

Senior Night Protocol

Athletic Office Responsibilities

- Contact Head Coach in the beginning of the season to confirm date for Senior Night
- Notify Patti Sell of rooms/areas to be used for post game/match/meet reception
- Provide Profile Forms to Head Coach
- Collect profile forms by noon of the day of the event and organize papers for announcer
- Confirm number of Seniors to be honored
- Order flowers for Girl Athletes and mothers/guardians
- Secure or confirm an announcer for Senior Night
- If requested, assist the assistant coach or parent designee while lining up senior athletes and parents for presentation

Head Coach or Designee Responsibilities

- Provide date of Senior Night to the Athletic Director
- Distribute Profile Forms to seniors
- Return Profile Forms to Athletic Office by noon of the day of senior night
- Read and Edit Profile Forms before returning to the Athletic Office
- Communicate with parents and athletic department the itinerary for the evening.
- The evening's itinerary should be submitted in writing to the athletic department.
- Request for rooms and/areas needed for the evening should be submitted at least two weeks in advance.
- Request help from athletic department for lining up parents and athletes for the "ceremony" if needed.
- Coaches or Designee are responsible for communicating/overseeing the post game reception for parents and players
- The creation of programs, rosters, etc. will be overseen by the coach, designee or parent helping with senior night
- Decorations will be the responsibility of coaches or underclassmen designees.