

Awards Night records and achievement! Date of Awards Night _____

Time of Awards Night _____

Place event will be held _____

Sport _____ Level _____ Coach _____

The end of the season is approaching and there are three areas that need your attention: awards to be given, records that have been achieved and a brief written statement of achievements and history for the year.

Awards

1. Coaches or team managers make arrangements for the date and site reservations.
2. Coaches: Order awards from Home Team Sports Photography (they are contracted to supply three per team, per level) ****only if you ordered pictures through them.*** Place your order online through their website at: <https://hometeamsports.fotomerchant.com/awards-order>. They need 10 business days to complete the order and additional plaques can be ordered for \$12/ea. – 7”x 9”, \$18/ea. – 8”x 10”. If the coach chooses to switch to picture plaques, no credit will be applied from contracted sizes/choices and the prices are listed on the website <https://hometeamsports.fotomerchant.com/awards>. For questions about the ordering call (925) 827- 4686.
3. Items for the CP Athletics office:
 - a. Email this completed Awards Night form to the Athletic Secretary as soon as possible (***at least two weeks before your event***) so we can get all the proper awards ready in time for your event. *Remember that there are multiple teams each season.*
 - b. Attach your team roster to the email, including student team managers, broken down into letter winners and participant winners, as indicated in the instructions. Each Varsity coach is responsible for establishing the criteria that determines what a student has to do to receive a letter award or a participant award. The criteria should be communicated to the players prior to the season start.
4. Awards given are as follows:
 - a) First sport played, no matter what level, player receives a form to pick up graduation year **Numerals**.
 - b) First varsity sport (letter winner), player receives a form to pick up the **Block CP**
 - c) All varsity players receive a form to pick up an emblem/patch representing that sport.
 - d) All letter winners and participant winners will receive certificates.
 - e) Students who serve as managers or statisticians will receive a participation/recognition (certificate) or a form to pick up a block CP depending on their level of participation. (Determined by the coach).

Records

On a separate document, list new records set this year. Be specific as to person and record, including old record holder and record.

Achievements and History

Other than the new records set above, list the achievements of individuals and the team, also add a brief historical statement. I hope that this information will become part of the written history at College Park.

Certificates

Special certificates can be requested such as: Captain, MVP, and MIP. However, you can give any certificate that you think fits your team's situation. Remember that we supply certificates and Home Team Sports photography provides (3) plaques if you order team pictures through them. College Park does not pay for any other plaques/trophies. Additional awards can be purchased through team funds.

List all awards/certificates given and to whom they are given and if you ordered a plaque or if you need a certificate.

Certificate/Award Name	Recipient
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Important: attach a team roster for each level (Frosh/JV/Varsity) and label each player with L (letter recipient) or a P (participant recipient)

****This request must be delivered to the Athletic Director or Athletic Secretary at least two weeks before the certificates are needed. ****