

Seelos Academy Athletic Association

Awards Coordinator's Handbook

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September

- Ordered the pins and pennants that were needed
- Email coaches for fall sports (cross-country, soccer and girls' volleyball) and ask them for a team roster with names and grades of all players for all the teams.
- I order appropriate awards (pennants and pins) for the athletes of the sports.
- When awards come in give them to the developmental and JV coaches for the end of the year parties. Varsity pins are kept until the end of year banquet in April or May.
- I attached the athletes pins to the pennants. IF the athlete already has a pennant then the pin goes on an index card with the athlete's name.
- Contact the coaches to give the final awards to them.
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November

- Ordered the pins and pennants that were needed
- Email coaches for winter sports (basketball and cheer) and ask them for a team roster with names and grades of all players for all the teams.
- I order appropriate awards (pennants and pins) for the athletes of the sports.
- When awards come in give them to the developmental and JV coaches for the end of the year parties. Varsity pins are kept until the end of year banquet in April or May.
- I attached the athletes pins to the pennants. IF the athlete already has a pennant then the pin goes on an index card with the athlete's name.
- Contact the coaches to give the final awards to them.
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March

- Ordered the pins and pennants that were needed
- Email coaches for spring sports (track, soccer and boys' volleyball) and ask them for a team roster with names and grades of all players for all the teams.
- I order appropriate awards (pennants and pins) for the athletes of the sports.
- When awards come in give them to the developmental and JV coaches for the end of the year parties. Varsity pins are kept until the end of year banquet in April or May.

- I attached the athletes pins to the pennants. IF the athlete already has a pennant then the pin goes on an index card with the athlete's name.
- Contact the coaches to give the final awards to them.