

ATHLETIC CHARTER



Date: _____

Name of the Team: _____

Name of Coach: _____ Coaches E-Mail _____

Name of Team Captain: _____

Captains E-Mail _____

Purpose of Athletic Trust Account:

a. Funds will be raised by

b. Funds will be used for

Membership

a. Members must be a student body member of Eastlake High School.

b. Members must meet the following GPA and attendance requirements to qualify for membership (if applicable).

Signature of Coach

(For ASB Use Only)

In accordance with the authority vested in the Student Council/Senate by the Constitution of the Associated Student Body of Eastlake High School, this charter is hereby:

___ Approved

___ Disapproved

Explanation, _____

ASB Vice-President / Date

ASB Dean / Date

School Principal / Date

ATHELTIC TRUST REGISTRATION PACKET
EASTLAKE HIGH ASB

Coaches: Please complete as soon as possible

ALL Athletic Coaches,

2016-2017

Thank you for taking the time to coach a sport(s) at Eastlake High School. We appreciate your hard work and dedication to our students.

It is necessary that all sports register EVERY year though the ASB office.

This athletic packet is designed to help you submit all the appropriate paperwork so you may begin team activities and fundraisers for the school year.

***PLEASE NOTE that the coach's signature that appears in this packet MUST BE THE SAME signature on all deposits, fundraisers, check requests, and other official documents turned into ASB.

ASB Vice President

David Lopez
ASB Assistant Principal

Sandra Anglin
ASB Financial Technician

1. Please complete and return the following form(s) to the ASB:
 - **ATHLETIC CHARTER (2 pages)**
 - **MEMBERSHIP ROSTER**
 - **ATHLETIC TRUST STATISTICS FORM**
 - **HAZING FORM**
 - **ATHLETIC ADVISOR/ COACH CONTRACT**

It is ESSENTIAL that all forms are completed THOROUGHLY before being returned. An athletic charter must be completed before conducting any fundraisers or activities.

PLEASE READ CAREFULLY and keep the information provided in your files. You may refer to it when needed.

To ensure efficient communication between the ASB and your team, please provide a valid email address at which you may be reached:

EASTLAKE HIGH SCHOOL ATHLETIC CHARTER

I, _____, request that _____
(Name of Coach) (Athletic Trust)

be considered for school affiliation. I understand that the following legal requirements and school regulations are now being observed and will continue to be observed in the future:

1. All school-affiliated athletic trusts shall have open membership.
2. A coach will be in attendance at all athletic functions.
3. The primary objectives of school affiliated athletic trusts are either educational objectives or service to the school. Athletic trusts whose major purpose is social will not be recognized.
4. Athletic recognition is on a year-to-year basis.
5. No initiations of any kind are permissible under the state law.
6. All school-affiliated athletic trusts must have a roster on file with the ASB Office.

This charter is held subject to all rules and regulations for student organizations and conditions stated in the application for a charter. Violation of any of these provisions will be sufficient cause for the charter to be revoked.

Signature of Coach

Date

Print name of Coach

Signature of Student Representative

Date

Print name of Student Representative



Membership Roster for _____

Name of Sport

- | | |
|-----------|-----------|
| 1. _____ | 26. _____ |
| 2. _____ | 27. _____ |
| 3. _____ | 28. _____ |
| 4. _____ | 29. _____ |
| 5. _____ | 30. _____ |
| 6. _____ | 31. _____ |
| 7. _____ | 32. _____ |
| 8. _____ | 33. _____ |
| 9. _____ | 34. _____ |
| 10. _____ | 35. _____ |
| 11. _____ | 36. _____ |
| 12. _____ | 37. _____ |
| 13. _____ | 38. _____ |
| 14. _____ | 39. _____ |
| 15. _____ | 40. _____ |
| 16. _____ | 41. _____ |
| 17. _____ | 42. _____ |
| 18. _____ | 43. _____ |
| 19. _____ | 44. _____ |
| 20. _____ | 45. _____ |
| 21. _____ | 46. _____ |
| 22. _____ | 47. _____ |
| 23. _____ | 48. _____ |
| 24. _____ | 49. _____ |
| 25. _____ | 50. _____ |

Athletic Trust Statistics Form

Athletic Advisor/Coach: Please Complete the Following Information

Sport: _____

Coach: _____

Total Number of Members: _____

Number of Females: _____

Number of Males: _____

Percentage (%) of Females: _____

Percentage (%) of Males: _____

The above information is required by the school district each year for a Gender Equity Audit. Thank you for including this in your registration packet.

Hazing

Legal Reference and Acknowledgement Form

Educational Code 32050

As used in this article, "hazing" includes any method of initiation or pre-initiation into a student organization or any pastime or amusement engaged in with respect to such an organization which causes, or is likely to cause, bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to any student or other person attending any school, community college, college, university or other educational institution in this state; but the term hazing does not include customary athletic events or other similar contests or competitions.

Prohibition; Violation; Misdemeanor

Education Code 32051

No student, or other person in attendance at any public, private, parochial or military school, community college, college or other educational institution, shall conspire to engage in hazing participate in hazing, or commit any act that causes or is likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to any fellow student or person attending the institution.

The violation of this section is a misdemeanor, punishable by a fine of not less than one hundred dollars (\$100), or imprisonment in the county jail for not more than one year, or both.

Sweetwater Union High School District

Board Policy 5236

Hazing in any form is considered dangerous conduct and forbidden by California law. Therefore, no student shall conspire to engage in hazing or commit any act that causes or is likely to cause bodily danger, physical harm, personal degradation or disgrace resulting in physical or mental harm to any student(s) or other person(s)

Coaches/Advisors Acknowledgement

I have read the aforementioned definition, state law and Sweetwater Union High School District Board Policy regarding hazing. I understand that it is my obligation to inform all students that participate in activities that I oversee, and/or assist with, of the legal ramifications of hazing. I also understand that I must report immediately to the Principal or his/her designee any possible violations of these laws and policies.

Name (please print): _____ School: Hilltop High School
Club/Organization: _____

_____	_____
Advisor/Coach Signature	Date
_____	_____
Principal/Designee Signature	Date

"The Sweetwater Union High School District does not discriminate with regard to sex, race, religion, color, national origin, ancestry/ethnicity, marital or parental status, age physical or mental disability, sexual orientation or any other unlawful consideration." SUHSD Board Policy #2224

ATHLETIC ADVISOR/ COACH CONTRACT

Advisors/Coaches: Please complete as soon as possible

2016-2017

Coaches/Advisors,

Thank you for taking the time to advise/coach a sport(s) at Eastlake High School. We appreciate your hard work and dedication to our school.

This contract is designed to guide you through the procedures that go along with advising/coaching a sport. Return this contract, signed, to the ASB office.

PLEASE READ THE FOLLOWING INFORMATION CAREFULLY and keep a copy of this contract in your files. Upon returning this form a copy of it will also be sent to you. You may refer to it when needed.

1. FUNDRAISERS

- a. Please complete only the top portion of the district form. If your fundraiser generates a deposit of over \$1000 the reconciliation portion (middle section) will need to be completed for audit purposes. **Disciplinary action can and will be taken if funds raised or expenses are not deposited in a timely manner.**
- b. If your fundraiser requires ticket sales, please notify the ASB and we will provide you with tickets.
- c. In the process of ticket reconciliation, if you do not return the correct monetary amount of tickets sold or you do not provide the remaining unsold tickets, your club account **will be penalized** with the difference of the amount still owed.

2. DEPOSITS

- a. Deposits must be returned to the ASB in a timely manner. Please complete ALL PARTS of the form. This includes the itemized inventory sheet.
- b. Any checks deposited after April 1st are at the risk of your club's account.

3. U.S. CURRENCY ONLY

- a. All club transactions must be made in United States currency. Receipts of transactions made in foreign currency, including pesos, will not be acceptable documents for check requests.
- b. Any checks deposited after April 1st are at risk of your club's account

4. CHECK REQUESTS

- a. Check requests must be returned to the **ASB on Monday before lunch for approval.** Anything after lunch will be gathered for approval the following Monday. If Monday is a holiday, then Tuesday will be the approval day.
- b. No checks may be made out to students under the age of 18.
- c. Please include with your completed check request form the following:
 - Meeting minutes
 - Signed invoice/ Itemized Receipt

**Please note that there will be no disbursement of funds before goods/ services have been received.*

5. PURCHASE ORDER

It is best and highly recommended to purchase only from companies that accept purchase orders. If you need a purchase order please submit an **estimate** from the company (cannot be handwritten) and **meeting minutes** approving the expenditure.

- a. Purchase orders will not be created unless you have the **sufficient funds, estimate/ quote, and meeting minutes**.
- b. Invoice must be turned in **AFTER** items are received and signed by advisor

**Please use a Purchase Order rather than a reimbursement.*

6. POSTERS

- a. **POSTER PAPER**: Paper can be bought from the ASB for publicizing your sport's fundraisers, games, and events. *Paper is \$1.00 per yard.* If you would like posters to be personalized it will be an *additional \$3.*
- b. **BLUE TAPE**: Blue tape can be bought from the ASB for putting up posters. *Blue tape is \$5 per roll.*
- c. Posters must be taken down IMMEDIATELY after the event or fundraiser ends.

7. ATHLETIC CERTIFICATES & PLAQUES

- a. Coaches are responsible for submitting the necessary **TYPED** paperwork at the end of the season for team awards. Handwritten paperwork for awards will **NOT** be accepted.
- b. If the coach makes any spelling errors on certificates or plaques, you will be charged a fee from your trust account.

*Please make sure you have read this document carefully and thoroughly **before signing.***

Sincerely,

Jason Wilder
ASB Vice President

By signing, you acknowledge that you have read all the information above and understand that is your responsibility to complete all of the procedures as stated.

Name (please print): _____.

Sport: _____.

Advisor/Coach Signature

Date