines
2. Approval Checklist
3. Insurance Request Form
4. Sample Budget
5. Independent Contractor Agreement – one for each coach on staff
6. Sample Permit for use of Athletic Facility
7. Statement of Information
8. Sample Release and waiver to be used for each camper/team member and returned and kept on file
9. Sample flyer naming the San Dieguito Academy Foundation as co-sponsor of the activity.

Please make sure that all information necessary is provided in order to expedite your application.

Any questions please do not hesitate to contact the Athletic Director at 760-753-1121 ext. 5007 or the Foundation Office at 760-753-1121 ext.5152.



SDUHSD PROTOCOL
OUT OF SEASON
HS ATHLETICS FIELD & FACILITY USE

Per CIF Policy, SDUHSD Policy, and each SDUHSD HS Foundation's Camps & Clinics Policy, the following protocols must be adhered to during each and every occasion of SDUHSD facilities and field use for out of season events:

1. In writing, each Coach must submit all out of season camps, clinics and tourneys applications to the HS Athletics Office at least 8 weeks prior to the event(s).
2. The AD and the Assistant Principal will review the application prior to the Coach advertising the event(s).
3. The Athletic Secretary will submit a School Dude request to the SDUHSD Facilities Office for all the requested dates.
4. SDUHSD Athletic Teams have priority for out of season use of facilities, as long as requests are made 8 weeks prior. The SDUHSD Facilities Office will confirm with the HS Athletics Office that the Facilities are available or not.
5. The HS Athletics Office will then notify the HS Foundation and the Coach that the camp or clinic has been approved.
6. Per CIF, SDUHSD and Foundation Policy, all field use, fee structure and money handling arrangements will be confirmed with the Coach in a meeting with Foundation staff and the AP in charge of Athletics.
7. Once the Coach, AP and Foundation meeting takes place, the Coach is allowed to promote the camp or clinic. SDUHSD Coaches may not require SDUHSD students to participate in out of season programs. SDUHSD Coaches may NEVER handle or ask for money for out of season camps.

September, 2012 – From SDUHSD



ATTACHMENT II

**SAN DIEGUITO HIGH SCHOOL ACADEMY ATHLETICS
CAMPS/CLINICS/TOURNAMENTS
APPROVAL CHECKLIST**

The following steps must be completed prior to contact with any participant of the camp/clinic/tournament:

- Approval to run camp/clinic/tournaments from:
- SDA Administration (Athletic Director/AP): _____
Initial/Date
- SDAF Athletic/Council & Foundation Board's: _____
Initial/Date
- Facility usage approval/scheduling: _____
Initial/Date
- Complete **Insurance Request** by May 1st for camps, clinics & tournaments held annually July 1 through June 30 that are not part of the regular CIF season.
- Complete **Application & Permit for Use of Facilities**. All dates and locations must be secured through the school facility coordinator.
- Promotion/Registration: All flyers and registration forms must be approved by the: SDA Foundation office _____ Initial/Date
- SDAF Consent/Waivers must be included in registration packet, completed and on file for each participant.
- All coaches/staff must complete **Independent Contractor Foundation Agreement** prior to program start date.
- A **coach/staff and volunteer roster** must be submitted to the SDAF office.
- All coaches/staff/volunteers involved, who have direct contact with participants, must have fingerprint and TB clearance through the San Dieguito Union High School District (located at 710 Encinitas Blvd., Encinitas) **prior to any contact with students/participants.**
- All funds are handled by volunteer liaison. By signing below volunteer liaison agrees to collect process registration fees through the SDAF office. Coaches/staff are prohibited from collecting money.

Liaison Signature

Date

Head coaches or staff signature confirms that the coach/ staff instructor agrees to and must comply with the policies and guidelines for camps, clinics and tournaments.

Head Coach/Staff Instructor Signature

Date



ATTACHMENT III

**SAN DIEGUITO HIGH SCHOOL ACADEMY FOUNDATION
CAMP, CLINIC AND TOURNAMENT
INSURANCE REQUEST**

Camps, clinics and tournaments may not be conducted without proper liability and medical insurance.

To ensure that you, your students, and volunteers are adequately insured for participation in the camps, clinics and tournaments that you have planned for the upcoming year, please fill out the form below and return it to the Foundation office by **May 1st.**

If you are planning more than one camp, clinic or tournament, photocopy this form and complete one form for each activity.

CIF Sports:

If you have any questions regarding your group's activity and your sports season of play, please contact the Athletic Director (753-1121 ext. 5007) for clarification. All camps, clinics and tournaments must have the prior approval of the Athletic Director.

Please complete in full and type or print clearly in pen. Thank you.

NAME OF CAMP/CLINIC/TOURNAMENT _____

START DATE (S) _____ END DATE (S) _____

NUMBER OF DAYS _____ TIME (S) _____

LOCATION (S)1. _____

2. _____

3. _____

PARTICIPANT AGES _____ EXPECTED NUMBER OF PARTICPANTS _____

NUMBER OF COACHES/STAFF _____ NUMBER OF VOLUNTEERS _____

ANTICIPATED NUMBER OF SPECTATORS _____

CONTACT _____ PHONE _____

E-MAIL _____ FAX _____

**RETURN COMPLETED FORM TO FOUNDATION OFFICE - 800 SANTA FE DRIVE OR
MAIL TO P.O. 235109 - ENCINITAS CA 92023**



ATTACHMENT IV
SAMPLE ATHLETIC or SPECIALTY CCT BUDGET

Please use this sample to determine the estimated revenue and expenses for your program. If you need help with your budget, please contact the Foundation office prior to starting your camp, clinic or tournament.

Sample Camp Fee - \$110/week
Sample Camp Enrollment - 20 players

REVENUE:

Camp Fees - \$2200 (\$110 x 20)

Spirit Wear - \$ 400 (\$20 x 20)

TOTAL - \$2600

EXPENSES:

Insurance - \$360

T-shirts - \$200

Supplies - \$100

Custodial - \$168

5% Admin - \$130

TOTAL - \$ 958

NET PROFIT: \$1642

\$2600 - \$958 = \$1642

PROFIT SPLIT:

51% TEAM/COUNCIL - \$837

49% STIPENDS - \$805*

***Stipends to cover all coaching/instructor fees**
Sample Camp Duration - 2.5 hours per day x 4 day camp = 10 hours



ATTACHMENT V
SAN DIEGUITO ACADEMY FOUNDATION
INDEPENDENT CONTRACTOR AGREEMENT

This Agreement is entered into on this _____ day of _____, by and between _____, an independent contractor, and the San Dieguito High School Academy Foundation (SDAF).

Terms of the Agreement

Contractor agrees to:

- Submit a list of at least three references upon request.
- Be fingerprinted at the San Dieguito Union High School District.
- Show proof of First Aid and CPR training
- Show proof of current TB test
- Perform service in accordance with the *Code of Conduct* as identified below. Please note: Failure to comply with the *Code of Conduct* is grounds for immediate termination of this agreement.
- Show proof of personal liability.
- Show proof of automobile insurance if transporting students.
- Complete IRS Form W9 for SDAF records (available in the Foundation office).
- Submit a complete invoice for services at completion of the service.

San Dieguito High School Academy Foundation agrees to:

- Pay contractor according to previously agreed upon fee for services (outlined below) within two weeks of receipt of invoice and completed check request.
- Complete IRS Form 1099 if the contract for the calendar year exceeds \$600.

CODE OF CONDUCT:

When performing services for San Dieguito High School and Foundation, either on or off campus, the contractor will not:

1. Use racially derogatory language.
2. Use inappropriate or vulgar language.
3. Use sexual nuances, actions or language.
4. Use alcohol, tobacco, or any other substance in presence of students
5. Make sexual advances to any student.
6. Jeopardize a student's health and/or wellbeing. *For example:* A coach will not put an injured student into a game against the advice of the trainer.

The contractor will, at all times:

1. Dress appropriately.
2. Treat each player equally and with respect.
3. Put the student's safety before winning.
4. Effectively communicate with SDA Athletic Director, SDAF Executive Director & Athletic Council liaison.
5. Represent self, San Dieguito High School Academy and Foundation beyond reproach.
6. Follow all SDAF procedures.

Either party may terminate this agreement at any time; the service provided from the last billing period to the time of the agreement's termination will be billed to, and paid by, San Dieguito High School Academy Foundation.



**SAN DIEGUITO ACADEMY FOUNDATION
INDEPENDENT CONTRACTOR AGREEMENT**

Service to be performed: _____

Length of service to be performed: _____
Dates beginning and ending

Hourly rate _____ **OR** Seasonal rate _____

Maximum number of hours if hourly: _____

Please note: Any person who fails to submit an Agreement prior to the start date of camp/clinic/tournament or season will not be paid per San Dieguito Union High School District policy.

Limitation of Liability: SDAF disclaims any and all liability for any harm, loss, or damages suffered by any student, parent, coach by any student, parent, coach, administrator, parent group liaison, council group, or other third party, by reason of, or caused by, or related to, the failure to screen, properly hire, manage or supervise any person, employees, or agents of any Club Sport, including but not limited to, coaches, assistance coaches, parents, parent liaisons, or council groups.

I certify that I have read, and that I am agreement with, the terms as outlined above.

Name _____ Phone _____
Day Evening

Social Security # _____ E-Mail _____

Address _____ City _____ Zip _____

Signed by: _____
Contractor Athletic Council liaison

Signed by _____
Authorized Representative of SDAF Title

ATTACHMENTS:

- **Completed IRS Form W9**
- List of references

Copy of:

- Proof of fingerprinting
- CPR certificate and First Aid certificate
- TB Test
- Proof of professional accreditation

Proof Of:

- Automobile Insurance



ATTACHMENT VI

SAN DIEGUITO ACADEMY FACILITIES USAGE APPLICATION

<i>Organization requesting use</i>			<i>Today's date</i>
<i>Facility requested</i>			<i>Date/s needed</i>
<i>Set-up time</i>	<i>Start time</i>	<i>Ending time</i>	<i>Clean-up completion time</i>
<i>Type of activity</i>			<i># of people attending (est)</i>
<i>Supervision (list names of on-site supervision during event)</i>			
<i>Clean-up responsibility:</i>		<i>Custodial services/equipment needed</i>	
<input type="checkbox"/> Custodial <input type="checkbox"/> Other			
DIAGRAM OF SET-UP			
<div style="border: 1px solid black; width: 100%; height: 100%;"></div>			
<i>Applicant (Printed Name / Signature)</i>			<i>Phone</i>
			<i>Email</i>
Action	<i>Comments:</i>		
<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved			
<i>Additional Staff to be informed:</i>			
<i>Approved By</i>		<i>Signature / Date</i>	



ATTACHMENT VII

STATEMENT OF INFORMATION

The undersigned states to the best of his or her knowledge, the school property for use of which application is hereby made will not be used for the commission of any act intended to further any program or movement the purpose of which is to overthrow the government of the United States or the State by force, violence or other unlawful means.

That the organization on whose behalf he/she is making application for use of school property, does not, to the best of his/her knowledge, advocate the overthrow of the government of the United States or the State of California by force, violence, or other unlawful means, and that to the best of his/her knowledge, it is not a Communist action organization or Communist front organization required by law to be registered with the Attorney General of the United States. This statement is made under the penalties of perjury.

Name of Organization
Name of Applicant
Applicant Signature / Date



ATTACHMENT VIII

RELEASE AND WAIVER OF LIABILITY

I understand that my child _____ has enrolled in the _____

Out-of-Season Program (Camp, Clinic, Tournament) that is to take place at San Dieguito Academy.

I understand that there are risks associated with participating in _____ which include the risk of injury to person and/or property, including death.

In consideration of being allowed to participate in the Camp and related events and activities, I the undersigned parent/guardian of the child named above do hereby acknowledge and agree to as follows:

I HEREBY RELEASE, WAIVE, DISCHARGE FOREVER, AND CONVEYANT NOT TO SUE the San Dieguito Academy Foundation, its directors, officers, agents, employees, and any and all Camp sponsors, officials, coaches, volunteers, and others involved in the Camp (hereinafter "Releasees") from all liability to the undersigned or such children and all his or her personal representatives, assigns, heirs and next of kin for any loss or damage and any claims or demands therefore on account of any and all injury to person or property, including death, to the undersigned or any such children while the undersigned or such children are attending the Camp or related activities.

THE UNDERSIGNED FURTHER AGREES TO INDEMNIFY AND SAVE AND HOLD HARMLESS the Releasees and each of them from any loss, liability, damage or cost (including attorney's fees) the Releasees may incur as a result of attendees' attendance at the Camp or any related activity thereof.

The UNDERSIGNED further expressly agrees that the foregoing RELEASE, WAIVER AND INDEMNITY AGREEMENT is intended to be as broad and inclusive as is permitted by the law of the State of California and that if any position thereof is held valid, it is agreed, that the balance shall continue in full force and effect.

The UNDERSIGNED WARRANTS that he/she has no knowledge of any physical impairment that would be affected by the attendee's participation in the Camp.

THE UNDERSIGNED HAS READ AND VOLUNTARILY SIGNS THE RELEASE AND WAIVER OF LIABILITY AND INDEMNITY AGREEMENT, and further agrees that no oral representations, statements, or inducements not contained in this waiver have been made.

DATE

SIGNATURE: PARENT/GUARDIAN



FORMS APPENDIX

- **A - Sample Donation Letter and Acknowledgement Form**
- **B - Sample Roster Form**
- **C - Sample Uniform Distribution Form and Acknowledgment Form**
- **D - Team Grant Request Forms**
- **E - Banner Application Form**
- **F - Check Request Form**
- **G - Deposit Form**



Appendix-A Sample Parent Donation Letter

Team Reps: Please use this information when communicating with parents about their sports specific donations. This wording complies with District, school and SDA Foundation policies.

DATE:

Dear Parents of the _____ Sports Program:

Congratulations on your son/daughter being selected to play for the San Dieguito Academy Mustangs. Whether varsity or junior varsity, we hope your athlete has a positive experience.

As with all public high schools in California and across the nation, parent support is necessary to continue to run extra-curricular activities at the levels we have come to expect for our kids. In the San Dieguito Union High School District, and in particular at San Dieguito Academy, parent support has provided the means for the continued success and growth of our athletic program.

The _____ Program this year is asking for your support level of \$_____ as a suggested donation. This donation will be used to provide our varsity, JV teams with the following:

- Equipment, balls, tournament fees, awards, photos
- Uniforms
- Stipends for floater coach (if applicable)
- General Athletic Fund to cover the cost of our professional Athletic Trainer and equipment used by multiple teams
- Transportation

We thank you in advance for your support with a donation to the _____ Program and look forward to seeing you at all of our events and activities this season.

Please sign the attached form to acknowledge that you have received this information. Enter your voluntary donation to the _____ Program and return the form to me.

Our goal is to create a vibrant program that is upbeat, energizing and unifying not only for the athletes but also for all students at SDA.

Thank you for your support for our sports program.

GO MUSTANGS!

Team Rep Name

Email

Phone number

Team reps: Please ask your parents to return this form whether or not they make a donation so that you will know that everyone has received the information.



Acknowledgement and Donation Form

_____ *Sport*

Fall/Winter/Spring 201_

Athlete Name: _____

Please return this sheet to help us keep the accounting accurate.

_____ Player Donation (Sport Specific)

I understand that the total amount required to operate this sport is \$ _____ which equates to a donation of \$ _____ per player. I further understand that any donation made is totally voluntary. I acknowledge that if the team does not raise the entire amount required, additional fundraisers will be required.

_____	Player Name
_____	Parent/Guardian Name
_____	Parent/Guardian Signature
_____	Parent/Guardian email address
_____	Parent/Guardian phone (best for contact)

Make Checks payable to : SDAF Athletic Council or SDAFAC only
Transportation donation is included in the suggested donation amount for each team.

Parents:

Please return this form at the mandatory parent meeting on Sports Night. All forms must be returned so that I know you have received and read the donation information.



Sample Uniform Checkout Contract

SPORT _____

Name: _____

Mailing Address: _____

City: _____ Zip: _____

Phone: _____

Email: _____

<i>Item Checked Out</i>	<i>Size</i>	<i>Number</i>
Jersey	_____	_____
Singlet Top	_____	_____
Warm Up Jacket	_____	_____
Warm Up Pants	_____	_____
Shorts	_____	_____
Sport Bag	_____	_____
Other	_____	_____

I understand that it is my responsibility to return these items clean and in good condition to the SDAFAC at the end of my season of sport or if I am no longer a member of the team. Further, I understand that failure to return them clean to the Athletic Department will prohibit me from playing another sport and/or graduating from SDA (whichever comes first) until the missing items are paid for or returned.

Athlete's Signature

Date



Appendix-D

Team Grant Request Form

Instructions:

1. Please fill out form completely. Type or print legibly.
2. Include detailed information regarding use and benefit of funds.
3. Attach a copy of your most recent team/sport budget.
4. Return SIGNED forms to SDAFAC by the deadline listed below*.
5. Emergency requests, only, will be considered after the deadline date.
6. Final approval will be decided by the SDAF Athletic Council and all requests will receive a written response no later than 30 days following the deadline.

*Deadlines: Fall Sports- May 15 Winter Sports- September 30 Spring Sports- January 15

GRANT REQUEST DETAILS

SPORT/PROGRAM REQUESTING GRANT

DATE OF REQUEST: _____

DATE FUNDS NEEDED: _____

NUMBER OF STUDENTS TO BENEFIT: _____

AMOUNT REQUESTED IN ITEMIZED FORM (please attach applicable bids, catalog pages, photos, etc. for each item being requested):

\$	_____	_____
\$	_____	_____
\$	_____	_____
\$	_____	_____
\$	_____	_____
\$	_____	_____

DESCRIBE HOW THIS REQUEST IS BENEFICIAL TO THE PROGRAM



Current Financial Situation:

Current Account Balance \$ _____
Budgeted Revenue \$ _____ Budgeted Expenses \$ _____

*Attach Detailed Budget for reference

Yearly Family Donation Request (per family):

Coming Season \$ _____ Last Season \$ _____ Previous Season \$ _____

Fundraising Activities (actual or projected dollars earned):

_____ \$ _____
_____ \$ _____
_____ \$ _____

*Attach additional details if needed TOTAL \$ _____

Previous Grant Awards to the Program: Previous Year: \$ _____ 2 Years ago: \$ _____

SDAFAC SUPPORT:

Representative Regular Attendance at SDAFAC Meetings: YES / NO

Outside Committee Participation by Representative or Parents of Players:
List: _____

ADDITIONAL COMMENTS (if any): _____

Signatures:

TEAM REPRESENTATIVE SIGNATURE (mandatory) _____

COACH SIGNATURE (required)

ATHLETIC DIRECTOR COMMENTS:

ATHLETIC DIRECTOR SIGNATURE (required): _____

PRINCIPAL/ASST. PRINCIPAL SIGNATURE (required): _____



Appendix - E
BANNER ADVERTISING APPLICATION FORM
SAN DIEGUITO HIGH SCHOOL ACADEMY

Business/Organization:_____

Contact Person:_____

Telephone:_____

Street Address:_____

City/State/Zip Code:_____

E-Mail Address:_____

Signature:_____ **Date:**_____

Banners are approximately 4' wide and 3' high.

The cost of a banner is \$300. Banners will feature company logo/artwork along with the text "SUPPORTING SDA (Team Name)".

Color options:

Blue banner with white text

White banner with blue text

PLEASE COMPLETE THE FORM, ATTACH or EMAIL COMPANY LOGO/ARTWORK, A PROOF WILL BE PROVIDED BEFORE THE BANNER IS PRINTED.

MAKE CHECK PAYABLE TO: SDA FOUNDATION.

Please include the team name in the memo line.

Mail your Application and Payment to:

SDA Foundation

PO Box 235109

Encinitas, CA 92023-5109

Tax ID # 33-0629427

6/15/2015



Appendix – F Check/Reimbursement Request

Submitted By:		Date:	
Council / Activity:			
<input type="checkbox"/> General Fund	<input type="checkbox"/> Academic	<input type="checkbox"/> Athletic	<input type="checkbox"/> Grad Nite
<input type="checkbox"/> Student Support	<input type="checkbox"/> Theatre Arts	<input type="checkbox"/> Other (Specify Club/Team, Boys or Girls, etc.):	
Purpose:			
<input type="checkbox"/> Attachments (Must include invoice, contract, quote, original receipts, minutes, etc.)			
Check Payable Information		Amount:	
<i>Business / Vendor:</i>		<i>Primary Contact:</i>	
Address		Phone:	
City / State / Zip		Email:	
Expense Account:			
Date Needed By: <i>(allow 2-3 weeks after approval)</i>			
Special Instructions: <input type="checkbox"/> Mail <input type="checkbox"/> Hold For:			
Approvals			
<input type="checkbox"/>	Club/Council Liaison	Signature	Date
<input type="checkbox"/>	Club/Council Treasurer	Signature	Date
<input type="checkbox"/>	SDA Staff <i>(Head Coach, Advisor, Dept Head)</i>	Signature	Date
<input type="checkbox"/>	SDA Athletic Director <i>(Athletic Council teams only)</i>	Signature	Date
<input type="checkbox"/>	SDAF Chief Financial Officer	Signature	Date

